

CAMBRIDGE

新编剑桥商务英语词汇

(初级)

主编 苏丹 王森

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出版说明

《新编剑桥商务英语词汇(初级)》是针对剑桥商务英语证书考试的考生和学习《新编剑桥商务英语学生用书(初级)》的学生而编写的辅助性教材。

本书也是为了增加学生普通英语词汇和商务英语词汇量,满足学生和教师实际需要而编写的。

书中词汇绝大部分是学生在学习过程中经常遇到的生词,具有较强的针对性和普遍性。

这些词汇基本上是按照它们在教材中出现的先后顺序排列,是对学生做了大量的问卷调查后归纳总结的;也是参考相关资料后整理出来的。同时补充了按字母顺序排列的重复版,便于同学们日常学习和课后快速查询。

希望本书对于学习《新编剑桥商务英语学生用书(初级)》的同学和准备剑桥商务英语证书考试的考生以及学习商务英语的广大爱好者有所帮助。

由于时间仓促,疏漏之处难免,敬请读者批评指正。

编者

2009年10月

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Unit 1a

Job Description

工作情况介绍

Background Information

A **job description** is a list of the general tasks, or functions, and responsibilities of a position. Typically, it also includes to whom the position reports, specifications such as the qualifications needed by the person in the job, salary range for the position, etc. A job description is usually developed by conducting a job analysis, which includes examining the tasks and sequences of tasks necessary to perform the job. The analysis looks at the areas of knowledge and skills needed by the job. Note that a role is the set of responsibilities or expected results associated with a job. A job usually includes several roles.

Purpose

The objective of a job description is to have a clear outline of duties and responsibilities to make the screening process as direct and focused as possible.

Job descriptions may have the following elements:

- improvement cooperation by giving all members of the organization insight in existing responsibilities/roles
- enabling career moves within the organization
- determination of amount of pay per function
- increase of results by specification of responsibilities and key performance indicators
- development of job owner by specification of competences
- may include the phrase “perform other duties as assigned”

Word List

description [dis'kripʃən] *n.* detailed account of the certain or salient aspects, characteristics, or features of a subject matter or something seen, heard, or otherwise experienced or known 描述

e.g. Could you give me a **job description** of the position advertised?

你能给我广告上招聘职位的详细的工作描述吗?

duty [ˈdju:ti] *n.* a task or action that a person is bound to perform for moral or legal reasons 职责

e.g. Don't thank me for doing my **duty**!

这是我应尽的责任,不用谢。

Chamber of Commerce 商会

frozen products 速冻产品

production [prəˈdʌkʃən] *n.* processes and methods employed in transformation of tangible inputs and intangible inputs into goods or services 制造, 生产

e.g. The factory was built for the **production** of automobiles.

生产汽车的工厂建起来了。

production manager 生产部经理

consultant [kənˈsʌltənt] *n.* person who gives expert advice (in business, law, etc.) 顾问

e.g. the president's **consultant on** economic affairs

总统的经济事务顾问

information technology 信息技术

e.g. The use of **information technology** could lead to major progress for developing nations.

信息技术的使用可以给发展中国家带来巨大的进步。

PLC public limited company incorporated, limited liability firm whose securities are traded on a stock exchange and can be bought and sold by anyone. Public companies. Also called **publicly held company**. 有限责任公司

financial product 金融产品

executive [igˈzekjutiv] *n.* person or group in a business organization, trade union, etc with administrative or managerial powers 经理, 董事, 行政人员

e.g. She's an **executive** in a computer company.

她是一家计算机公司的行政人员。

sales executive 销售经理, 销售主管

human resources the division of a company that is focused on activities relating to employees. These activities normally including recruiting and hiring of new employees, orientation and training of current employees, employee benefits, and retention. Also called **personnel department**. 人力资源

e.g. Poor **human resources** prejudice the growing of the firm's business.

糟糕的人力资源影响了公司的业务发展。

marketing ['mɑ: kitiŋ] *n.* management process through which goods and services move from concept to the customer 市场营销

e.g. I think it would be useful for you to learn the basics of **marketing**.

我认为学习一些市场营销的基础知识会对你很有好处。

accountant [ə'kauntənt] *n.* qualified person who is trained in bookkeeping and in preparation, auditing and analysis of accounts 会计

metro ['metrəʊ] *n.* an underground, esp. in Europe, such as that in Paris. 地铁(尤指欧洲,如巴黎的地铁)

e.g. Can you get there by **metro**?

你能乘地铁到达那里吗?

business park 商务园区

pharmaceutical [ˌfɑ:mə'sju:tikəl] *adj.* of or relating to drugs or pharmacy 制药(学)上的, 药剂师的, 药物的, 药用的

e.g. The **pharmaceutical** company is only a subsidiary of the corporation.

