



国际航运实用英语

Practical English for International Shipping Business

杨丹凤 主编



Shipping Business

Port

Establishing Shipping Business

Cargo Work

Freight, Charges and Insurance

Cargo Damage and Personal Accidents

Damage to Ships and Ship Repair

Shipping Documents

Port Regulations and Agencies

Charter Party

Containerization

Sea Protest and General Average



 复旦大学出版社

21世纪大学实用行业英语系列

国际航运实用英语

Practical English for International Shipping Business

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图书在版编目(CIP)数据

国际航运实用英语/杨丹凤主编. —上海:复旦大学出版社,2013.7
ISBN 978-7-309-09729-0

I. 国… II. 杨… III. 国际航运-英语-高等学校-教材 IV. H31

中国版本图书馆 CIP 数据核字(2013)第 105301 号

国际航运实用英语

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责任编辑/庄彩云

复旦大学出版社有限公司出版发行
上海市国权路 579 号 邮编:200433
网址:fupnet@fudanpress.com <http://www.fudanpress.com>
门市零售:86-21-65642857 团体订购:86-21-65118853
外埠邮购:86-21-65109143
上海肖华印务有限公司

开本 787×960 1/16 印张 16.75 字数 321 千
2013 年 7 月第 1 版第 1 次印刷

ISBN 978-7-309-09729-0/H·2097
定价:36.00 元

如有印装质量问题,请向复旦大学出版社有限公司发行部调换。
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前言

我国自古以来航运业发达,以航运大国而著称。进入 21 世纪后,随着全球经济的发展,国际港口和航运事业更是发展迅猛。在这种情况下,社会迫切需要航运人才既懂国际惯例又掌握娴熟的港航业务技能,同时还能服务第一线,不仅实践能力强还具有良好职业道德与敬业精神。以教育部高教司颁发的《教育部关于推进中等和高等职业教育协调发展的指导意见》和《教育部关于推荐高等职业教育改革创新引领职业教育科学发展的若干意见》为依据,为适应上海国际航运中心的建设和我国航运事业的发展,我们编写了《国际航运实用英语》这本教材。

《国际航运实用英语》是遵循工学结合培养学生,突出岗位能力需求和“实用为主,够用为度”的原则,采用主题引导和任务引导相结合的方法,以港航企业核心岗位的典型工作情景和工作流程为依托设置教学内容。教材编写遵循由易到难、由浅入深、循序渐进的原则,听说读写交替循环,教学做练有机融合,注重先输入后输出,活动设计具有实践性、灵活性和多样性。

全书内容共分 12 个单元,包括航运业务、港口、建立业务关系、货物操作、运费港口使费和保险、货损和人员伤亡、船舶受损和修理、货运单证、港口细则和代理、租船、集装箱、海事声明和共同海损。本书把港口和航运工作流程中的各类活动通过听、说、读、写的形式进行编写。每单元把相关主题的基本理论以英语的精听和精读形式来强化训练;精心设计与工作岗位情景相关的情景对话,让学生先熟悉情景对话再通过对话练习和话题练习,将本单元所学的语言知识运用到工作岗位的实际交流中;写作部分,侧重选出各个工作情景下常用的句型,概括

写作要点,并提供范文信函和单证,让学生熟悉、掌握各种业务活动中的写作技能。同时,一些单元中加入相关知识、补充内容作为延伸阅读,以拓展学生的航运知识。

本书每一单元的最后部分 Time for Fun (轻松一刻): 内含幽默小故事、笑话、歌曲、诗歌、脑筋急转弯、格言等材料,让学生在紧张的学习之余充分放松,尽享英语学习给他们带来的乐趣。

本书适合高职高专院校国际航运业务管理、物流管理专业、国际贸易、外贸运输、港航商务管理、报关和国际货运、商务英语及相关专业的学生使用,既是一本学习港口航运业务的行业英语教材,同时也可作为企业员工的培训教材及从事港口航运方面工作的业务人员的自学用书。

本书由上海济光职业技术学院杨丹凤策划并主编,由上海民远学院白雪和李文娟担任副主编,其中第 1、2、3、6、7 单元由杨丹凤编写,第 4 单元由西班牙阿斯卡物流有限公司上海代表处的国际货运经理夏好敏编写,第 5、9、10、12 单元由白雪、李文娟编写,第 8 单元由上海民远学院傅蔚编写,第 11 单元由上海民远学院鲁言波编写,最后由杨丹凤统稿定稿。

