

外贸英语情景对话

司显柱 许俊农 编著

BUSINESS SCENE CONVERSATION



安徽科学技术出版社

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内 容 提 要

《外贸英语情景会话》一书,按外贸业务的不同环节及国际贸易的主要方式分为廿一单元。每一单元包括两篇情景会话、单词和词组表、补充专业词汇、常用句型及套语、练习及会话汉语译文等六大部分,内容涵盖了对外经贸洽谈的各主要环节及我国实施开放政策以来利用外资的常见贸易方式。本书内容丰富,实用性强,专业性与普及性兼顾,既适用于广大的外经贸人员、大学外经贸专业师生,也可为众多的自学者使用。

前 言

随着国家对外开放的扩大,尤其是中国决定要建立和发展社会主义市场经济体系以及中国的国际关税及贸易缔约国地位的即将恢复,可以预料,中国经济将愈来愈广泛地融入世界经济一体化中。毋庸置疑,这就必然要求我国的经贸人员掌握和提高用英语进行涉外经贸洽谈的会话能力。基于这一认识,为了满足目前从事或即将从事涉外经贸人员学习用英语进行外贸洽谈的需要,我们编写了这本《外贸英语情景会话》一书。

本书根据国际贸易各固有环节及常见方式,相应地在书中分成相对独立而又有机联系的各个单元(专题)。每一单元围绕一个专题设计两篇范例性情景对话。这些对话不仅具有示范性,更具有可操作性。为了帮助初级水平的读者更好地掌握和消化会话内容,每篇会话后都附有生词表,这样可为读者节省大量查词典的时间。考虑到每一单元中有限的两篇对话难以全面反映实际贸易洽谈中多种多样、生动活泼的语言形式,作者还在每一单元后精心挑选和补充了与该节内容紧密相关的词汇,归纳整理了通用的会话套语及固定表达法,设计了旨在帮助读者消化、巩固会话内容的练习,并提供了汉语参考译文。这样,只要读者真正消化和掌握每一单元的内容,就能在实践中做到举一反三,触类旁通,成功地完成贸易洽谈任务。

为了帮助读者在接受涉外经贸谈判方面的英语口语训练的同时,还能学到许多实用的外贸业务知识,作者还在书的正文之后补充了诸如“国际贸易术语及其缩写字表示法”等附录四篇,这样就使本书不仅仅(当然主要是)具有帮助读者提高外贸英语会话能力的作用,而且还兼有工具书的功能。

本书内容充实,基本涵盖了对外经贸洽谈中涉及到的所有环节及贸易方式;实用性强,紧扣外贸业务,它既着眼于专业性,也兼顾普及性。因此,本书不仅可作为高等院校外贸专业师生的教科书,实际外贸工作人员的案头手册,也适于众多的自学者使用。

全书由司显柱构思、设计,并撰写了除第七、十五、十六、二十及二十一单元(由许俊农同志执笔)以外的所有内容。由于作者的经贸及英语水平有限,缺点、错误在所难免,敬请读者批评、赐教。

司显柱 谨识

一九九四年三月于合肥

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Unit One

The Arrival of Foreign Businessmen

Dialogue

1. (At the airport)

A: Excuse, sir, but aren't you Mr. John Green from New Zealand?

B: Oh, yes, I'm John Green from New Zealand Trading Company Ltd.

A: Allow me to introduce myself. I'm Zhao Bin, the director of Hefei Municipal Import and Export Office. And I come here specially to meet you.

B: How do you do, Mr. Zhao? It's very kind of you to come here to meet us.

A: How do you do? (They shake hands) And how many people are there in your party? Three?

B: Yes, three people altogether. Mr. Zhao, this is Mr. Burns and this is Ms. Jones. Both are our delegation members (They greet each other).

A: Welcome you to Hefei. Is this your first trip to China?

B: No. We visit China frequently. But this is indeed our first trip to Hefei. We take it our great honour being invited by you to visit your beautiful city.

A: Well, every city has something of its own. Hefei, the capital city of Anhui province, is one of the beautiful cities in Eastern China. The mountains are green and the water is clear. And particularly in summers it is shrouded in a green garment of trees. And I hope all of you will have a pleasant stay here.

