

对外贸易 简明英语会话

对外贸易部人事局教育处编

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對外貿易簡明英語會話

ELEMENTARY ENGLISH CONVERSATION
FOR FOREIGN TRADE

對外貿易部人事局教育處編

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內 容 提 要

本書是對外貿易部人事局教育處主持編寫的。內容共分三部分：第一部分會話包括與蘇聯和人民民主國家商務人員日常談判用語十篇；與資本主義國家官員、廠商代表、銀行和運輸公司代表等簡單談話九篇；與資本主義國家廠商代表和工商界貿易代表團談判會話各一整套；貿易座談會發言兩套。第二部分是商品和技術名詞。第三部分附錄包括國內外重要貿易機構、工商組織、展覽會名稱表；國內外城市港口名稱表；談判和口譯人員注意事項等。

另一冊“簡明英語會話”是作為本書的補充材料編寫的，以提供常用生活詞彙及會話為主要目的。兩書具有互相關補作用，專供對外貿易工作人員閱讀參考。

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PART I CONVERSATIONS

第一部分 會 話

I. Discussions With Trade Representatives

From Fraternal countries

与兄弟國家貿易代表談判

(1) Preparatory Conference.

預備會議

Ch.: We are glad to be able to welcome you here, and greet you cordially in the name of our firm.

中：我們很高興在這兒歡迎你們，並以我們公司的名義向你們熱烈致意。

Cze.: We're also very happy to be here today and to make the acquaintance of you and your co-workers to have a talk about our plans for working together.

捷：我們也很高興今天能來這兒跟你和你的同事們大家認識認識，來談談我們共同工作的計劃

Ch.: May I offer you a cigarette?

中：請抽支煙。

Cze.: No, thank you. I don't smoke.

捷：謝謝，我不抽煙。

Ch.: I suppose you have already looked through our order cards, and if there should be any points which are not clear, we should like to talk those over with you here.

中：我想你們已經看過我們的訂貨卡片了罷，假如有什么不清楚的地方，我們很願意和你們在這兒一起討論一下。

Cze.: With pleasure. This is exactly our purpose in coming here today. But first of all we should like to have some information from you

捷：我們很高興這樣做。这也正是我們今天來的目的。不过你們訂貨卡片上有几个規格不太清

about a few of the specifications in your order cards which are lacking in clarity.

Ch.: We shall be glad to supply you with such kind of information any time you wish. My colleagues will do their best to clear up any obscurities there might exist. May I take this opportunity to introduce my colleagues to you? This is Comrade Wang, chief of the department for precision instruments.

Cze.: Very glad to meet you. we should be very grateful to you if you could possibly let us have a room in which my colleagues from the corresponding departments of the Czechoslovakian State Export Board could have daily conferences with our Chinese friends.

Ch.: We are very willing to put a room at your disposal. May I ask when you intend to start work?

Cze.: Since today we also want to visit your sister firms, we should be obliged to you if we could start our talks from tomorrow.

Ch.: That's settled. What time may we expect you here?

Cze.: If you have no objections we shall be here tomorrow morning at 9 o'clock. Moreover, every one of

楚，首先希望你們說明一下。

中：我們願意隨時提供這方面的資料。我的同事們將尽可能把所有疑問消除。讓我利用這個機會把我的同事介紹給你好嗎？這位是精密儀器處的處長，王同志。

捷：很高興能見到你。如果你們能給我們一間房間，以便我們捷克國家出口局各有關處的同事可以每天和我們的中國朋友進行會談，我們十分感謝。

中：我們很願意給你們一間房間由你們任意使用。你們打算什麼時候開始工作呢？

捷：今天我們還打算去拜訪你們的兄弟公司，我們想明天起開始會談。

中：那就這樣規定罷。你們什麼時候來這兒呢？

捷：假如你們沒有意見的話，我們明天早晨9點來這兒。我們每個代表

our representatives will immediately start work with your corresponding department.

將立刻開始和你們的有關各處進行會談。

Ch.: All right. Then we shall expect you tomorrow morning at 9.

中：好罷，那麼明天早晨9點等你們。

Cze.: We shall have to take our leave now since we also want to visit your sister firms. Would it be very inconvenient for you to have one of your colleagues accompany us to the other firm's office?

