

实用外贸英语函电

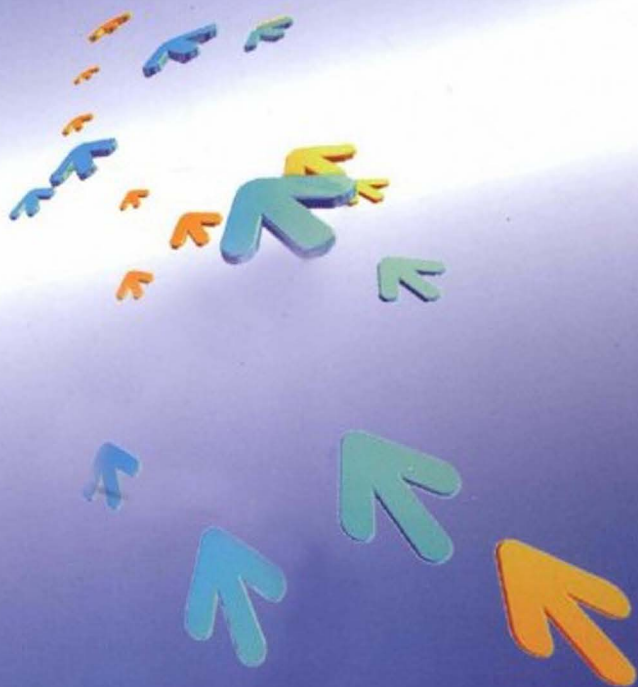
廖肖曼
瑛君

主编

译文、练习答案及常见错误辨析 (第三版)

**Practical
English
for
Foreign
Trade
Communication**

—Translation, Keys to Exercises
and Discrimination on
Common Erroneous Sentences



华中科技大学出版社
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(第三版)

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内 容 提 要

本书系《实用外贸英语函电》的姊妹篇。全书包括两个部分:第一部分系《实用外贸英语函电》一书的信函、常用句型的译文及各单元的练习答案;第二部分系对撰写和翻译外贸业务英语信函、电报、电传文稿时容易出差错的句型进行辨析,并给出正确答案。

全书言简意明,实用性强,是帮助读者拟写和翻译外贸业务英语信函、电报、电传文稿的良师益友。

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Preface of Original Edition

原 版 前 言

《实用外贸英语函电——译文、练习答案及常见错误辨析》是由湖南大学国际商学院组织编写,湖南财经学院、湖南商学院、长沙铁道学院、湘潭师范学院和吉首大学等参编的《商贸英语系列教程》之一,是《实用外贸英语函电》的姊妹篇。全书分两个部分:第一部分系《实用外贸英语函电》一书中的信函、电报、电传样例和常用句型译文及各单元的练习答案;第二部分系对撰写和翻译外贸英语信函、电报、电传文稿时的常见错误辨析。第二部分不仅按外贸业务各个环节进行编写,而且分“实例”进行辨析。全书选择了200个实例,每个实例包括:1)[中文],2)[错句],3)[正句],4)[辨析]。在辨析过程中,还列举了许多同类句型,以达到举一反三、触类旁通的效果。是帮助学生和广大读者学会草拟和翻译外贸英语信函、电报、电传文稿的良师益友。

本书第一部分各单元的信函、电报、电传和常用句型的译文及练习答案主要由廖瑛、肖曼君提供。何高大、余民顺、张跃军、全英、周勤还提供了相关单元的练习答案,其中余民顺、全英、周勤还提供了相关单元的部分译文。本书第二部分第一、二单元由湖南大学国际商学院廖瑛编写,其他各单元由湖南财经学院肖曼君编写。全书由廖瑛和肖曼君主编。

华中理工大学出版社和湖南大学教材科对本书的组编和出版工作给予大力支持,编著者在此一并表示衷心感谢。

由于编著者水平有限,书中谬误之处在所难免,敬请同行专家和广大读者不吝赐教,批评指正。

廖 瑛

于湖南大学国际商学院

1995年8月

Preface of Revised Edition

修订版前言

《实用外贸英语函电——译文、练习答案及常见错误辨析》一书系《实用外贸英语函电》的姊妹篇。自 1996 年 1 月出版以来,深受读者青睐。全国许多高等院校长期将其作为国际贸易、国际金融、国际会计、国际旅游、国际经济技术合作、国际商务英语、经贸英语、外企管理、酒店与宾馆管理等专业配套的专业英语教材。外经贸行业的业务人员、翻译工作者、公关文秘人员视其为帮助自己提高商贸英语信函和电报、电传文稿写作能力的良师益友。

