

什么是外交

中英文对照外交外事知识指南

WHAT IS DIPLOMACY

A BILINGUAL GUIDE TO FOREIGN AFFAIRS



外交学院 黄金祺著

Foreign Affairs College By Huang Jinqi

知识出版社

Knowledge Publishing House

责任编辑:张 青

封面设计:王文君

ISBN 7-5015-0472-5/C·26

定价:9.00 元

33.20/3
1470
C-1

什么是外交

中英文对照外交外事知识指南

WHAT IS DIPLOMACY

A Bilingual Guide to Foreign Affairs

外交学院 黄金祺著

By Huang Jinqi

Foreign Affairs College

知 识 出 版 社

Knowledge Publishing House

什么是外交

中英文对照外交外事知识指南

外交学院 黄金祺 著

知识出版社出版发行

(北京阜成门北大街17号)

新华书店北京发行所经销 北京文化艺术印刷厂

开本 787×1092 1/32 印张 17.75 字数 380 千

1993年1月第1版 1993年1月第1次印刷

印数:1—1600

ISBN 7-5015-0472-5/C·26

定价:9.00 元

本书著者黄金祺是我国外交学院教授。他1950年两次毕业于原上海圣约翰大学。1948年投身中国革命，同年参加中国共产党。1951年调入上海外事处，1956年底转到外交部。1958年至1960年间曾被派往日内瓦翻译学院进修法语。1979年外交学院复院前夕调入学院。在近30年间，他曾从事过包括新建使馆、调研、礼宾、办案、起草文稿、外交外事英语和法语翻译在内的各类外交外事业务。特别是他曾为毛泽东、刘少奇、周恩来、陈毅等领导人担任过英语和法语两个语种的口译，多次参加过政府或民间出国代表团，包括第二次印度支那问题日内瓦会议等国际会议的工作。外交学院复院后，他用英语为学院开设《外交文书与外交实践》一课，编出《英汉对照外交文书教程》一书（全书分上下两册，120多万字，由世界知识出版社出版）。从1984年以来，他根据长期从事外交和外事工作的实践经验以及在外交学院的教学心得写出论述外交的系列文章，许多刊载在《世界知识》和《外交学院学报》等刊物上。他是《世界知识》“漫谈外交”专栏的主要撰稿人之一。目前他还正参与我国第一部《外交学概论》的编写。他还根据自身的体验和当前我国外交的需要，主张编写出中外文对照的教材，以适应培训既通业务又晓外语的外交人员。因此，本书是他的又一个更为丰硕的成果；它的出版，必将受到外事人员和学习外交英语等广大读者的喜爱。

自序

本书包括文章 11 组 30 篇，旨在回答“什么是外交”这一问题，成为一册外交外事知识指南。本书力求理论与实际结合，深入浅出，具有中国特色，中英文对照。作为由中国学者系统论述外交的第一部双语种专著，我希望它对从事外交外事工作或正在学习外交外事的干部或学员是有用的参考书，也为他们熟悉外交外事英语提供所需资料。以上也希望适用于愿意了解中国学者对外交的看法以及学习外交汉语的外国读者。

本书出版，我非常高兴，因为它是我的多年的愿望。我也感到不安，因为从本书的观点、材料和语言看肯定存在不足，甚至谬误。我诚恳希望有关专家、学者和读者赐教。

外交学院将本书列入学院科研规划；知识出版社接受出版本书。没有他们的支持，我的愿望无从实现。《世界知识》“漫谈外交”专栏促使我写出许多文章，并增强我出书信心。我对他们表示由衷的感谢。

本书的观点和材料除属本人者外，凡直接引用别人的都在行文中道出来源，不另加注释，以利阅读。我向所有对我写成此书直接或间接有帮助的中外著者和人士表示感谢。

本书出版还得到包括我妻子刘玉玲在内的许多同志、同事和亲人的精神支持和具体帮助，我也向他们表示感谢。

Publisher's Note

The author of the book Huang Jinqi is a professor at Foreign Affairs College of the People's Republic of China. He graduated twice from St. John's University, Shanghai, first in 1947, then in 1950. Joining in the Chinese revolution in 1948, he was admitted to the Chinese Communist Party the same year. From 1951 to 1956, he worked in the Shanghai Foreign Affairs Bureau and was transferred to the Ministry of Foreign Affairs in 1956. Sent by the Ministry, he studied French from 1958 to 1960 at School of Interpreters of Geneva University. He was transferred to Foreign Affairs College on the eve of its re-establishment in 1979. In a long period of nearly 30 years, he was engaged in various diplomatic transactions ranging from case-handling, protocol, investigation and research work, document-drafting, English and French interpretation and translation to the work in establishing a new embassy. Especially, he had chances to serve as English and French interpreter for such top Chinese leaders as Mao Zedong, Liu Shaoqi, Zhou Enlai and Chen Yi and to take part in the work of many governmental and non-governmental delegations sent abroad, including the work in the Chinese delegation to the 1961 — 1962 Geneva Conference on Indochina. After the re-establishment of Foreign Affairs College, he opened a new course *Diplomatic Documents and Diplomatic Practice* conducted in English, and compiled and edited a new bilin-