捷：我們該告別了，因為我們還要去拜訪你們的兄弟公司。假如方便的話，可否派一位同事陪我們去其他公司？

Ch.: Not at all, I shall be glad to send somebody with you. My colleague, Comrade Chang will take you there.

中：沒有什麼不方便，我願意派人和你們一起去。我的同事張同志會帶你們到那兒的。

Cze.: Thank you very much and we shall see you tomorrow then.

捷：多謝，明天見罷。

Ch.: Goodbye.

中：再見。

(2) A General Talk

一般性的會談

B: How do you do, Comrade A?

乙：你好，甲同志？

A: How do you do?

甲：你好？

B: Take a seat, please.

乙：請坐。

A: Thank you.

甲：謝謝你。

B: Shall we come to the point immediately?

乙：是不是現在就開始談呢？

A: All right. Which order-cards are you prepared to discuss?

甲：好，你打算談哪些訂貨卡片？

B: Let us discuss the order-cards No. 120001 to 120058. Card No. 120005 has been cancelled for some rea-

乙：我們談 120001 號到 120058 號的卡片吧。120005 號卡片因某種原

son, so there are only fifty-seven cards in all.

A: Correct. Now let us see. We don't quite understand the specifications stated on card No. 120032, and in order to decide whether we can meet your requirements, we need some further explanations.

B: We don't quite understand the specifications either. We have asked our users to give us as intelligible a description as possible, but so far they haven't done so.

A: As you urgently need the various types of micrometers under the cards from No. 120033 to No. 120058, which we have in stock, we suggest that they be delivered by air as soon as the contract is signed. What is your opinion?

B: Yes, this is a very good idea. But we can't make the final decision at present, because we must first consult with our users.

A: Then when will you inform us of your decision?

B: Within a week or so, I think.

A: All right. So far we have gone over the cards from No. 120001 to 120015; there is no doubt that we can supply all the goods concerned,

因已被撤消, 所以一共只有五十七張卡片.

甲: 对, 現在讓我們看一下. 我們对第 120032 号卡片的規格不太明白, 希望你們進一步說明, 以便我們決定能不能滿足你們的需要.

乙: 这規格我們也不太明白, 我們已請用戶尽可能詳加說明, 但到目前为止, 他們还没有这样做.

甲: 第120033号到120058号卡片中的各种測微器你們都很急需, 这些东西我們有存貨, 我建議在合同簽訂后立刻就空运交貨, 你們的意見怎样?

乙: 这意見很好, 但是我們現在还不能作最后決定, 因為我們必須首先和用戶商量一下.

甲: 那么, 什么时候可以把你們的決定告訴我們呢?

乙: 我想一个星期左右就可以了.

甲: 好. 120001 到 120015 号卡片我們已經研究过, 这些訂貨我們都一定可以供应, 不过交貨

but their time of delivery as well as some other questions need further consideration. Shall we deal with them card by card?

B: All right. In accordance with our user's request, we want to make some changes about the shipping marks, port of destination and quantity. We presume you will have no objection.

A: No, none whatsoever. Now let us proceed with the cards concerned.

B: Here they are. First we wish to make some changes on card No. 340001. We have decided to add three sets of electric welding machines, so that the total amount will be increased to 40,000 Rbls. But the time of delivery remains unchanged.

A: I have made all the changes. But I am sorry that these three sets can't be delivered at the same time as the others. Their delivery has to be postponed to the following quarter.

B: We understand, but we should be very much obliged to you if you could manage to deliver them earlier.

A: We will try our best. The next card?

B: Here it is, 380001. We want

期及其他一些問題還須另加考慮。我們一張一張來討論好嗎?

乙: 可以。根據我們用戶的意見, 我們要把裝船唛頭、目的口岸和數量更改一下, 想來你們不會有什麼意見。

甲: 不, 我們毫無意見, 現在讓我們按卡片談下去罷。

乙: 是這樣的。首先我們想把第 340001 號卡片的內容更改一下, 我們決定增訂三套電焊機, 因此總金額也要增加到四萬盧布, 但是交貨期不變。

甲: 我已完全改好, 不過很抱歉這三套不能和其他的訂貨同時交貨, 須要遲一個季度才能交貨。

乙: 這點我們明白, 不過假如你能設法提前交貨, 我們是很感激的。

甲: 我一定盡量想辦法, 其次談那一張卡片呢?

