

INTERNATIONAL TRADE NEGOTIATION



国际贸易

英语谈判

第三版

国际贸易谈判基
国际贸易英语常用专
国际贸易谈判英语

常用信息
谈判常用句式和典型用语
补充阅读资料和练习

主编

朱慧萍 徐雅琴 鲁 瑶

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前 言

在全球经济一体化大背景下，国际贸易进一步向纵深发展，呈现出新特点。货物贸易与服务贸易互促共生，是全球服务贸易发展的大趋势。货物贸易的发展拉动对商贸、物流、保险等服务的需求，扩大了服务贸易范围。尤其随着信息技术发展、国际分工深化，全球服务贸易格局发生较大的变化。现代新兴、高端服务业，如研发设计、商务咨询、服务外包、第三方物流、跨境电子商务等增速较快。新兴技术包括互联网、大数据、云计算等广泛应用使国际贸易的潜力得到充分释放。跨境电子商务使信息流、资金流、商流、物流等在全球范围内流通更为顺畅。为顺应时代发展，培养国际商务人才之需要，我们于 2006 年编写了《国际贸易英语谈判》一书，期间曾多次重印，又在 2011 年 2 月修订出版了第 2 版。

本书距第 2 版修订出版至今已逾五年。与其他出版物一样，本书一经出版其内容与信息就相对滞后，因而需要不断及时更新、更替或补充。有鉴于此，我们在充分考虑了教学过程中学生反馈的意见和建议，对本书相关单元内容进行了修订、补充、替换；对相关信息和数据等进行了调整、更新，使之能切实反映最新国际贸易商务活动特点，满足学习者的实际需求，真正做到学以致用，有助于完成预期教学和学习目标。我们希望修订

后的第3版既能保持原有的精华部分，新增内容与信息又能反映时代发展轨迹，一如既往地受到学习者的欢迎。

本书在保持原有编排体例的同时，主要对以下方面进行了修订、补充和替换：

1. 会话内容的更新：补充了“一带一路”、“走出去”为主题的会话内容。

2. 词汇的补充和调整：补充了“亚投行”、“TPP”、“TTIP”等与国际贸易组织、协定等相关的新词汇。由于目前智能手机和设备的普及，查询单词的发音较为方便，故删除单词音标。

3. 信息的更新：更新了第4单元中的“价格术语”，附录五中的欧元区国家信息，附录六和附录七的银行排名信息，补充了全球十大跨境支付货币信息。

4. 参考文献与网站的更新与补充：提供了包括跨文化商务交际、商务礼仪、商务谈判、国际贸易等方面内容，以及相关商务网站和在线视频。

此外，对各单元内容中的语言文字、时间、日期、数字与金额等信息也进行了审核与修改，使语言更规范，更符合商务情景表达，使对话更具口语化，更易于学习者习得和应用。

本书共分为十四单元，每个单元分对话、常用词汇及词组、常用句式、参考用语、补充阅读以及课后练习六大部分。本书主要围绕国际贸易主要环节及相关商务活动展开，前者包括询价、报价、还盘、商品规格、装运、付款、包装、保险、代理、索赔等内容，后者包括商务接待、参加交易会、商务洽谈、招待、签约等；并根据国际贸易谈判的特点，介绍了中外商业文化及商务礼仪基本知识，使学生能较熟练地运用相关专业知识与

英语技能与客商洽谈,同时显示出良好的商务沟通能力。

本教程提供了不同情景下的范例会话三十三篇,与实际贸易谈判紧密结合;常用词汇及词组为会话内容作了注释,方便读者学习、理解会话;常用句式总结了贸易谈判中的一些基本用语,非常具有实用性,若能加以背诵,必能举一反三,触类旁通;参考用语提供了与会话内容相关的词汇,有利于读者扩大词汇量;补充阅读提供了贸易谈判的相关背景材料,既有利于提高阅读能力,开阔知识面,又有利于加深对会话内容的理解;课后练习部分可以帮助学员巩固所学知识,操练所学词汇用语,提高应用技能;最后的附录提供了主要进出口商品名称以及货币、港口和银行方面的最新资料,供从事相关工作的人士参考。此外,还提供了相关参考文献及商务网站,便于学习和参考。

本书的编写分工如下:朱慧萍负责第1、7~14单元,以及附录三的编写、修改和审阅;徐雅琴负责第2~6单元及附录四~七的编写和修改;鲁瑶对第2~6单元进行了审核及部分文字修改,对附录五~七中的相关信息进行了更新,并对参考文献及商务网站等进行了更新和补充。

本书在编写和修订过程中得到上海对外经贸大学国际商务外语学院院长王光林教授,教学副院长王艳艳教授等学院领导的持续关心与支持,上海科学技术出版社对本书的修订也给予了大力支持。多年来,本书一直为本、专、硕学生和继续教育学院学员等所使用,得到了他们的支持和使用建议反馈。我们在此向他们表示衷心感谢!我们的努力得到了回报!

