

# 最新实用

## 英汉国际经贸会话手册

主编 杨其乡



学苑出版社

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图书在版编目(CIP)数据·

最新实用英汉国际经贸会话手册/杨其乡主编.

- 北京:学苑出版社,1997.8

ISBN 7-5077-0069-0

I. 最… II. 杨… III. 国际贸易-英语-口语

-手册 IV. H319.9-62

中国版本图书馆 CIP 数据核字(97)第 10336 号

**最新实用英汉国际经贸会话手册**

主编 杨其乡

学苑出版社出版发行

社址:北京万寿路西街 11 号 邮政编码:100036

辽宁清原印刷厂印刷 新华书店经销

850×1168 1/32 16.75 印张 450 千字

1997 年 8 月第 1 版 1997 年 8 月第 1 次印刷

印数:1—3000 册

定价:28.00 元

# 《最新实用英汉国际经贸会话手册》

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# 第一单元

## 贸易

### 1. Business Inquiry 询盘

#### Dialogue 对话

1

After visiting the showroom, Mr. Dossey finds some furcoats on display very attractive. He wants to get detailed information about quality, size and price, so he goes to talk with the sales manager, Mr. Wang.

D : Good morning! My name is Dossey. I'm the import manager of Big Lake, Ltd, Canada. This is my card.

W : Good morning, Mr. Dossey. My name is Wang, Manager of the Sales Department.

D : Glad to meet you, Mr. Wang.

W : Glad to meet you, too. Please take a seat.

D : Thank you.

W : What would you like, coffee or tea?

D : Tea, please. I like Chinese tea very much.

W : Here you are. Is it your first time to visit the Fair, Mr. Dossey?

D : No, the third time.

W : Did you find anything interesting?

D : Oh, yes, quite a few. I'm very interested in your products.

W: We are glad to hear that. What items are you particularly interested in?

D: Furcoats. They're fashionable. If they are of high quality and the prices are reasonable, we'll purchase large quantities of them. Will you quote us a price?

W: All right.

参观了展室,多西先生看到一些展出的皮衣非常漂亮。他想获得这些产品的质量、尺寸和价格等详细情况,于是和销售经理王先生进行交谈。

多:早上好。我叫多西。我是加拿大大湖有限公司的进口部经理。这是我的名片。

王:早上好,多西先生。我姓王,是销售部的经理。

多:见到你很高兴,王先生。

王:见到你我也很高兴。请坐。

多:谢谢。

王:您想喝茶还是咖啡?

多:请来杯茶。我喜欢喝中国茶。

王:给您。多西先生,这是你第一次参加博览会吗?

多:不,是第三次。

王:有令您感兴趣的東西吗?

多:是的,有很多。我对你们的产品很感兴趣。

王:听您这样说我们很高兴。您对什么商品尤其感兴趣呢?

多:皮衣。这些皮衣的款式很时髦的。如果质量好、价格合理的话,我们将大量订购。您能开个价吗?

王:那好吧。

2

A: I'm glad to have an opportunity to visit your corporation. I hope we



can become long-term business partners.

B: It's a pleasure to meet you, Mr. Macnee. I think you have already visited our show room. What are you interested in?

A: I'm quite interested in your imitation curios. I've seen the exhibits and read your catalogues. And I'm sure they will find a ready market in Britain. I'd like to have your lowest quotations, C. I. F. London.

B: Thank you for your inquiry. Would you tell us what quantity you require so that we can work out the offer?

A: I'll do that. Meanwhile, could you give me an indication of price?

B: Here are the F. O. B. price lists. All the prices in the lists are subject to our confirmation.

A: Well, I see.

甲: 非常高兴有机会拜访贵公司。我希望我们能成为长期的生意伙伴。

乙: 很高兴有机会见到您, 麦可尼先生。我想您已经在展室看过了展品。您对什么商品感兴趣?

甲: 我对你们的仿古玩很感兴趣。我已看过了样品, 也读过了目录。我认为在英国会很有销路。希望你们报成本加运费保险费到伦敦的最低价。

乙: 谢谢你方的询价。为了便于我们报价, 请告诉我们你方所需数量好吗?

甲: 可以。同时请给出一个估计价格好吗?

乙: 这是货物离岸价格单。单上所有价格以我方的最后确认为准。

甲: 啊, 我明白。

3

A: Nice to see you again, my old friend. How is everything going?

B: Very smoothly, thank you. What would you plan to import this

time?

A: Hardwares.

B: You know us out-to-out. We are one of the largest hardware exporters in Asia, you know. If you make an inquiry, we can offer you as soon as possible.

A: Yes. It's a list of my requirements. I'd like to have your lowest quotations C. I. F. New York.

B: Thanks for your inquiry. Would you please tell us the quantity you want so that we can work out the offer?

A: I'll see to it. Meanwhile, could you give me an indication of price?

B: No problems. Here are our C. I. F. New York price lists. But all the prices in the lists are subject to our confirmation. You know that very well.

A: Thank you. I'll phone you for another talk after we have discussed your offer.

