



全国教学型本科院校商务英语系列规划教材

BUSINESS ENGLISH TRANSLATION

# 商务英语翻译

董晓波 主编



对外经济贸易大学出版社

University of International Business and Economics Press

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# 商务英语口译

## Business English Interpreting

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**Business English Interpreting**

董晓波 主编

责任编辑: 袁品荣 戴 菲

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# 出版说明

随着经济全球化浪潮的日益高涨，中国与世界各国之间的经贸往来日益密切，既掌握娴熟英语又具有扎实商务专业知识的复合型人才已成为市场的主要需求。根据教育部发布的《国家中长期教育改革和发展规划纲要》，“建立高校分类体系，实行分类管理”的要求，对外经济贸易大学出版社专门针对教学型本科院校组织编写了这套“全国教学型本科商务英语系列规划教材”。

现时，我国的高等院校分为大致可分为研究型、教学研究型、教学型三大类。不同类型高等院校在人才培养类型、创新贡献和服务社会方面都应有各自的定位；与之相应，其适用教材也各有不同。教学型高校作为我国高等教育的主力，量大面广、层次多、类型多，是培养应用型高级人才的主要力量。教学型高校以培养应用型、复合型人才为出发点，按“基础扎实，知识面宽，应用能力强，素质高，有较强的创新精神”的要求，以人为本，使学生“会学习”、“会创新”、“会做人”；既加强通识教育，同时也为终身教育作准备，打基础。

本系列教材面向全国教学型本科院校，目标群体明确，教材选题和内容均根据全国教学型本科院校课程设置而定，作者队伍也拟联合全国教学型本科院校的优秀一线师资，适用于全国教学型本科院校商务英语专业、财经专业和英语专业校商务/应用/外贸外语方向的学生。

本套“全国教学型本科商务英语系列规划教材”适用于全国应用型本科院校商务英语专业、英语专业的商务/应用/外贸英语方向以及财经类专业的学生，内容包括《商务英语综合教程1-4册》、《商务英语听说》、《商务英语阅读》、《商务英语写作》、《商务英语函电》、《商务英语翻译》、《商务英语口译》、《商务知识导读》、《英语财经报刊阅读》、《跨文化交际基础》、《国际商务礼仪》、《进出口贸易实务》《国际商务制单》、《国际贸易理论与实务》等。

本系列的编撰者们不仅具有丰富的语言教学经验，而且具备商务活动的实践经验，他们集教学经验和专业背景于一身，这是本套商务英语系列教材编撰质量的有力保证。

此外，本套教材配有辅导用书或课件等立体化教学资源，供教师教学参考（可登录我社网站 [www.uibep.com](http://www.uibep.com) 下载）。凉

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# 序

## Preface

全球经济一体化给加入 WTO 后的中国带来的无数机遇和挑战。中国的改革开放使中国与世界各国及各国际经济组织在政治、经济、商务和文化等各个领域的交往日益增多，也使社会对口译人才，尤其是高层次、应用型和专业化口译人才的需求越来越大。

《商务英语口语译》以培养商务英语高素质、复合型、应用型人才为目标，旨在提高经贸英语专业学生的商务口译实践能力，以满足不断扩大的市场需求。本书努力将语言技能的训练与商务英语知识的介绍融为一体，最终服务于复合型人才培养的目标。本书内容丰富，涉及商务活动的各类常见场合；以口译工作者实际遇到的情况选材，题材与口译工作的话题相吻合。所用的技能与所选的话题相互照应，相得益彰。本书共分为 15 个单元，涵盖了“礼仪祝辞、商务参观、商务谈判、宣传介绍、经营管理、对外投资、金融证券、商务访谈、旅游餐饮、科技发展、经贸政策、世贸组织、营销采购、招商会展、新闻发布”等专题在内的多个方面内容。每个单元包含六个模块：背景阅读（Background Reading）介绍与该主题相关的背景知识；口译导入（Interpretation Lead-in）包括重点词汇（Vocabulary preview）、句子精炼（Sentence in Focus）和段落视译（Sight Interpretation）三个环节，让学生积累相关的专业词汇，建立口译背景知识的图式结构，初步进入口译状态；口译实战（Field Interpretation）分为汉英口译（Chinese-English Interpretation）和英汉口译（English-Chinese Interpretation）两个环节，全是口译实际操作练习；模拟练习（Simulation Exercises）是为学有余力的同学提供的；口译技巧与方法（Interpretation Skills）介绍一些商务口译的相关训练技巧与方法，使学生掌握一定的口译理论知识和实践操作技能；最后为口译练习的参考译文。