由于编者的能力及水平有限,错误疏漏恐在所难免。

不当之处，敬请各位专家及广大学习者及时批评指正。

编者

2016 年 5 月

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Unit One

“One Belt One Road” Trip to Europe

“一带一路” 欧洲之行

Conversations

1. Arrival

On late May 2016, organized by China-EU Chamber of Commerce and led by Ms. Zhu Tong, head of the group, entrepreneurs from Beijing, Tianjin, Shanghai, Zhejiang and Guangdong formed a delegation and started a “One Belt One Road” trip to Europe. The main purpose for the trip is to attend the “Antwerp Forum”, Belgium, which is held once in two years. This year is the third time for the “Forum”. In the following week, they have a very tight schedule. At the “Forum”, the members of delegation will fully exchange views and opinions about how to connect business opportunities from both sides: Chinese entrepreneurs’ opportunity in Europe and European entrepreneurs’ opportunity in China. Another purpose for the delegation is to investigate the local environment and look for proper site for setting up the industrial park there.

- Black: Welcome to Antwerp, Ms. Zhu, and everyone. I'm Sean Black, rotating chair of this year's "Antwerp Forum". This is Mr. Andrew White, my assistant. (*Shaking hands with Ms. Zhu and each member of the delegate*)
- Zhu: Pleased to meet you, Mr. Black and Mr. White. (*Shaking hands with them*)
- White: Nice to meet you, Ms. Zhu.
- Black: Ms. Zhu, We have been expecting you and the delegate ever since we received your fax informing us of your visit to Antwerp for the "Forum".
- Zhu: We too. And we hope to take this opportunity to increase our mutual understanding and discuss the possibility of further cooperation between us.
- Black: That's also our wishes, Ms. Zhu. By the way, did you have a good flight?
- Zhu: Fine. Only a bit late.
- White: Ms. Zhu and everyone, our car is waiting over there. Please come with me. I'll take you to the Hotel Marriot.

2. Showing the Schedule

- White: Ms. Zhu, Let me show you our arrangement for the week.
- Zhu: Fine.
- White: Tomorrow and the day after tomorrow, we'll attend the "Forum". Here is the schedule. Please have a look.
- Zhu: Um..., seems to me that there are so many renowned enterprises participating in the "Forum". So are we. Besides, two of our entrepreneurs will deliver a key-note

speech at the “Forum”. Um..., quite a lot of activities. Wish we could have more open time for knowing and exchanging ideas with one another.

White: Sure. The “Forum” can provide us with a platform for increasing exchange and mutual understanding. And after the “Forum”, you may visit some of the European enterprises, knowing something about their operation. As for those enterprises, do you have anything specific?

Zhu: We’re particularly interested in knowing those with much creativity and strong competitiveness, be it small or large.

White: I see. We’ll arrange for you accordingly. Anything else?

Zhu: Besides the visit, we would also like to see some colleges in Dutch, like University of Rotterdam, University of Leiden, and Delft University of Technology.

White: Oh, Delft University of Technology, it’s one of the three most famous science colleges in Europe. What’s more, those three you just mentioned not only are famous in Dutch but also are ranking among the top 100 schools in the world.

Zhu: Right. Currently there are around 2,000 Chinese students studying at these three schools, and we are thinking of making the best use of them, who are competent in language, specific technology, as well as a better knowledge about local culture, to provide services for the local Chinese enterprises.

White: Good idea.

Zhu: Besides, we'd also like to spend one day to pay a visit to the local authorities in charge of foreign investment as we intend to get something about relevant policies and regulations, especially requirements for foreign enterprises, including rules for labour employment. Meanwhile, we'd like to have some opinions and suggestions from the local authorities on the Chinese enterprises there. Lastly, we would discuss with them about setting up an industrial park in the local district.

White: OK, we'll make proper arrangement for you.

Zhu: Thank you so much, Mr. White. During the stay here, we'll take some time off to call on some local Chinese enterprises and know something about their needs and difficulties. In so doing we can provide better services to and help them. You don't bother to arrange for us. We'll arrange the meeting by ourselves. Actually we've contacted them.

Hallo: Fully understand. Ms. Zhu, as we have got a very tight schedule, I hope you wouldn't mind it. Wish you a pleasant and smooth visit here!

3. Communication & Cooperation

Bermstein: Welcome, Ms. Zhu. I'm Lynn Bermstein, director of foreign investment affairs department. Have a seat, please.

Zhu: Nice to meet you here, Mr. Bermstein. You may have known that we've come to attend the "Antwerp Forum" held here. Meanwhile we would like to meet you with a