B: Thank you, Mr. Zhao. I'm sure all of us will have a wonderful time in Hefei.

A: How long do you intend to stay?

B: About a week.

A: Good. We'll have enough time for our business talks. And in the interval between talks, we'll arrange some sight seeing for you if you care for it.

B: Wonderful! I must say nothing would please me more.

A: But I'm sure you need a good rest after your long journey. Shall we get in the bus and go to the hotel?

B: Exactly! I expect there will be no trouble to have two or three rooms for one

week.

A: No problem. We've already booked them for you.

B: Thank you indeed.

A: This way please. Let's get aboard on the bus.

2. (At the hotel)

(C: Hotel receptionist)

C: Good afternoon! Welcome to our hotel.

A: Good afternoon! I'd like to have two rooms, please.

C: Single or double?

A: A single room for this lady and a double one for this gentleman and me.

C: Have you made a reservation?

B: Yes. I've booked them for these three New Zealand businessmen. I am Zhaobin, from Municipal Import and Export Office.

C: Oh. I recall it. Yes, Mr. Zhao, I have reserved the rooms for your foreign guests.

A: Do the rooms have a bath? I feel like taking a bath right now. I'm used to having a bath at 7 o'clock every morning.

C: Yes. Every room is equipped with a bath and a telephone.

A: That sounds very good! Can we book the plane tickets to Shanghai seven days from now here?

B: Sure.

C: Please fill in this registration forms accordingly. By the way, please show me your passports and write down the numbers of them here.

A: Yes. These are our passports.

C: Thank you! Here are the keys to your rooms.

A: Thanks.

B: There is a dining—hall on the first floor. You can have both Western and Chinese style food here.

A: Very good!

B: I guess you must be tired after a long trip. If there's nothing else you want, I'll be leaving. We will start to work at two thirty this afternoon. You can take a good nap.

A: I don't think there is anything else. You have been very considerate. Thank you very much.

B: You are welcome. See you this afternoon.

A: See you this afternoon.

New Words and Expressions(生词及词组)

- guest n. 客人, 宾客
airport n. 飞机场, 航空港
New Zealand n. 新西兰
municipal adj. 市的, 市政的
specially adv. 特别地, 特地
delegation n. 代表团
honour n. 荣誉
shroud v. 覆盖, 掩蔽
garment n. 外装, 外衣
interval n. 间隙
sight seeing n. 观光
care for 喜欢
book v. 预订
get aboard (on) 上车(船、飞机等)
receptionist n. 接待员
single n. 单人间
double n. 双人间
reservation n. 预定, 保留
remind vt. 使……想起, 回忆起
reserve v. 预定, 保留
have (take) a bath 洗个澡
be used to 习惯于
equip v. 装配, 安装
registration n. 登记
registration form 登记表, 登记卡
accordingly adv. 相应地, 照着(办、做等)
passport n. 护照
dinning-hall 餐厅
Western style food 西餐
Chinese style food 中餐
nap n. 小睡, 打盹
considerate adj. 考虑周到的, 替人着想的

Additional Words and Expressions(补充词汇)

- flight 20 第 20 次航班
departure time 起飞时间

arrival time	到达时间
local time	当地时间
destination	目的地
stewardess	(班机上的)女服务员
steward	(班机上的)男服务员
baggage claim	提取行李
baggage loaders	行李车
lounge	候车室
Information Desk	问寻处
doorman	(看大门的)服务员
bellboy (=bellhop)	旅馆服务员(主要帮旅客拿行李)
captain	服务员领班
housekeeper	客房服务员
a suite	一间套间
a single(double)room	单人(双人)房间
a single(double)bed	单人(双人)床
twin beds	成对床
air-conditioning	空调
heating	暖气

Sentences Commonly Used in This Unit(常用套语及表达法)

1. Excuse me, but aren't you...
对不起,请问您是×××
2. Pardon me.
抱歉。
3. Sorry to intrude (interrupt, interfere, etc) but...
对不起,请打断一下,但是×××
4. Look here!
瞧这边!
5. Just a minute.
请等一下!
6. How do you do!
(用于第一次见面时)你好!
7. How are you?
您好!
8. Fine, thank you.
我很好! 谢谢!
9. How are you doing?

你怎样?

10. Ok.

好。

11. Hi! (Hellow!)

你好!