本书适用于普通高等教育商务英语专业学生，以及国际贸易、国际经济、国际工商管理 etc 经贸类专业的学生，同时也可供从事国际商贸工作的在职人员参考使用；对英语爱好者，尤其是商务口译爱好者，也是一本理想的参考书。

本书由董晓波主编，彭美玲、张浙副主编、张冉、薛立敏、王迎、丁里参编。感谢孙茂华、董长生、侯远秀、董晓峰、王欣的支持与帮助，以及于银磊、施剑、周斌、关琦、陈琳、张明明等同学在资料搜集整理过程中所提供的帮助。在编写过程中，我们力求做到完美，但水平所限，必有疏漏和欠妥之处，恳请广大同仁和读者不吝指正。

董晓波

2011 年 10 月

于南京东方城紫金山麓

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# Unit One

## Ceremonial Address

### 礼仪祝辞

#### Part I 背景阅读 Background Reading

##### Ceremonial Speech

**Ceremonial Speech** is a speech that you give at ceremonial occasions that reaffirms a community's bonds and values and/or strengthens ties between individuals and groups. It has three functions: to explain a social world to listeners, to display the speaker's eloquence, and to shape and share community ideals.

There are many types of ceremonial speeches, including introductions, welcomes, farewells, award presentations, acceptances, thank-yous, toasts, after-dinner speeches, sermons, prayers, and commemorative speeches such as tributes, eulogies, keynotes, inaugurals, and commencement speeches. Following are definitions of some types of ceremonial speeches, please get familiar with them.

A **speech of welcome** is in order if you are called on to provide greetings to a visitor to your organization, to new members, or to make your own remarks on joining a group. In a **farewell speech** you may say good-bye as you move on to another position or retire, or extend your group's farewell to a departing member. A **speech of acceptance** normally follows an award presentation, an election victory, or a success of some kind. The **speech of thank-you** is

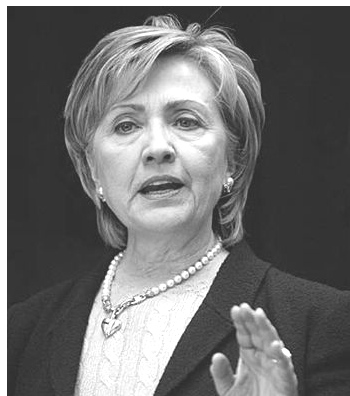
your acknowledgment of services or aid given to you by others. It should include a tribute to those being recognized. The **toast** is a recognition or tribute to a person or a group, in which a short speech is given and some liquid sipped as a means of acknowledging the recipient. The **after-dinner speech** is frequently used at luncheons, dinners, and banquets. Its purpose is to provide an entertaining or compelling message on a theme. A **keynote speech** usually serves as the central point of a conference or convention and typically is presented early in the proceedings to function as the “rallying cry” for those involved. An **inaugural speech**, given when a new officeholder assumes responsibilities, is designed to set the tone for new beginnings. A **commencement address** commemorates old experiences and new beginnings for members of a graduating class.

### Hillary Clinton's Address in the Second Round of the U.S.–China Strategic and Economic Dialogue on May 5th, 2010

Good morning. I want to thank State Councilor Dai and Vice-Premier Wang for their very warm hospitality. It is a pleasure for our entire delegation to be here in Beijing. And it is an honor to join my colleague, Secretary Geithner, and the many officials from across our government in representing the United States at this second round of the strategic and economic dialogue.

I first visited China in 1995, and I have been privileged to return since then. Every trip to China offers fresh insights and images of the dynamism of this country and its people, the pace of change, and the possibilities for the future. Back in 1995, trade between our two nations was measured in the tens of billions of dollars. Today it is counted in the hundreds of billions. Few people back then had cell phones, and almost no one had access to the Internet. Today China has the world's largest mobile phone network, and more Internet users than any other country on earth.

In 1995, both our countries signed on to the Beijing platform for action to advance equality and opportunity for women. And while there is still much to do in both of our countries, I know that Chinese women have made real progress in education, health care, and



employment. Hundreds of millions of men, women, and children have been lifted out of poverty. And China has flourished in so many ways. Freer trade and open markets have created jobs in both our countries, and given Chinese consumers access to new goods and to higher standards of living.