但是,时间已跨进了一个崭新的世纪,中国加入了 WTO。为了培养“语言+专业”的复合型人才,以适应全球经济一体化和我国对外贸易发展的需要,我们应出版社的邀请,不仅对《实用外贸英语函电》一书在很大范围内进行了修订,而且对其姊妹篇《实用外贸英语函电——译文、练习答案及常见错误辨析》也进行了相应的修订,以便两书能配套发行。

全书共分两大部分:第一部分系《实用外贸英语函电》第二版各单元的信函和常用句型的译文及练习答案;第二部分系对撰写和翻译外贸业务英语信函时容易出差错的句型进行辨析,并给出正确答案。

此次修订工作仍由原书主编湖南大学外国语学院国际商务英语系研究生导师廖瑛教授主笔,参加修订工作的还有国防科技大学的禹金林副教授和湖南衡阳师范学院陈楚君。

本书在组编、出版和修订过程中,得到了华中科技大学出版社和湖南大学教材科的大力支持与协助,并受到了全国广大读者的关爱和青睐,我们深表谢意!

由于时间仓促,加之我们水平有限,书中不妥之处仍然在所难免,欢迎广大读者和同行专家不吝赐教。

廖 瑛

2003 年 8 月于湖南大学外国语学院

Preface of the Third Edition

第三版前言

《实用外贸英语函电》一书自 2003 年 7 月修订以来,更受读者青睐,全国许多高校长期将它作为国际贸易、国际金融、国际会计、国际经济技术合作、国际旅游、外企管理、酒店与宾馆管理等专业的教材;外经贸行业的业务人员、翻译工作者、公关文秘人员视其为帮助自己提高商贸英语信函写作能力的良师益友。本书多年来重印了 20 多次,曾被评为中国大学出版社协会优秀畅销书奖。根据国际贸易形势的发展和通信技术的进步,我们应出版社之邀,对本书进行了再次修订。

这次修订仍以培养“语言+专业”的复合型人才为宗旨,以适应全球经济一体化和我国对外贸易发展的需要为目标,删除了电报电传文稿的写作内容,因为通信技术的发展,电报、电传现在已经不使用了。但仍旧保留和修改了电报、电传时代的外贸英语缩写词及其形成规则和传真、电子邮件文稿的写作与传输,因为它们在外贸信函和单证中还广为使用。有些单元的业务介绍也进行了大量的修改,各单元增加了不少的信函样例,丰富了全书的内容,提高了全书的实用价值。

我们仍将各单元的信函样例、常用句型的译文和练习答案,以及书写外贸信函时容易出差错的句型结构分门别类地进行辨析,得出的正确答案放在本书的姊妹篇《实用外贸英语函电——译文、练习答案及常见错误辨析》(第三版)一书中,以供教师备课和读者参考。

此次修订仍由原书主编湖南大学外国语学院商务英语系廖瑛教授主笔,参加此次修订工作的还有廖瑛教授的学生胡志雯博士、吴艳霞、周炜、廖越英、扶丽华、刘莹等。

在修订过程中,我们参考了国内外出版的有关书籍和资料,从中获得了很大的启示,在此对其作者表示衷心感谢!但因时间仓促,书中不妥之处在所难免,仍盼同行专家和广大读者不吝赐教。

廖 瑛

2012 年春于湖南大学

Contents

目 录

Part I Translation and Keys to Exercises	(1)
第一部分 译文和练习答案	
Unit One Styles and Features in Language for International Business English	(2)
国际商务英语的文体风格和语言特点	
Unit Two The Structure and Layout of a Business English Letter	
.....	(8)
商务英语书信格式	
Unit Three Abbreviations in Business English and Message-Writing and Transmitting for Faxes and E-mails	(10)
商务英语中的缩写词和传真与电子邮件文稿的写作及传输	
Unit Four Establishing Business Relations	(14)
建立业务关系	
Unit Five Inquiries and Replies	(23)
询价与答复	
Unit Six Offers and Bids	(33)
报盘与递盘	
Unit Seven Counter-Offers and Counter-Counter Offers	(43)
还盘与反还盘	
Unit Eight Acceptance and Order	(51)
接受与订货	
Unit Nine Making Contract	(60)
签约	
Unit Ten Packing	(71)
包装	