12. Hellow, nice (glad /pleased) to see you.

您好,见到你很高兴

13. What's up?

怎么样?

14. Not much.

不太好。

15. Hi, are you keeping hurry?

喂,最近很忙吗?

16. Sure!

(当然)那还用说。

17. May I introduce Mr. Taylor?

请允许我介绍泰勒先生。

18. Allow me to introduce you to Mr. Smith.

请允许我把你介绍给史密斯先生。

19. Allow me to introduce you to my director, Mr. ×××.

请允许我介绍您给我的主任, ×××先生。

20. Mr. Smith, let me introduce you to ×××.

史密斯先生,请让我把您介绍给 ×××。

21. I'd like you to meet ×××.

请您接识一下 ×××。

22. Ms. Robert, this is Mr. Greem.

罗伯特女士,这是格林姆先生。

Exercises

I. Comprehension Questions:

(1) 1. Who arrived at Hefei Airport?

2. Who has gone there to meet them?

3. Is Mr. Green the first time in Hefei?

4. How about Hefei?

5. How long will Mr. Green and his colleagues intend to stay in Hefei?

6. What's the purpose of the Green's party to visit Hefei?

7. Will the business talk occupy all of their time while in Hefei?

(2) 1. Will Mr. Green and his delegation members have any problem in getting rooms in a

hotel? Why?

2. How many rooms do they want to have? Any requirement?
3. Are Mr. Green and his party satisfied with the rooms? How are the rooms equipped?
4. Where do Mr. Green's party like to go after their stay in Hefei?
5. What sort of form has the receptionist asked the foreign guests to fill in?
6. Does the hotel serve Western style food? And where is the dining hall?
7. Why does Mr. Green say that Mr. Zhao is very considerate?

I. Put the following dialogue into English:

A: 对不起,请问您是史密斯先生吗?

B: 是的,我就是。

A: 我是市引进外资办公室的翻译,我姓王。

B: 您好,王先生。

A: 您好!我来介绍一下,这是我们的经理李先生,他前来迎接您。李经理,这是美国来的史密斯先生。

C: 您好!史密斯先生,欢迎你到我市来。

B: 您好!李先生,你来接我,太好了。

C: 我很高兴来接你,一路上很好吧!

B: 谢谢,很好。

C: 史密斯先生,这是您第一次来我市吗?

B: 是的,完全是第一次。

C: 希望您在这儿过得愉快。

B: 谢谢,我一定会过得很愉快的。

A: 这旅行袋好象很重,我来替您拿吧!

B: 不用,谢谢,我自己能行。

A: 我们先办理海关手续好吗?只要一会儿就行了。

B: 王先生,我在这里人生地疏,我看来由您安排最保险,一切照您所说的办。

A: 好的。我们将为您安排好一切,汽车就等在那边,我们走吧。

C: 史密斯先生,请上车。

II. Translate the following text into Chinese:

Mr. Chairman, Ladies and Gentlemen:

We are delighted to be in your lovely city of Guangzhou. It's here that we will conclude what has been for all of us a memorable visit to your magnificent country.

We have visited your historic, heroic capital city of Beijing. We have visited Shanghai, the bustling industrial and port city through which much of the growing trade between our countries will flow. We have caught the magic and enchantment of Guilin, a place with complete serenity.

And we now come to Guangzhou for the close of the Guangzhou Fair, yet another

symbol of the growing ties between the United States and the People's Republic of China.

We believe we have accomplished a great deal during our brief stay. We have concluded six agreements—twice the number of all previous agreements between our two governments.

More importantly, we have seen and talked with your people. We have dined with you, drunk with you, bargained, worried and laughed with you. In all this, our respect has grown, our friendship warmed.

I should like to propose a toast;

To the health of our host and the health of the Chinese people;

To our growing personal as well as commercial ties;

To our next visit to your beautiful country, and you to ours.

会话参考译文

第一单元:外商抵达

会话

1. (在机场)

A:对不起,请问您是新西兰来的约翰·格林先生吗?

B:是的,我是新西兰贸易有限公司的约翰·格林。

A:请允许我自我介绍一下,我叫赵兵,是合肥市进出口办公室的主任,我特意到机场迎候您。

B:您好,赵先生,您到这儿来迎接我,真是太好了。

A:您好(他们互相握手),你们一行几人? 3个人吗?