The United States welcomes China's progress and its accomplishments. And by establishing patterns of cooperation, rather than competition between our two countries, we see the opportunity, as we have just heard from Vice-Premier Wang, for win-win solutions, rather than zero-sum rivalries, for we know that few global problems can be solved by the United States or China acting alone. And few can be solved without the United States and China working together.

With this in mind, I would like to read a few lines of a letter from President Obama that I will be personally handing to President Hu Jintao. President Obama wrote: "Our relationship with China is guided by the recognition that we live in an inter-connected world. One country's success need not come at the expense of another. Our progress can be shared. Indeed, the United States welcomes China as a strong, prosperous, and successful member of the community of nations."

Over the past 16 months, we have worked together to lay the foundation for that positive, cooperative, and comprehensive relationship that President Obama and President Hu have committed our nations to pursuing. We launched the strategic and economic dialogue last year in Washington, as the premier convening mechanism in our relationship. And this year we have assembled an even broader and deeper team, here in China, to address our growing agenda. We have built avenues of cooperation and identified areas of mutual interest.

Our job, moving forward, is to translate that common interest into common action and, in turn, to translate that action into results that improve the lives of our people, and contribute to global progress. Over the long term, these results are how our relationship will be measured.

We are conscious that meaningful progress against great global challenges is the work of years, not days. We know that this gathering, in and of itself, is a foundation for ongoing cooperation that has to take place every day at every level of our government. And so, we will blend urgency and persistence in pursuit of shared goals.

We have already begun to see progress on some of the key areas of common concern that we laid out in our first dialogue last year. But there is much work to be done.

First, on international security challenges, the United States and China have consulted closely on the challenge posed by Iran's nuclear program. The prospect of a nuclear-armed

Iran concerns us all. And to address that threat, together we have pursued a dual-track approach of engagement and pressure, aimed at encouraging Iran's leaders to change course. The draft resolution agreed to by all of our P-5+1 partners and circulated at the Security Council sends a clear message to the Iranian leadership: Live up to your obligation, or face growing isolation and consequences. As we continue to cooperate in New York, the burden is on Iran to demonstrate through its actions that it will uphold its responsibility.

Now, beyond these pressing challenges there are other shared security concerns that I look forward to discussing, including the fight against violent extremism in Afghanistan and Pakistan, counter-piracy efforts, and deeper military-to-military cooperation.

Second, on climate and energy, we have built on the memorandum of understanding signed at the last round of the dialogues, collaborating on new, clean energy research, including a center. We have committed ourselves to an electrical vehicle initiative, and a renewable energy partnership, and more. At Copenhagen, for the first time, all major economies, including both the United States and China, made national commitments to curb carbon emissions and transparently report on their mitigation efforts. Now we must work to implement the Copenhagen accord with balanced commitments that are reflected in the ongoing negotiation

And on behalf of Secretary Steven Chu, I extend his regrets. He was unable to be with us, because he had to stay and work very urgently on the oil spill in the Gulf of Mexico.

Third, on education, health, and development, tomorrow I will meet with State Councilor Liao to launch a new dialogue on educational and cultural exchanges that will deepen understanding and cooperation between our people. I am very pleased that Secretary of Health and Human Services Kathleen Sebelius has joined us this year to expand cooperation on infectious diseases and other international health challenges. Our ambassador for global women's issues, Melanne Verweir, is also here because we recognize that the roles and rights of women are central to many of the issues we face, including devising a global strategy for development that is both sustainable and effective.

The Obama Administration has worked to advance a long-term investment-driven approach to development. And Administrator Raj Shah is leading our efforts. We have elevated development as a core pillar of our foreign policy, and we seek to coordinate with China and other donors to meet country-led needs and to comply with internationally-agreed standards.

Finally, we have worked together and seen progress on promoting global economic recovery and growth. Secretary Geithner, Secretary Locke, Ambassador Kirk, Chairman

Bernanke, and the rest of our economic team will be talking in greater depth about how we can develop a more balanced global economy that will produce prosperity that reaches further and deeper for both the Chinese and American people.

Now, our discussions in these few days are unlikely to solve the shared challenges we face. But they can and should provide a framework for delivering real results to our people. We will not agree on every issue. But we will discuss them openly, as between friends and partners. And that includes America's commitment to universal human rights and dignity, and so much else that is on both Chinese and American minds.

There is a Chinese proverb that speaks of treading different paths that lead to the same destination. Our two nations have unique histories. China is home to an ancient civilization, as I saw in the Chinese Pavilion when I visited, with the scroll that has been made to come alive, showing life in this city 1 000 years ago. America is a young nation. But we know that our future, both our challenges and our opportunities, will be shared. We have traveled different paths, but that shared future is our common destination and responsibility. And, ultimately, that is what this dialogue is about.