乙: 在這兒, 第 380001

to change the port of destination on this card from Tientsin to Shanghai.

A: Changed.

B: There is a mistake to be corrected on card No. 140003. The shipping marks should be 5JM-88 instead of 5JM-85: a typing error easily made when the typist is in a hurry. Please correct it.

A: I have. Are there any other questions to be discussed?

B: No more, I think. But our colleagues of the Chemical Section have some business to discuss with you. Please wait a moment. I'll go to get them.

A: Please.

号,我們要把目的口岸天津改为上海.

甲: 改好了.

乙: 第 140003 号卡片一个錯誤需要改正, 裝船唛头應該是 5 JM—88, 而不是 5 JM—85, 打字員在急急忙忙的时候容易打錯, 請把它改正.

甲: 我已改好了. 还有什么問題要討論嗎?

乙: 我想沒有什么了. 不过我們化工处的同事有些事要和你談談. 請等一会儿, 我去叫他們.

甲: 請.

(3) On signing of the Order Cards

談簽訂貨卡片

B: We accept your offer for the commodities under the cards from No. 310005 to No. 310020, but we wonder whether you are willing to agree to the time of delivery as suggested at the last meeting.

A: At your request we contacted our head-office in Prague immediately after the last meeting, and we have now received their reply to the effect that the time of delivery can

乙: 關於第 310005 到 310020 号卡片上的商品, 我們接受你們的报价, 不过你們是否能同意我們上次會談時所提出的交貨期呢?

甲: 根据你們的要求, 上次會談后我們就立刻和布拉格总公司联系, 現在已經接到答复說交貨期可以提前到明年第二

be advanced to the second quarter of next year.

B: Thank you very much. That is fine. Then I think all the questions concerning these cards have been settled.

A: May I suggest that we check the number, quantity, specifications, unit price and amount on each card. If there are no other questions, and if we agree on all points, we shall proceed to sign the cards.

B: Very well.

.....

B: Please sign these cards first.

A: All right. Could you tell me when the contracts will be ready?

B: Probably before next Wednesday. We shall phone you as soon as they are ready to be signed.

A: Thank you. Then we'll be awaiting your call.

季度。

乙：非常感謝你們。那很好。這樣我想有關這些卡片的問題都已解決了。

甲：那我建議我們雙方把每張卡片的號碼、數量、規格、單價及金額都核對一下。假如沒有其他問題，而且一切雙方都同意的話，我們就可以簽字了。

乙：很好。

.....

乙：請先簽這些卡片。

甲：可以，你們什麼時候能把合同准备好？

乙：大概下星期三以前，等合同准备好可以簽字時，我們立刻用電話通知你。

甲：謝謝，那末等你們的電話。

(4) On Transportation and Packing

談運輸與包裝

B: Today we wish to have a talk with you about the question of transportation.

A: Is it about the means of transport?

乙：今天我想和你談談關於運輸的問題。

甲：是不是關於運輸工具的問題？

B: Yes, it is. There are certain goods we want to have sent by air as we need them urgently, others owing to their nature should be transported by rail.

A: Just as you wish.

B: The gear milling cutters under cards No. 310021—310023 are to be transported by air, while the hobs under cards No. 310025—310028 are to be transported by rail. Land transport is preferable because of their size and weight, also, they can reach us earlier than by sea.

A: In my opinion, the gear milling cutters are neither too big nor too heavy, you can have them sent by mail instead of by air and they will still reach you in good time. As for the hobs, I advise you to despatch them by rail.