B:是,共3个人。赵先生,这位是彭斯先生,这位是琼斯女士,都是我们代表团的成员(他们互致问候)。

A:欢迎你们到合肥来,这是你们第一次访问中国吗?

B:不,我们常到中国访问,不过到合肥来却是第一次。我们把你方邀请我们到这个美丽的城市看作无尚的荣耀。

A:每个城市都有其独到之处。合肥是安徽省省会,是华东最为美丽的城市之一,这儿山青水秀,尤其在夏季,这儿可是满城绿荫,犹如碧海。希望你们能在这儿过得很愉快。

B:谢谢。赵先生,我们在这儿一定会过得很愉快。

A:请问你们准备在此逗留多久?

B:大约1周时间吧。

A:那好。我们有足够的时间洽谈生意,在谈生意的间隙,如果你们愿意,我们可以安排你们游览。

B:太好了,我得说没有比这更令我们满意的事了。

A:但是我肯定经过这么长的旅行后,你们一定需要好好休息一下,让我们上车去旅馆好吗?

B:很好。我想到旅馆找几间住宿1周的房间没什么问题吧。

A:没有问题,我们已经为你们预定好了。

B:太谢谢了。

A:让我们上车去吧,请这边走。

2. (在旅馆)

(C:旅馆接待员)

C:午安,欢迎光临我店。

A: 午安,请给我们安排两间房。

C: 单人间还是双人间。

A: 为这位女士安排 1 间单人间,这位先生和我本人安排 1 间双人间。

C: 你有没有定过房?

B: 定了,我已在 3 天前为这 3 位来自新西兰的客人预订了房间,你还记得吗?我是市进出口办公室的赵兵。

C: 我想起了,是的,赵先生,我们已为外宾预备了房间。

A: 房间有浴室吗?我想马上洗个澡。我已习惯于在每天早晨 7 点钟洗个澡。

C: 有。每个房间都有浴室和电话。

A: 很好。我们可以在这里预订 7 天后去上海的飞机票吗?

B: 当然。

C: 请按格式填写登记表。顺便说一下,请出示您们的护照,并在此处写上它们的号码。

A: 行,这是我们的护照。

C: 谢谢,这是你们房间钥匙。

A: 谢谢。

B: 一楼有餐厅,供应中、西餐。

A: 很好。

B: 我想在长途旅行后你们一定很累了。因此,如果你们没有其他事,那么我要走了。
我们今天下午两点半开始洽谈,这样你们中午可以好好地休息一下。

A: 我想没有什么啦,您想得很周到,很感谢。

B: 不要客气,下午见。

A: 下午见。

Unit Two

Arranging Time Schedule

Dialogue

1. (Mr. Zhao, the director of the Municipal Foreign Fund Investment Department, enters into Mr. Brown's room at 9 o'clock in the morning of the following day after the arrival of Brown and his party.)

A: Good morning, Mr. Brown. Did you have a good sleep last night? Have you recovered from the journey?

B: Why, yes. I had a sound sleep last night and I enjoyed it a great deal. The hotel is fitted up with modern comforts and conveniences and the food here is very much to my taste.

A: Very glad to hear that.

B: Ah, sit down please, Mr. Zhao. Would you like a cup of tea or coffee?

A: As a Chinese, I'd rather have a tea, please. (Mr. Brown serves Mr. Zhao a cup of tea.)

A: Thank you. Well, Mr. Brown, I'm here to ask your opinion about the time schedule of the next six days. I was wondering if it would suit you right now?

B: Perfectly all right. Ah, just a minute, let me call Mr. Johnson and Ms. Jones to my room.

(Mr. Johnson and Ms. Jones enter into the room, and Mr Zhao gets up from his seat and exchanges greetings with them both.)

A: Well, we've drawn up a tentative program for the following six days, which lasts from tomorrow till the day you board the plane to Shanghai. And I am wondering whether you like it.

(Zhao holds over the shedule to Mr. Brown and Mr. Brown, together with Mr. Johnson and Ms. Jones, begins to read it)

Feb. 7 Monday

9:00 Discussion on Price

12:00 Lunch Break