本书在编写过程中参阅和引用了国内外有关港口、航运管理的论著、词典、教材、期刊和网上的相关信息,无论在参考文献中是否列出,在此,都要对这些文献的作者和译者表示由衷的感谢。同时,对本书编写做过指导工作和贡献的老师、朋友们表示由衷的感谢! 特此感谢上海大学朱金花副教授和上海海事职业技术学院沈四林副教授。

由于编者的水平和经验有限,本书中存在疏漏和不足之处在所难免,恳请各高职高专院校的广大师生、读者及专家学者多提宝贵意见,以便日后充实与完善。

编者

2013 年 6 月

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Unit One Shipping Business

※ Learning Objectives

In this unit, you are going to listen to two passages, read a dialogue, a passage and some tips for business-letter writing.

Through doing a series of tasks, you will

- get to know the shipping business in China and abroad;
- get details as to some shipping companies;
- learn to communicate with the parties concerned;
- learn how to write a business letter.

Part I Listening and Understanding

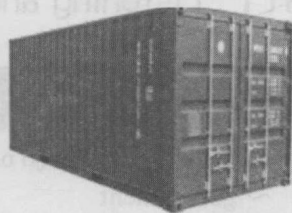
Words and Expressions

municipal	/mjuˈnɪsɪpəl/	a.	市政的; 地方自治的
~ government			市政府
immense	/ɪˈmens/	a.	巨大的, 无边无际的
shallow	/ˈʃæləʊ/	a.	浅的; 肤浅的
draft	/draʊt/	n.	吃水
deep~			深吃水
berth	/bɜːθ/	n.	(船舶上)停泊位或锚位
		v.	停泊
framework	/ˈfreɪmwɜːk/	n.	体制, 体系; 构架, 框架
hub	/hʌb/	n.	中心, 核心
exceed	/ɪkˈsiːd/	v.	超出(某数量/数字等), (在数量或质量等方面)胜过
volume	/ˈvɒljum/	n.	数量
equivalent	/ɪˈkwɪvələnt/	a.	等积的, 相等的; 相当的
twenty-foot ~ unit (TEU)			国际标准箱单位

capacity	/kə'pæsɪtɪ/	n.	容量;(建筑/地方/车辆)可容纳人数,载客量
handling ~			吞吐量
vision	/'vɪʒən/	n.	视野,展望
bachelor	/'bætʃələ/	n.	学士
mechanical	/mɪ'kænikəl/	a.	机械(学)的
~ engineering			机械工程(学)
subcompany	/'sʌb,kʌmpəni/	n.	子公司,附属公司
a wholly-owned ~			全资子公司
integrate	/'ɪntɪɡreɪt/	v.	使一体化;整合
logistics	/ləʊ'dʒɪstɪks, lə-/	n.	物流,后勤
innovation	/ˌɪnəʊ'veɪʃən/	n.	创新
proactive	/ˌprəʊ'æktɪv/	a.	积极主动的

Notes:

1. TEU (Twenty-foot Equivalent Unit) 是以长度为 20 英尺的集装箱为国际计量单位,也称国际标准箱单位。通常用来表示船舶装载集装箱的能力,也是集装箱和港口吞吐量的重要统计及换算的单位。20 英尺标准集装箱(即:长 20 英尺,宽 8 英尺,高 8 英尺 6 英寸,内容积为 $5.69 \times 2.13 \times 2.18$ 米,配货毛重一般为 17.5 吨,体积为 24-26 立方米)。



2. 东方海外 (Orient Overseas Container Line (OOCL)) 是香港联交所上市公司东方海外(国际)有限公司 (OOIL) 的全资附属公司,为世界最具规模之综合国际货柜运输、物流及码头公司之一,亦为香港最为熟悉之环球商标之一,为客户提供全面的物流及运输服务,航线广布亚洲、欧洲、北美、地中海、印度次大陆、中东及澳洲/新西兰等地。为客户提供以客为尊的物流方案、精益求精及不断创新的服务精神,一向享誉业内。东方海外率先在中国提供全线物流及运输服务,在信息服务方面亦是业内先驱。



We take it personally

Task 1 Listen to the following passage and then decide whether the following statements are true (T) or false (F).