Unit Eleven	Shipment	(80)
	装运	
Unit Twelve	Payment and Settlement	(89)
	支付与结算	
Unit Thirteen	Insurance	(101)
	保险	
Unit Fourteen	Commodity Inspection	(108)
	商检	
Unit Fifteen	Complaints, Claims and Adjustments	(117)
	投诉、索赔与理赔	
Unit Sixteen	Agencies	(131)
	代理	
Unit Seventeen	Some Special Trading Practices	(143)
	特殊贸易	
Unit Eighteen	Economic and Technical Cooperation and Joint Venture	(154)
	经济技术合作与合资办企业	
Part II	Discrimination on Common Erroneous Sentences	(165)
第二部分 常见错误辨析		
Unit 1	Business Letter-Writing (Structure & Style)	(166)
	商业书信的撰写(结构与风格)	
Unit 2	Business Telegrams and Telexes	(192)
	商业电报与电传	
Unit 3	Establishing Business Relations	(201)
	建立业务关系	
Unit 4	Inquiries and Offers	(210)
	询盘与报盘	
Unit 5	Price Negotiations	(225)
	价格磋商	
Unit 6	Order	(230)
	订货	
Unit 7	Conclusion of Business	(241)

成交	
Unit 8 Payment	(245)
支付	
Unit 9 Shipment and Packing	(255)
装运与包装	
Unit 10 Insurance	(270)
保险	
Unit 11 Claims	(273)
索赔	
Unit 12 Agency	(278)
代理	
Unit 13 Others	(280)
其他	

Part I
Translation and
Keys to Exercises

第一部分
译文和练习答案



Unit One

Styles and Features in Language for International Business English

国际商务英语的文体风格和语言特点

☐ Keys to Exercises (练习答案)

1) Comprehension Questions:

- (1) Generally speaking, practical English writings can be classified into eight kinds: letters, commercial documents, etiquette documents, contract or deed, informative and revelational documents, bills and vouchers, documents for meeting affairs, etc.
- (2) The special commercial documents include quotation sheets, letters of credit, certificates of entrustment, letters of intent, letters of complaint, letters of claims, etc.
- (3) Etiquette documents can be divided into congratulatory documents and condolatory documents.
- (4) Contract or deed includes intention agreement, sales confirmation, agency agreement, contract, cultural exchange agreement, letter of appointment, stipulations of agreement, etc.
- (5) Informative and revelational documents are used to inform the public of something or to bring something into a public notice.
- (6) Expository writing is used to explain or illustrate something. For example, the instruction is used to explain the properties, quality and model of a product; caption is used to illustrate the film; trademark is used to mark the brand of a product.
- (7) Some stipulations of agreement, such as joint communiqué, joint



statement, joint pledge, contract, etc. have the function of stipulation, which means that these documents are binding on every party signed, and that the party who breaks the terms bear political, economical or moral responsibility.

- (8) It means that to almost all the practical English writings, the first function is to inform or to remind the counterpart or the public of a certain thing or public affair. Besides expository writing has explanatory function. In a word, the so-called “function of information and understanding” is to inform somebody of something and let him or her to act as the practical English writing told.
- (9) The function of voucher is the function of evidence. All the documents to external association almost have function of voucher. Especially all kinds of contracts, agreements, certificates, orders, letters of credit, bills, receipts, IOUs, shipping documents, letters of introduction, letters of reservation, etc, have obvious function of vouchers.
- (10) In order to write practical English writings, the author should have a good command of standard modern English, all kinds of social knowledge, knowledge of technical terms, knowledge of social psychology and knowledge of various profession, such as secretary, management, business theory and practice, etc.
- (11) Because practical English writing has its specific language style, that is, the essential language characteristics which are called the seven “Cs”: completeness, concreteness, clearness, conciseness, courtesy, consideration and correctness.
- (12) Because a practical English writing is successful and functions well only when it contains all the necessary information to the readers, and answers all the questions and requirements put forward by the readers. The so-called “completeness” is to see to it that all the matters are stated or discussed, all the questions are answered or explained, and all information are provided.
- (13) In a general and vague message, everything seems to be



mentioned, but actually, few are fully expounded. The readers only have a vague impression of what you try to achieve, so he or she is at a loss how to react upon reading your message. Especially for contracts, agreements, announcements, notices, found, posters, advertisements and business letters calling for specific reply, as offer, inquiring trade terms, etc., the “concreteness” must be always stressed as the general or vague message will cause unnecessary troubles and disputes.