So, again, let me thank State Councilor Dai and Vice-Premier Wang, and I look forward to our discussions in an open and candid exchange of views. Thank you very much.



## New Words & Expressions

1. privileged ['privilidʒd] *adj.* 全能的; 有无限权利的
2. insight ['insait] *n.* 洞悉力; 洞察
3. dynamism ['dainəməzəm] *n.* 活力; 动态
4. sign on 签署
5. flourish ['flauriʃ] *vi.* 繁荣, 兴旺
6. zero-sum 零和的
7. rivalry ['raivələri] *n.* 竞争; 对抗
8. prosperous ['prɒspərəs] *adj.* 繁荣的; 兴旺的
9. convene [kən'vi:n] *vt.* 召开; 召集
10. mechanism ['mekənizəm] *n.* 机制
11. blend [blend] *vt.* 协调
12. lay out 提议; 设计
13. dual-track 双轨的

14. circulate ['səʊkjuleit] *vi.* 传播, 流传
15. uphold [ʌp'həuld] *vt.* 承担; 支撑
16. extremist [ik'stri:mist] *n.* 极端主义者
17. Afghanistan [æf'gænistæn] *n.* 阿富汗 (国家名称, 位于亚洲)
18. Pakistan ['pækistæn] *n.* 巴基斯坦 (南亚国家名)
19. vehicle ['vi:ikl, 'vi:hi-] *n.* 车辆; 交通工具
20. mitigation [ˌmi:ti'geiʃən] *n.* 缓解
21. accord with 同……相符合; 与……一致
22. infectious [in'fekʃəs] *adj.* 传染的
23. pillar ['pilə] *n.* 支柱
24. tread [tred] *vt.* 踏; 行走
25. candid ['kændid] *adj.* 坦率的



## Notes

1. **Copenhagen conference:** The 2009 United Nations Climate Change Conference, commonly known as the Copenhagen Summit, was held at the Bella Center in Copenhagen, Denmark, between 7 December and 18 December. According to the Bali Road Map, a framework for climate change mitigation beyond 2012 was to be agreed there.
2. **The oil spill in the Gulf of Mexico:** On April 20, 2010, an explosion destroyed an offshore drilling rig at the Macondo Prospect in the Gulf of Mexico, causing a major sustained oil leak. The well's operator, BP, initiated a containment and cleanup plan, and began drilling two relief wells intended to stop the flow.

## Part II 口译导入 Interpretation Lead-in

### A. 重点词汇 Vocabulary Preview

Welcome/closing address	欢迎辞/闭幕辞
Opening/closing ceremony	开/闭幕式
Signing ceremony	签字仪式
Deliver a speech	发表演讲
Declare ... open/ declare the opening of...	宣布……开幕

Delegation; mission	代表团
Goodwill visit	友好访问
Your/His/Her Honor/ Majesty	殿下
Your/His/Her Honor/ Excellency	阁下
On the occasion of	值……之际
At the invitation of	应……之邀
On behalf of	代表
In the name of	以……的名义
Heartfelt thanks	由衷的感激
Gracious invitation and hospitality	盛情邀请和热情款待
Look back on; in retrospect	回顾过去
Look ahead; look into the future	展望未来
Last but not least; in conclusion	最后
Propose a toast	敬酒
The best for everything	万事如意

### B. 句子精炼 Sentence in Focus

1. 在这春暖花开的季节，我们在美丽的博鳌，迎来了亚洲和世界各地的朋友。

In this blooming season of spring, we have brought together in this pretty town of Boao so many friends from around Asia and the world at large.

2. Now I declare the opening of the 28th Canadian Industrial Exhibition.

现在我宣布第 28 届加拿大工业展开幕！

3. 请允许我向远道而来的贵宾表示热烈的欢迎和亲切的问候。

Allow me to express my warm welcome and cordial greetings to our distinguished guests coming from afar.

4. 唐朝的一位诗人说过：“海内存知己，天涯若比邻。”

To quote a poet of the Tang Dynasty, “A bosom friend afar brings a distant land near.”

5. 我愿借此机会，代表我们团的全体成员，对我们东道主的盛情邀请和友好款待表示真诚的感谢。

On behalf of all the members of my mission, I'd like to take this opportunity to express our sincere gratitude for your gracious invitation and hospitality.