这家制药公司只是这个集团的一个子公司。

pharmaceuticals [ˌfɑ:mə'sju:tikəlz] *n.* 药物, 药品

e.g. China encourages foreign businesses to invest in **pharmaceuticals** industry.

中国鼓励外商投资医药行业。

work for 为……工作

e.g. He's so overbearing that no one wants to **work for** him.

他那么专横, 没人愿为他工作。

work in 在某领域工作

e.g. Do you **work in** marketing?

你在市场推广部工作吗?

work as 以某职务、身份工作

e.g. She left school and **work as** a dress model in the garment company.

她离开学校到服装公司当时装模特儿。

work with 与……合作

e.g. I like to **work with** people who are honest, dedicated to their work.

我喜欢与一些诚实并对工作投入的人合作。

investment products 投资产品

e.g. Driven by investment demand, the price of some **investment products** began to pick up.

受投资需求拉动,部分投资类产品价格开始回升。

do the account for 为……做账,记账

medium-sized company 中型企业

client ['klaɪənt] *n.* a customer 客户

e.g. She is a frequent **client** of the local drive-in restaurant.

她是当地汽车餐厅的常客。

food industry 食品业

fresh food 新鲜食品

normally ['nɔ:məli] *adv.* usually; ordinarily 一般

e.g. **Normally**, retail profit rate is much higher than that of wholesale.

一般来说,零售的利润率比批发大很多。

vaccine ['væksi:n] *n.* 抗……的疫苗

e.g. Taking a **vaccine** as a precaution **against** contracting a disease.

接种疫苗以避免感染疾病。

discuss sth with 与……讨论……

e.g. After some general conversation I said that I had some matters I would like to **discuss with** him personally.

略事寒暄后,我说有些事情想和他单独谈谈。

qualified ['kwɒlɪfaɪd] *adj.* having the abilities, qualities, attributes, etc, necessary to perform a particular job or task 合格的,有资格的

e.g. He has distinguished himself as a **qualified** leader.

他已经把自己历练成了一位合格的领导。

be responsible for 负责

e.g. The state board of health **is responsible for** hospital management.

国家卫生局负责医院的管理工作。

publicity material 宣传材料

e.g. The **publicity material** sent out by the company stressed their concern for the environment.

这个公司散发的宣传材料强调了他们对环境的关心。

deal with 处理,解决

area ['eəriə] *n.* range of activity or interest 域,地区,领域,方面

e.g. Do you prefer to live in a rural **area** or urban area?

你喜欢住在农村还是城市？

central Europe 中欧

health authority 健康机构

involve [in'vɒlv] *v.* to include or contain as a necessary part 包含

e. g. The differences between the two sides **involve** major matters of principle.

双方的分歧涉及一些重大原则性问题。

conference ['kɒnfərəns] *n.* a meeting for consultation, exchange of information, or discussion, esp one with a formal agenda 会议

e. g. I am very glad to present myself at this **conference**.

很高兴能够出席这次会议。

medical press 医疗媒体

applicant [ˈæplɪkənt] *n.* a person who applies, as for a job, grant, support, etc. Also called **candidate**. 候选人, 申请人

e. g. The company denies to have practiced discrimination against any **applicant**.

公司否认对申请者存在任何歧视行为。

employ [im'plɔɪ] *vt.* to engage or make use of the services of (a person) in return for money; hire 雇用

e. g. I will engage for his behaviour should you decide to **employ** him.

如果你能决定雇用他,那么我可以担保他的行为。

employee [ˌemplɔɪ'i:] *n.* 雇员

e. g. He behaves as a boss but is a common **employee**.

他的举止像个老板,其实却只是名普通员工。

employer [im'plɔɪə] *n.* 雇主

e. g. I handed in the letter of recommendation from our school to the **employer**.

我将学校的推荐信交给了用人单位。

interview [ˈintəvju:] *n./v.* a somewhat formal discussion between two parties in which information is exchanged. For a business looking to fill an open job position 面试, 采访

e. g. ① When you get a job **interview** you should be polite and self-confident. 面试中你应该有礼貌并保持自信。

② a TV **interview** 电视采访

vacancy ['veikənsi] *n.* an unoccupied post or office 职位空缺

e.g. I'm afraid the **vacancy** is no longer open.

我恐怕这个职位空缺没了。

work-related *adj.* 与工作相关的

e.g. **Work-related** accidents steadily increased from 1990 to 2002.

自 1990 年到 2002 年,工伤事故每年都有增长。

personal ['pə:sənl] *adj.* of or relating to the private aspects of a person's life
个人的

e.g. It's very important to have good **personal** relationships within our company.

在公司里保持良好的人际关系很重要。

be satisfied with 对……满意

e.g. I can guarantee that you will **be satisfied with** the result.