B: Please do, any time you like.

A: I hope we can have another cooperation.

B: I hope so, too.

甲:老朋友,又见到你了,真高兴。生意怎么样?

乙:很顺利,谢谢。这次你们打算进口些什么?

甲:小五金。

乙:你太了解我们了。我们是亚洲最大的小五金出口厂家之一,这一点你知道。如果你询价的话,我们尽快报价。

甲:好吧。这是询价单。希望你们报 CIF 纽约最低价。

乙:谢谢你们询价。为了便于我方报价,能否告诉我们贵方需要多少?

甲:可以。现在可不可以给个估价?

乙:没问题。这是我方 CIF 纽约售价的报价单,不过单上所有的价格均以我方最后确认为准。你了解这一点。

甲:谢谢。我们研究一下你方的报价后再打电话安排下一次会谈。

乙:随时再联系。

甲:我希望我们能再一次合作。

乙:我也希望如此。

4

A: I'm the representative of Wood Trading Company. We're in the market for silk piece goods. What can you offer in this line?

B: We cover pure silk piece goods, spun silk, noil poplin, rayon piece goods and synthetic fibre piece goods. As you know, silks are one of China's traditional exports. They are well received and highly reputed for their quality and designs.

A: Do you have any literature I can take with me?

B: Yes, here are some catalogues and brochures. Oh, here's a price list with specifications.

A: Thank you very much. What about the commission? I usually get 5% commission for my import. It's the general practice.

B: Generally, we don't allow any commission. But if the order is sizable, we'll consider to give you 3% commission.

A: Good. I want to see the exhibits with my own eyes. First-hand information, I think, is more valuable. Is the show room far away from here?

B: No, it's only five-minute's walk.

A: If it wouldn't inconvenience you, I'd like to go there right away.

B: Fine. Let's.

甲:我是伍德贸易公司的代表。我们想购一些绸缎产品。你们在这方面能提供些什么呢?

乙:我们经营桑蚕丝绸、桑绢绸、桑绵绸、人造丝绸和合纤绸。你知道,丝绸是中国的传统出口商品之一。中国的丝绸由于质量上乘,设计新

颖而蜚声海外,倍受青睐。

甲:有没有说明书我可以带走的?

乙:有。这是目录和小册子。噢,这是多种规格的报价单。

甲:非常感谢。那么佣金呢?我进口商品时通常可以得到5%的佣金。这是惯例。

乙:我方一般不给佣金的。但是如果你们的订货量大的话,我方可以考虑给你3%的佣金。

甲:很好。我想亲自去看看样品。我想,第一手信息更有价值。展室离这儿远吗?

乙:不远,走五分钟就到了。

甲:如果你方便的话,我想现在去看看。

乙:可以,走吧。

5

A: May I see your manager, please?

B: I'm afraid he is out. I'm the deputy manager. Is there anything I can do for you?

A: Yes, I've brought some catalogues of heavy machinery. I wonder if any of your endusers would like to have a look at it.

B: They certainly would. Could you please leave those catalogues with me?

A: Certainly. We have many types of new products. I think your customers will be interested in them.

B: We're to order some special kinds if yours are of the types we want.

A: You know, we also take orders for them made according to specifications.

B: That sounds good. How long will it take you to deliver the orders?

A: At most three months.

B: Very well. I'll send these catalogues to our endusers. And may I have your indication of price and price lists?

A: Yes. Here you are. The prices are subject to our confirmation.

B: I see.

A: The prices here are on F. O. B. basis.

B: Good. Would your mind if I go over it right now?

A: Of course not.

B: I can tell you that your prices are too high.

A: I'm surprised to hear that. You know the cost of production has been going up in recent years. Besides, our products are of high quality, too.

B: It'll be all right if your prices are comparable to others.

A: We can consider making certain concessions in our prices. Would you please tell us the quantity of your orders so that we can adjust our prices accordingly?

B: Our quantity depends on prices. So I'd like to settle that matter first.

甲: 我可以见你们经理吗?

乙: 我恐怕他出去了。我是副经理。你有什么事吗?

甲: 是的。我带来一些重型机械的目录。不知道你方用户是否愿意看看。

乙: 他们当然愿意看看。把目录交给我, 好吗?

甲: 可以。我们有多种新产品。我想你们的顾客会感兴趣的。

乙: 如果你方产品是我们所要的类型的话, 我们准备订购一些特制的。

甲: 你知道, 我们也接受特殊规格的机械的订单。

乙: 听起来不错。多长时间能交货?

甲: 最多三个月。

乙: 好吧。我把这些目录送给我们的用户。可不可以给我们个估价及价格单?

甲: 可以, 给您。单上的价格要经我方确认才有效。

乙:我知道。

甲:这些价格是按照离岸价定的。

乙:好吧。我想现在看一下目录,您介意吗?

甲:当然不介意。

乙:我想说你们的价格太高了。

甲:你这样说使我很吃惊。你知道,近年来生产成本迅速上涨。此外,我们的产品质量非常好。

乙:你方的价格能和别人的价格差不多就行了。

甲:我们可以考虑在价格方面作些让步。您能不能告诉我们订多少,以便我们对价格进行相应的调整?