gual textbook entitled *Documentary English in Diplomatic Practice (with Chinese Versions)* in two volumes of about 1.2 million words, which was published by the World Affairs Publishing House in 1986. Since 1984, he has written a series of articles on diplomacy on the basis of his experience and knowledge acquired in actual diplomatic practice and teaching. Most of these articles were published in the noted biweekly *World Affairs* and the *Journal of Foreign Affairs College*. He is a chief writer for the special column *A Word on Diplomacy* of *World Affairs*. He is also one of the authors of the first official textbook on diplomacy *An Introduction to Diplomacy*. In the light of his past experience and the current needs of China's diplomacy, he has advocated with persistence that foreign languages be used directly as language media for the teaching of diplomatic professional knowledge and that bilingual teaching materials be edited and used so as to meet the demand of training "doubly-armed" Chinese diplomatic personnel who are competent in profession and proficient in at least one foreign language, particularly in English. *Documentary English in Diplomatic Practice (with Chinese Versions)* mentioned above is the first fruit he has reaped in the implementation of his concept. The present book represents no doubt a fuller fruit of his, since this is not a result of his compilation and edition, but his own writings and translations.

Author's Note

The present book, composed of 30 articles in 11 groups, is intended to offer an answer to the question, "What is diplomacy?" and serve as a guide to foreign affairs. Its features sought for are: integration of theory with practice, explanation of the profound in plain language, Chinese characteristics, and bilingualism. As the first bilingual monograph on diplomacy written by a Chinese scholar and published in New China, I hope, it will be a useful reference book for those who work in the Chinese diplomatic organs and those who study foreign affairs or international relations in Chinese colleges, and provide needed materials allowing them to get acquainted with English used in diplomatic practice. The above hope also applies to the foreign readers who have a desire to know the views of a Chinese scholar on diplomacy and to learn the Chinese language used in diplomatic practice.

The publication of the present book is a great pleasure to me since this has been my long-cherished hope. My pleasure, however, is accompanied by a feeling of uneasiness because there must be defects even mistakes as to the views expounded, the materials selected and the language used in my book. I earnestly hope that relevant experts, scholars and readers will be kind enough to offer their advice and suggestions.

The Foreign Affairs College listed the publication of this book

as a college-level research program in its overall research plan. The Knowledge Publishing House agreed to publish the book. Without their support and assistance, my hope could not have come true. The special column *A Word on Diplomacy* of the biweekly *World Affairs* urged me to take up the pen for the writing of a series of articles and helped me to establish confidence in having a monographic book on diplomacy published. I avail myself of this opportunity to express to them my heartfelt gratitude.

The sources of the views and materials directly quoted from others have been credited right away in the context whenever quoted in order to facilitate reading. It is my obligation to express my acknowledgement to all the Chinese and foreign experts and scholars who have inspired me directly or indirectly in my writing. I also owe my thanks to the many comrades and colleagues, particularly my wife Liu Yuling, who have lent me moral support or specific services or both.

目 录

一

什么是外交·····	1
自古以来就有外交·····	1
现代外交的定义·····	4
对外交的补充说明:	
综合国力是外交的基础和后盾·····	7
“外交部干部是不穿军装的解放军”·····	8
“青山处处埋忠骨,何必马革裹尸还”·····	9
“外交工作是高度政治性的工作, 也是高度事务性的工作”·····	10
“外交授权有限”·····	11
外交是科学,是艺术·····	11
“以民促官”和“以民补官”·····	13

二

国际公认的当代外交准则·····	14
主权平等·····	15
和平解决争端,互不使用武力·····	16
不干涉任何国家的内政·····	18
当代外交发展的进步趋势·····	19