我保证你会对这个结果满意。

inform [in'fɔ:m] *v.* tell 通知,告知

e.g. I regret to **inform** you that due to the late arrival of my flight, I won't be able to join the meeting.

很抱歉通知您,因航班延误,我将无法参加会议。

【习惯用语】

to **inform** sb of sth 把某事通知某人

to **inform** sb that... 告诉某人……

attend [ə'tend] *v.* to be present at 出席,参加

e.g. They are expecting a large number of people to **attend** the show.

他们预期会有大量观众来观看演出。

advertising ['ædvətaiziŋ] *n.* the promotion of goods or services for sale through impersonal media 广告(业)

e.g. She won general acceptance in the **advertising** industry by her hard work and excellent performance.

她凭借努力和出色的表现赢得了广告界的普遍认可。

advertisement [əd'və:tismənt] *n.* any public notice, as a printed display in a newspaper 广告,通知 宣传

e.g. Low **advertisement** input often forecasts low popularity of the products.

广告投入少往往就预示着产品知名度低。

update [ʌp'deit] *v.* to bring up to date 更新,使成为最新式的,现代化的

e.g. All I have to do is **update** the trade journal once a week and make some copies.

我要做的就是每周更新一下贸易记录,并且做一些备份。

current network 目前网络

e.g. Another issue is that the **current network** was built for circuit-switched services.

另一个问题是,目前的网络是为电路交换服务而建立起来的。

balance sheet a statement that shows the financial position of a business enterprise at a specified date by listing the asset balances and the claims on such assets 资产负债表

e.g. The debts must equal the credits on the **balance sheet**.

资产负债表上借贷数必须相等。

give advice on 给出意见

e.g. **Give advice on** improving performance and obtaining higher efficiency.

提出改进性能和提高工作效率的意见。

short-listed adj. 经过筛选的

e.g. Have you been **short-listed** for the post?

已经把你列入该工作的筛选名单上了吗?

candidate [ˈkændidit] *n.* a person taking an examination or test or a person or thing regarded as suitable or likely for a particular fate or position, also called **applicant** 候选人

e.g. I consider that he is the best **candidate**.

我认为他是最合适的候选人。

increase [inˈkri:s] *v.* to make or become greater in size, degree, frequency, etc; grow or expand 提高,增大

e.g. He had the audacity to ask for an **increase** in salary.

他竟然厚着脸皮要求增加薪水。

output [ˈaʊtput] *n.* amount of energy, work, goods or services, etc. produced by a machine, factory, firm, or an individual in a period 产量

e.g. The country's industrial **output** is three times of ours.

这个国家的工业产量是我们的三倍。

after-sales *n.* 售后服务

e.g. **After-sales** service including guaranteed repairing, changing and refunding.

售后服务包括：包修、包换、包退。

keep a record of 记录

e.g. We'll **keep a record of** your measurements in a database.

我们会把你的尺码保存在数据库里。

concentrate on 把注意力集中在……上

e.g. If you **concentrate on** the project, you can finish it on time.

如果你专注于这个项目的話,就可以按时完成。

sort of 某种, 种类

be based in 基于, 总部设在……

e.g. The candidate should be able to **be based in** Shanghai, China.

有意者需考虑要长驻于中国上海。

self-employed ['self, im'plɔɪd] *adj.* earning one's living in one's own business or through freelance work, rather than as the employee of another 非受雇于人的, 自雇的

e.g. **Self-employed** or private enterprises and other non-public sectors of the economy have developed fairly fast.

个体、私营等非公有制经济较快发展。

Unit 1b

Working Conditions 工作条件

Background Information

Working conditions is alternative term for conditions of employment.

All employers have certain legal obligations to their employees, including:

- paying correct wages;
- ensuring a safe working environment;
- supporting an anti-discriminatory and anti-harassment workplace;
- taking out workers compensation insurance;
- paying superannuation contributions;
- paying a range of employee-related taxes.

Employees may be entitled to:

- a range of leave entitlements;
- notice of termination and severance pay;
- protection from unfair dismissal or unlawful termination.

All employers are required to comply with, and exhibit a copy of, all relevant awards applicable to their workplace.

Word List

working conditions 工作条件

- e.g. The union leaders are campaigning for better **working conditions**.
工会领导人为争取改善工作条件而积极活动。

comment on sth 意见, 评估

- e.g. He refused to pass any **comment on** the committee's decision.
他不肯对委员会的决定作任何评论。

be unhappy about 对……不满

- e.g. They are **unhappy about** the noise.
他们对这吵闹声很是不满。

take calls answer the telephone 接电话

supply [sə'plai] *v./n.* to make available or provide (something that is desired or lacking) 供应

e. g. I wonder if you **supply** toys.

不知贵公司是否供应玩具。

efficiently [i'fi:ʃəntli] *adv.* producing a satisfactory result without wasting time or energy 高效地

e. g. Job satisfaction is essential if we are to work **efficiently**.