- (14) The so-called “clearness” is to make sure what you write so clear that it can’t be misunderstood. As a writer, you should have a concrete idea in your mind of what you are going to achieve. Only a clear mind can express clearly. In order to make what you write clear, you should pay attention to choosing the concise and straight-forward expressions and trying to avoid using the words and sentences equivocal in meaning; pay attention to the position of the modifier; pay attention to the object of the pronoun and the relations between the relative pronoun and the antecedent; pay attention to rationality in logic, the variety in the sentence structure, the compact in plot and coherence in meaning; pay attention to the logicity of the full text.
- (15) “Conciseness” means you should clearly express what you need to do in a short and pithy style of writing as possible as you can without sacrificing completeness, concreteness and courtesy.
- (16) The definition of the “You-attitude” is to put yourself in the position of the recipient and take into consideration his demand, hope, interests and so on.
- (17) Because a letter expressed in the way of refined and courteous urbane can make yourself set up an honest and enthusiastic image with good artistic appreciation and professional ethics in the eyes of the readers who will be glad to cooperate with you and serve you whole-heartedly.
- (18) If the sentence is rewritten like “We assure you that the goods



will be shipped by July 20”, it will be better, because it explains the problem in a positive way.

- (19) Correctness refers much more than that of grammar, punctuation and spelling of words, which are the basic elements. The writer should also bear in mind the following: ① Choose the only accurate facts, words and figures. ② Take a matter-of-fact attitude to clearly state what you will say. Don't overstate or understate. ③ Pay attention to the correct understanding and using the commercial terms and jargons.
- (20) Because if the practical English writings for international business are not correct, they may be misunderstood and even go astray. Practical English writings for international business, especially, business letters often are bases for various commercial documents such as contracts and agreements, so they are concerned with the rights, obligation, etc of the both sides of a trade, the fact of which must call special attention from writers.

2) Rewrite the Following Sentences and Make Them More Correct, Positive and Polite:

- (1) For the past two years, no order has been given to us.
- (2) We are afraid we can't comply with your request.
- (3) Would you please compare our goods with that of other firms?
- (4) We hope you will effect a full settlement of our claim.
- (5) We would like to make it clear that for further transaction, D/P will only be acceptable if the amount involved for each transaction is not up to U. S. \$1 000 or its equivalent in RMB at the conversion rate than prevailing.
- (6) We regret to inform you that the goods shipped by SS East Wind arrived in such an unsatisfactory condition that we can not take delivery, but lodge a claim with you.
- (7) We request your immediate payment.
- (8) We presume that there must be some reason for your having trouble with this article.



(9) We will gladly refund when the returned items are clean and resalable.

3) Compare the Two Letters, You Will Find Letter B Is Written in a Positive Way. Then Try to Translate Them into Chinese.

Letter A

Dear Sirs,

We received your letter of September 21 relative to inquiries for Ammonium Sulphate from West African and South East Asian clients, which we read with much interest.

We regret to inform you, however, that all the makers of Ammonium Sulphate here decided to export this commodity to Latin America 360 thousand tons in total, and this caused the authorities to suspend the export licence for this commodity for areas other than Latin America, anticipating the shortage in the domestic market, until the end of December.

Much to our regret, we have to wait for the time and give up the pleasure of doing business for the time being.

Sincerely soliciting your kind understanding of the above and assuring you of our best services at all times.

Yours truly,

...

译文:

亲爱的先生们:

我们收到了你们9月21日关于来自西非和东南亚顾客对硫酸铵的询价信。我们以极大的兴趣读了该信。

我们遗憾地告知你们,此地所有的硫酸铵制造商已决定一共向拉丁美洲出口36万吨硫酸铵。这导致了当局停发除拉丁美洲以外地区的硫酸铵出口许可证,因为他们预料直到12月底该货在国内市场上缺货。

很抱歉,我们只能等待,暂不得不放弃做买卖。

恳请谅解,保证随时为你服务。

……启



Letter B

Dear Sirs,

We thank you for your letter of September 21 regarding Ammonium Sulphate, for which you have received inquiries from your customers in West Africa and Southeast Asia.

We wish we could have received your inquiry a little earlier. On the very day it reached us, a contract was signed with Mexico for a total of 360 000 tons. Because of this, our Government has decided not to grant export licences for the commodity for areas other than Mexico until December 31, 2000, expecting the shortage which may be caused in the domestic market.

Therefore, we shall be pleased to inform you in detail as soon as the circumstances become favourable for us to do business in this line.

Yours truly,

...

译文:

亲爱的先生们:

谢谢你们 9 月 21 日函,关于你们已收到西非和东南亚顾客询价硫酸铵一事。

可惜你方的询价到得太晚了,因在该信到达我处的当天,一份向墨西哥出口 360 000 t 硫酸铵的合同已经签署。因此,我国政府预期这可能引起该商品在国内市场上缺货,已决定在 2000 年 12 月 31 日前停发墨西哥以外地区的硫酸铵出口许可证。

因此,一旦情况有利于我们做硫酸铵买卖时,我们将乐于详告。

你忠诚的