6. May I ask you to join me in a toast to the friendship and cooperation between our two cities.

请允许我请各位与和我一起举杯，为我们两市的友谊与合作干杯！

7. I cherish the close ties between our two cities as much as the privilege we enjoy as one of your most important trade partners.

我非常珍惜我们两座城市之间的密切关系，我也非常重视我们作为你们最重要的贸易伙伴之一所享受的地位。

8. As a Chinese saying goes, "Isn't it a great pleasure to have friends coming from afar?"

中国有句话说得好，“有朋自远方来，不亦乐乎？”

9. It's such a pleasure to welcome you and all the other members of your delegation to our country. We hope you'll have a pleasant visit here.

十分高兴能迎接你和代表团的其他成员来到我们国家。祝你们访问愉快。

10. I hope you will be frank with each other and give whatever opinions and suggestions you may have in regard to the tentative schedule of this conference.

本次大会日程安排紧凑，希望大家坦诚相待，畅所欲言。

### C. 段落视译 Sight Interpretation

1. Your Excellences, distinguished guests, my lords, ladies and gentlemen, it is with great pleasure that I welcome you tonight to this magnificent castle. We warmly welcome you and your distinguished delegation to Wales. Wales is a small country compared with China. However, the Welsh people have made a significant contribution to the development of the United Kingdom and to the part the UK has played throughout the world.

2. 女士们，先生们，我很高兴来到美丽的德国城市汉诺威，参加著名的汉诺威工业博览会，并就能源市场开发和中德能源合作问题发表演讲。首先，我代表中国经贸委，对邀请我参加今天的论坛表示衷心的感谢！

3. In closing I wish to thank the Boao Forum for Asia for hosting this conference. Creating win-win for Asia and the World begins with a dialogue, a dialogue between governments and businesses, between nations and people. The Boao Forum for Asia has created the best possible setting for such a dialogue. We are thankful for your effort and are looking forward to this and future conferences. I wish all delegates a fruitful conference.

4. 不断扩大的经贸和各领域的合作关系，又有助于推动两国政治关系的发展。这符合两国人民的利益。希望我们出席此次大会的所有朋友合作努力，共同为推动中英友好合作关系的全面发展，不断作出新的贡献！谢谢大家！



## Part III 口译实战 Field Interpretation

### A. 汉英口译 Chinese-English Interpretation

Work out the translation of the following words and phrases.

中国机电产品进出口商会	英中贸易协会
中英经贸合作研讨会	中国贸易投资促进团
外商直接投资双边贸易额	累计第一大对华投资国
同比下降 21.6%	连续三个月出现负增长
开放心态	共渡难关

尊敬的曼德尔森大臣，尊敬的傅莹大使，

各位企业家，女士们，先生们：

下午好！今天，由中国机电产品进出口商会和英中贸易协会组织的中英经贸合作研讨会在这里隆重开幕。在此，我谨代表中华人民共和国商务部表示衷心的祝贺！今天，中英两国政府和工商界的人士聚集在这里，围绕“新挑战、新机遇”这一主题，深入探讨应对危机、共谋发展的重大举措，具有十分重要的现实意义。在此，我预祝研讨会取得成功！

毋庸置疑，这场国际金融危机，使世界经济陷入上世纪大萧条以来最困难的境地。中国，作为一个外向度较高的发展中国家，她的经济发展，特别是对外贸易投资也受到了较大的冲击。从 2008 年 11 月份开始，中国进出口贸易连续三个月出现负增长，吸收外商直接投资出现了明显下滑趋势。我们也注意到，英国经济增长和就业也遭受了严重打击。双边贸易也受到负面影响，今年 1 月，中英双边贸易额同比下降 21.6%，下降幅度之大、速度之快是罕见的。

当前，为应对危机和挑战，世界各国纷纷出台了应对措施，这对提振信心、缓解危机起到了重要作用。但在危机面前，仅仅依靠单个国家的努力远远不够，因为在经济全球化趋势下，当今的世界经济舞台已经形成了“你中有我，我中有你”的局面。世界经济的历史早已证明，在危机面前，封闭与保护没有出路，开放与合作才是正途。此次我率领中国贸易投资促进团访英，就是落实温家宝总理本月初“信心之旅”的一次重要后续活动，充分表明了中国政府在困难形势下，以实际行动反对贸易保护主义的态度与决心。

新挑战中往往蕴含着新的机遇。对于中英两国来说，危机将促使我们延伸和拓宽互