要使工作卓有成效,必须保证工作时得心应手。

make a suggestion 建议

e. g. You can **make a suggestion** to improve a product or service or to better serve your customers.

你可以提出建议改进产品、改善服务,或更好地为客户服务。

rarely ['reəli] *adv.* to an unusual degree; exceptionally 很少, 极少

e. g. Empirical observation says that it is **rarely** a problem for users.

但经验显示,这对用户来说通常不是问题。

annoying [ə'noiɪŋ] *adj.* causing irritation or displeasure 令人烦恼的

e. g. Today is an **annoying** weather.

今天是个烦人的天气。

sales performance 销售情况

e. g. Ability to find and solve the problems arising from **sales performance** to ensure a good sales result.

发现并解决在产品销售及市场推广过程中的难点及问题。

overtime pay 加班费

e. g. I am working without **overtime pay**, so I can take some days off later.

我加班没有加班费,所以可以在以后调休几天。

bonus ['bəʊnəs] *n.* something given, paid, or received above what is due or expected an extra dividend allotted to shareholders out of profits 奖金, 红利, 额外津贴

e. g. In addition to his salary, he has a **bonus** of 25 yuan per month.

除工资外,他每月还有 25 元钱奖金。

annual ['ænjʊəl] *adj.* 年度的, 每年的

e. g. Knudsen would take over immediately as president at an **annual** salary of \$ 600,000.

科努森将立即接任总裁之职,年薪 60 万美元。

run out of 用光,用尽

e.g. The aircraft will **run out of** fuel in another hour.

飞机再过一小时燃料就将用完。

stationery ['steɪj(ə)nəri] *n.* 文具

e.g. You don't need to pull out your **stationery**.

你不用拿出文具。

sensible system 合理的系统

e.g. The United States abandoned this **sensible system** in 1976.

在 1976 年,美国舍弃了这个明智的制度。

order ['ɔ:də] *n.* 订单

e.g. The size of our **order** depends very much on your price.

我们订单的大小在很大程度上取决于你方价格。

equipment [i'kwɪpmənt] *n.* tangible property of more or less durable nature which is useful in carrying on the operations of a business 设备,设施

e.g. A system configuration that excludes standby **equipment**.

一种没有备用设备的方案配置。

break down 故障,坏了

give a presentation 做讲演

e.g. I was asked to **give a short presentation** on the aims of the plan.

他们要求我就这计划的目的作一个简短的陈述。

embarrassing [im'bærəsɪŋ] *adj.* 令人尴尬的

e.g. He tried to evade the **embarrassing** question.

他企图回避这令人难堪的问题。

occasionally [ə'keɪzənəli] *adv.* 偶尔

e.g. He is a good student except that he is **occasionally** careless.

他是个好学生,只是他偶尔有些粗心。

frequently ['fri:kwəntli] *adv.* often 经常

e.g. Toolbars provide experienced users fast access to **frequently** used functions.

工具栏为有经验的用户提供快速访问常用功能的途径。

shift [ʃɪft] *n.* a group of workers who work for a specific period or the period of time worked by such a group 倒班

e.g. Peter is on the day **shift** and I am on the night **shift**.

彼得上白班,我上夜班。

【习惯用语】

work on the day **shift** 上白班

work on the night **shift** 上夜班

review [ri'vju:] *v./n.* 回顾,评估,审查

e.g. Management audit is a **review** and appraisal of any or all parts of management activity.

管理审计是对管理活动的任何一部分或全部进行审计和评估。

overall ['əuvərə:lz] *n.* 工作服

e.g. He changed out of his **overalls** and into a suit.

他换下了工作服,换上了一套西服。

uniform ['ju:nifɔ:m] *n.* 制服

e.g. A policeman does not wear a **uniform** when he is off duty.

警察不值勤时不穿制服。

regulation [regju'leifən] *n.* 规章,制度

e.g. How can we get round that **regulation**?

我们如何能避开那项规则呢?

leave [li:v] *n.* permission to be absent, as from a place of work or duty 假期, 休假

e.g. The headmaster recalled all members on **leave**.

校长召回所有休假人员。

line manager person who heads revenue generating departments and is responsible for achieving an the organization's main objectives by executing functions such as policy making, target setting, decision making 主管经理

e.g. He was recently promoted to the rank of **line manager** of a big company, a fast-track promotion, that is.

最近,他被提拔为一家大公司的部门经理,升得很快。

break [breik] *n./v.* a short period between classes at school recess 休息

e.g. We ought to take a holiday soon; we've been at this work without a **break** for nearly a year.

我们连续不断地做这项工作快一年了,不久就该有次休假了。

provide [prə'vaɪd] *v.* make sth available for sb to use by giving, lending or supplying it 提供

e.g. Design for the probable; **provide** for the possible.