乙:我们的订货量取决于价格。所以我想先解决价格这一问题吧。

### Sentence Patterns 句型

1. *What do you specialize in?*

贵方经营哪些商品?

2. *I wonder if your company supplies.....*

我了解你公司是否能提供.....

3. *May I know what particular line you are interested in this time?*

我了解一下你们这次想谈哪些方面的生意?

4. *Would you tell me which items you are particularly interested in?*

请告诉我,贵方对哪类商品尤其感兴趣?

5. *This is our inquiry. Would you like to have a look?*

这是我们的询价单。请您看一下好吗?

6. *Could you give us some ideas about your price?*

请介绍一下贵方的价格好吗?

7. *Will you please inform us of the prices at which you can supply?*

请告诉我们贵方所能出手的价格。

8. *Our buyers ask for your price list and catalogues.*

我方买主想看一下你方的价格单和目录。

9. *May I have a price list with specifications?*

能给我一份注有多种规格的价格单吗?

10. *If your prices are reasonable, we may place a large order with you.*

若贵方价格合理,我们可能向你大量订货。

11. *We'd like to know the availability and the conditions of sale of this line.*

我们想了解一下你们在这方面的供货能力和销售条件。

12. *I'd like to have your lowest quotation CIF New York.*

希望你方报纽约 CIF 最低价。

13. *Which items do you think might have a chance in your market?*

你认为哪些商品在你方能市场?

14. *Please keep us informed of the latest quotation for the following items.*

请随时通知我方下列货物的最新价格。

15. *Could you tell us the Article Number of the product?*

请您把品号告诉我们。

16. *Would you tell us the quantity so that we may work out the offer?*

请告知贵方订购数量,以便我方报价。

17. *Mr. Black is making an inquiry for Oolong Tea.*

布莱克先生正在对乌龙茶进行询价。

18. *Do you offer FOB or CIF?*

你们报的是离岸价还是到岸价?

19. *Please quote your lowest price CIF Seattle for each of the following items, including our 3% commission.*

请就下列每项货物向我方报西雅图 CIF 最低价格,包括 3% 的佣金。

20. *May I take the catalogue with me so that I may be able to look into it more closely?*

请问我能否把目录带回去再进一步研究一下?

21. *Would you like to have a look at our exhibits and see what interests you?*

是否去看看我们的展品,看是否有使你感兴趣的东西?

22. *Have you got the samples for this line?*

你们是否有这方面的样品?

23. *We are in great need of Grade A.*

我们急需一等品。

24. *We know that you are leading exporters of machine tools and can provide the specifications we need.*

我们知道你们是机床的最大出口商,能为我们提供我们所需的规格。

25. *We assure you of an ample supply and prompt shipment of the goods.*

我们保证货源充足,装运及时。

26. *Please quote for the supply of 3,000 metric tons of steel pipes.*

请对三千公吨钢管作出报价。

27. *We shall be obliged if you will give us your lowest quotation CIF Huston.*

如果贵方报给我们 CIF 休斯顿最低价,我们将不胜感激。

28. *We have an inquiry in hand for a large quantity of scented tea.*

我方手头现有一份欲订购大量花茶的询价单。

29. *Could you give us an indication of your price for these goods?*

您能否就这些货物出个参考价?

30. *Please offer any quantity that can be supplied from stock.*

请报可供现货数量的价格。

31. *Will they be supplied from stock?*

可供现货吗?

32. *The stock is all sold out.*

现货都卖光了。

33. *Before we do anything, we should like to have further particulars.*



着手工作以前,我们想了解更多情况。

34. *In case you are unable to offer us at this time, may we suggest that you quote us an indicative price first.*

如果你们目前不能报价,建议你们先给我们一个指示性的价格。

35. *Please quote us as soon as possible since you've already had our inquiry.*

既然你们已经有我方的询价单就请尽快报价。

36. *We hope that we can do substantial business with you in this line.*

我们希望能在这方面和你们大量成交。

37. *I think this model is in conformity with your specifications.*

我想这种型号符合您所提出的规格。

38. *We want to know whether you can supply 500 pieces of pure wool carpet for shipment before the end of July.*

我们了解一下你们可否供应五百条纯毛地毯,六月底交货。

39. *Please quote us your lowest price for the items listed hereunder.*

请报下列商品的最低价。

40. *Your prices exceed the prices of this kind of equipment on the world market.*

你们的价格比国际市场上同类设备的价格高。

41. *We ask you to consider the planned.....*

我们请您考虑这份计划好的.....

42. *Prices quoted should include insurance and freight to Vancouver.*

所报价格需包括到温哥华的保险和运费。

## Words and Expressions 词汇

allowance 减让, 补贴(卖方对出售的商品在质量或数量上给予买方补贴。)

appreciate 感激

as a rule 一般地说; 总的来说  
attractive 吸引人的, 有吸引力的  
be in the market for 求购  
be well reputed for 有好名声