三

互相承认和建立大使级外交关系	24
“承认”	24
“建立外交关系”	28
“建立大使级外交关系”	28
大使馆的建立以及大使的任命和就任	30
派临时代办去建馆	30
馆舍问题	31
代办和临时代办	32
新使馆何时可以履行职责	33
大使的任命	34
为什么要得到接受国的同意	35
递交国书和国书格式	36
使馆的职责和组成	39
六项基本职责	39
以馆长为中心的组成	42
使馆馆长和外交团团长是一回事吗	44
使馆馆长	45
什么是外交团	45
有关使馆馆长的进一步说明	46
有关外交团和外交团团长的一些问题	48

四

论外交谈判	51
谈判的含义	51
外交与谈判的关系	53

外交谈判的特点、类型和方式	54
外交谈判的规律和准则	56
外交谈判的艺术和技巧	58
论外交调研	62
外交调研的目的和任务	62
外交调研的手段和途径	63
外交调研的要求和技巧	64
公开调研和秘密情报的关系	67

五

外交实践中的“礼”	68
国与国之间从来注重“以礼相待”	68
礼在外交实践中的重要性	69
礼仪与礼节举例	72
我国礼宾工作的特点	81
外交实践中的“位次”	83
“位次”的实质是“在先权”	83
中外外交史上的“位次”之争	83
现代外交确定“位次”的原则和方法	85
外交特权和豁免	88
《维也纳外交关系公约》	88
为什么要规定外交特权和豁免	89
外交特权和豁免的内容	90
享受外交特权的范围和期限	94
外交特权和豁免的限度	95
怎样安排外交访问日程	97
外交访问的特殊意义	97

访问日程举例	98
访问日程由三大类活动组成	102
不同性质的外事访问日程	106
谈谈请帖	107

六

外交文书的形式、格式和用途	111
正式照会	112
正式外交函件	114
普通照会	115
备忘录	116
外交便函	117
外交电报	117
外交实践中的语言	118
语言是外交的主要工具	118
准确性	120
分寸感	120
鲜明的立场	122
精确与含糊的辩证关系	123
外交语言的多风格多姿采	124
外交与外语	124
外交讲演的艺术	125
外交讲演的作用	125
外交讲演的不同类型	126
起草外交讲演的一般规律和技巧	128
外交讲演的语言风格	134

七

对等原则与无差别待遇·····	135
国家关系中的报复·····	137
当代各种不同的报复·····	137
我国对外关系中的报复·····	138
外交报复和“反报”·····	139
报复是正当的吗·····	140
政治庇护与“外交庇护”·····	141
政治庇护·····	141
“外交庇护”·····	143
无拘留权·····	144

八

使馆和领馆的异同·····	145
从不同起源到合二为一·····	145
所负职责的异同·····	147
所享特权的异同·····	150
使馆和领馆的建立·····	152
外交部门、领事部门和外事部门·····	153
护照与签证·····	153
护照的功用和类别·····	153
签证的功用和类别·····	155
护照与签证的关系·····	156
什么是涉外公证与认证·····	158
公证的作用·····	158
涉外公证·····	159

认证的作用·····	159
涉外公证、认证是领事业务·····	160
涉外公证、认证式样举例·····	161

九

条约与协议的含义和形式·····	163
条约与协议有广义和狭义之分·····	163
不同形式的条约·····	164
条约的组成部分·····	166
条约的生效、有效期、加入、文本等·····	167
涉外法规的意义和作用·····	170
代表性涉外法规举例·····	170
涉外法规对外交人员的意义·····	173

十

外交官“本质素质”之我见·····	174
“甘当传声筒,当好传声筒”	
——外事口译人员的任务和修养·····	178
什么是口译人员的主要任务·····	178
党和国家领导人对外事口译人员的关怀	
和重视说明什么·····	181
两个品质:	
1. 敢挑重担·····	182
2. 认真负责·····	183
我国外交需要既通业务又晓外语的“双枪将”	
——谈谈英语教学与外交人员的培训·····	185
我国需要培训通晓英语的新一代外交人员;	

英语教学是外交学院一项挑战性的任务·····	185
外交学院英语专业学生可以而且应该主要通过 英语来学习广泛的外交业务知识,这也是他 们掌握外交英语的最佳途径·····	187
培养英汉互译能力的特殊重要性·····	188
外交学院的实际英语教学·····	189

十一

原则坚定性和策略灵活性相结合

——中国外交的一大特色·····	190
“中国的谈判方式”·····	190
“五项原则”的诞生·····	191
万隆会议和“求同存异”·····	192
边界问题·····	194
中美联合公报·····	196
香港问题和“一国两制”·····	199
运用“两性”的前提和条件·····	201

国际主义与爱国主义相结合

——中国外交的另一大特色·····	202
-------------------	-----

著者后记