- () 1. The completion of the Yangshan Deep-water Port helps the development

of Shanghai's shipping industry.

- () 2. Shanghai has difficulty in berthing deep-draft ships.
- () 3. Shanghai has been built into an international economic, financial, trade and shipping center.
- () 4. Shanghai's handling capacity continues to grow and its container handling surpassed 30 million twenty-foot equivalent units (TEUs) in Year 2011.

Task 2 Listen to the following passage and fill in the blanks with the missing words.

Mr. CC Tung was born into the world of shipping but had to earn his position as the leader of Orient Overseas (International) Limited (OOIL) through hard work and vision. Mr. Tung was (1) _____ as an engineer and received his Bachelor of Science Degree from the University of Liverpool, England. He (2) _____ a Master's Degree in Mechanical Engineering at the Massachusetts Institute of Technology in the United States. In 1968, he joined the family business in New York. Mr. Tung returned to Hong Kong in 1986 as vice-chairman of the Group. In 1996, he (3) _____ OOIL from his elder brother, Mr. CH Tung.



Since becoming the chairman in 1996, Mr. Tung has devoted himself to further strengthening the position of OOCL (a wholly-owned subcompany of OOIL) as one of the world's largest integrated international (4) _____, logistics and terminal companies.

The good use of (5) _____ has played a major role in OOIL's success. The Group has invested large numbers of resources in developing its IT systems which provide efficient and integrated management of the business with creativity and innovation. Equally, Mr. Tung holds that in order for the Group to excel, a proactive (6) _____ among the staff and a strong team spirit are of great importance.

OOIL Group companies have developed four core values which are (7) _____ to everything it does. The four core values are:

People, People, People — OOIL's continued success and growth depend on the skills, dedication and (8) _____ of its employees.

Customer Focus — OOIL believes in long-term, mutually beneficial

relationships with customers and creates values through cooperation to enhance customer competitiveness.

Excellence Through Quality — Quality has been integrated into the daily business and goals of every department and employee within the company.

(9) Responsibility — OOIL and the Tung Foundation spend over US\$1 million per year on educational scholarships for students in China and Hong Kong and for children of employees globally. And OOIL also makes many other (10) all over the world.

Part II Learning to Speak

Words and Expressions

downturn	/ˈdaʊntɜːn/	n.	(经济的)衰退
deficit	/ˈdefɪsɪt/	n.	赤字, 亏损, 亏空
reliability	/rɪˈlaɪəˈbɪləti/	n.	可靠性, 信度
compensate	/ˈkɒmpenset/	v.	赔偿, 补偿, 抵消
~ (sb.) for sth.			
account for			(数量或比例上)占; 说明...原因

Note:

马士基集团 (Maersk Line) 成立于 1904 年, 总部设在丹麦哥本哈根, 在全球 100 多个国家设有数百家办事机构, 雇员逾六万多名, 服务遍及世界各地。除航运业外, 集团多元化的业务范围广及物流、石油及天然气之勘探和生产、造船业、航空业、工业生产、超级市场零售业和 IT 等范围。马士基海陆, 作为集团的集装箱海运分支, 是全球最大的集装箱承运人, 服务网络遍及六大洲。



MAERSK

Dialogue: Talking About China's and Maersk Line's Shipping Business

(Content: Hanne Sorensen, global Chief Commercial Officer (CCO) of Maersk Line, the world's largest container carrier operator by capacity, is being interviewed by a reporter from China Daily. They are talking about



China's shipping business and Maersk Line's new "Daily Maersk" service.)

Reporter: China's growing trade volume is expected to continue supporting the shipping business in spite of the current market downturn.

Sorensen: Yes. Given the rapid expansion in China's export volume during recent years, we expect that within two years China will have double the size of exports than that of the United States. China's export cargo accounts for more than one third of our company's entire export business across the world.

Reporter: But actually Year 2011 turned out to be a tough one for the shipping industry. The freight rates, especially on the Asia-Europe route, have been depressed by rising oil prices and over-capacity.

Sorensen: This is the case. Shipping companies worldwide reported several-million-dollar deficits for the first nine months of Year 2011. Less than 10 percent of big companies across the world managed to make profits.