B: Thank you, I believe it's a very good suggestion, and we will take it into consideration. Now, another thing. We have something to say about the packing. As you know, we ordered a lot of taps from you last year. Upon receiving these taps, however, we found a part of them were rusted. According to the survey report of our Commodity Inspecting and Testing Bureau, a number of them had been slightly rusted before they were shipped, and all

乙: 是的, 某些商品我們很急用, 想用空运, 有些商品因為他們的性質特殊, 想用陸運。

甲: 可以隨你們便。

乙: 第 310021 到 310023 号卡片的齒輪銑刀將用空运, 第 310025 到 310028 号卡片的滾刀用鐵路運輸。因為它們的大小和重量適合於陸運, 而且還可以比海運早日到達。

甲: 按我的意見齒輪銑刀既不大又不重, 可以郵寄不必空运, 同樣也能及時到達。至於滾刀我建議你們用陸運。

乙: 謝謝, 我相信你的建議很好, 我們要考慮一下。現在還有一個問題, 就是包裝方面, 我們也想說几句。你知道我們去年向你們訂購了許多龍頭。貨到以後我們發現一部份龍頭已經生銹。根據我國商檢局的檢驗報告, 其中有些是在裝船前就已經有些生銹了, 其它的因為包裝不妥在途中受潮生銹。

others got wet and rusted en route owing to improper packing. In the light of this unfortunate experience, we hope you will take necessary precautions this year.

A: We shall do our best to prevent such things from recurring. You could perhaps make some helpful suggestions?

B: We suggest that before being packed every tap be oiled with an anticorrosion solution and wrapped in oil paper. The boxes containing these taps must be lined with thick oil paper and sealed tightly. So as to prevent exposure to moisture.

A: I think this is acceptable. I shall ask our head-office to act on your suggestions.

鑒於這次不幸的經驗，我們希望你們今年在這方面採取必要的預防措施。

甲：我一定尽力避免这种事情再發生，你們也許有什么好的建議罷？

乙：我們建議在包裝前每個龍頭先用抗腐蝕劑塗抹，再以油紙包裹。裝龍頭的盒子必須以厚油紙襯里，並把盒子密封，以防受潮氣。

甲：我們可以接受你們的建議，我要通知我們總公司按你們的建議辦理。

(5) On Price

談 價 格

A: Good morning, Mr. B.

B: Good morning, Mr. A. I understand you'd like to talk about the price of pneumatic chipping hammers, don't you?

A: Yes, Mr. B. Have you studied the offers we made to you last time?

B: Yes, we have. There are three questions we hope you will clarify.

甲：你早，乙先生？

乙：早，甲先生。我想你是要談一談風動錘的價格，是嗎？

甲：是的，乙先生，我們上次交給你的報價研究過沒有？

乙：是的，研究過了。有三個問題希望你能加以

First, is the offered price ex work or F. O. B. Gdynia? Second, does the offered price include the chipping tools? And third, why is the unit price for type MR45 thirty roubles higher than last year? Has there been a mistake made here?

A: Concerning the first question, I must point out that all prices are F. O. B. Gdynia. Sorry we forgot to mention it in our offers. Regarding the second question, I'm not sure whether or not the price includes the chipping tools. In order to give you a definite answer, I shall, however, inquire. As to the third question, I should like to tell you that no mistake has been made, but it is because of the technical improvement of type MR45 that we have raised its price by thirty roubles. As a result of the improvement, its efficiency is increased by one-third, but its price has been raised only by one-tenth. Looking at the matter from this angle, you will readily see that the price for this type of machine is still very reasonable.

B: Would you furnish us with some detailed descriptions or catalogues which may help us to study the technical improvement of the pneumatic chipping hammer MR45?

說明。第一，这个报价是出厂价格还是格丹尼亞离岸价格？第二，报价內是否包括鑪具的价格？第三，为什么 MR45 型的單价比去年高了三十盧布？是不是搞錯了？

甲：關於第一個問題，我必須指出，所有的价格都是格丹尼亞离岸价格。我們忘了在报价上註明，很抱歉。第二個問題，我不能肯定鑪具价格是否包括在內。我要去查問一下以便給你一个肯定答复。至於第三個問題，並不是我們搞錯了，而是因为 MR45 型技術上有所改進，我們把价格提高了三十盧布。由於这一改進，它的工作效率提高了三分之一，可是价格僅增加了十分之一。从这个角度來看，你們就可以了解这种机器所要的价还是很合理的。

乙：你們能不能提供我們一些詳細的說明書或樣本幫助我們研究 MR 45 型風動鑪錘技術上的改進？