Reporter: What measures has your company taken to respond to this situation?

Sorensen: In September our company announced the plan to run a daily cut-off service called "Daily Maersk", which started on October 24, connects four ports in Asia and three major container ports in Europe.

Reporter: Up to now, the "Daily Maersk" service has been running for nearly four months. Have you received a good response from the customers?

Sorensen: Yes, of course. The service also promises a fixed transportation time to emphasize its reliability. If the cargo is delayed by fewer than three days, the company will compensate the customer \$100 for each container. And if the delay exceeds four days, the compensation fee will rise to \$300 for each container. Our company aims to deliver 100 percent of its cargo on time with the daily service.

Reporter: I still doubt whether there could be enough cargo to support the daily service, especially after China's Spring Festival.

Sorensen: Under the pressure from current low freight rates, our company has had some difficulties in making profits out of the daily service. However, attracting enough cargo does not seem to be a problem for Maersk. The "Daily Maersk" is not to get more cargo, but to offer a better service to customers. Though currently we are offering the service at market-based freight rates, it will eventually become an excellent product after we have proved its value to customers.

Reporter: Ms. Hanne Sorensen, thank you very much.

Sorensen: You are welcome.

Task 1 Do the Question-and-Answer exercise in pairs with the information from the dialogue.

1. Is the shipping business booming during Year 2011?

2. What part does China play in the shipping business?

3. Why have the freight rates been lowered recently?

4. How has Maersk Line responded to the depression in the shipping industry?

5. According to Hanne Sorensen, does the "Daily Maersk" aim to get more cargo to deliver every day?

Task 2 Work in pairs, and make a dialogue according to the clues given.

1. Talk briefly about the relationship between the world economy and shipping business.
2. Talk briefly about China's shipping business.

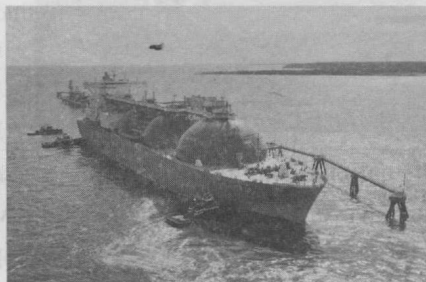
Part III Reading and Understanding

Words and Expressions

abundant	/ə'bʌndənt/	a.	充足的,大量的;丰富的
maritime	/'mæritaim/	a.	海的,海中的;海运的;船舶的
fleet	/flit/	n.	船队;舰队;车队
bulk	/'bʌlk/	n.	(大)体积;大批;主体
~ cargo			散装货
post-panamax			超巴拿马型
refocus	/ri:'fəʊkəs/	v.	重新集中,重新关注;巩固
convert	/'kən'veɪt/	v.	变换,转变,改变
conventional	/'kən'venʃənəl/	a.	常规的,习惯的;传统的
upstream	/'ʌp'stri:m/	n.	上游部门
		a. /ad.	向上游(的);逆流(的)

Notes:

1. “超巴拿马型船”的概念涵盖了任何比现在的巴拿马运河规定的最大船宽多一个梁宽的船。超巴拿马型船在过去的几年中理论上已被更宽泛地理解成上限达到 56.4 米宽的集装箱船。超巴拿马型船在中东与南亚航线、南北贸易和区域内贸易航线中将会扮演主要的角色,但很可能还需要建立密集的航班,承运商也需要将原来使用的巴拿马型甚至次巴拿马型船重新调整。应于 2014 年完成的巴拿马运河改造,将按照超巴拿马型船的尺寸打破原来的极限尺寸(22 列的艾玛·马士基级是例外)。这将帮助承运商把超巴拿马型船用于通过运河的所有主要服务航线上,特别是在远东和美国大西洋/海湾港口和加勒比海海域的全水路的贸易之间,从而极大地扩大超巴拿马型船的配置潜力。



2. LNG: (Liquefied Natural Gas) 液化天然气。将气田生产的天然气净化处理,再经超低温(-162°C)液化就形成液化天然气。LNG 船是国际公认的高技术、高难度、高附加值的“三高”产品,LNG 船是在 -162 摄氏度低温下将 LNG 从液化厂运往接收站的专用船舶,是一种“海上超级冷冻车”,被喻为世界造船“皇冠上的明珠”。LNG 船的储罐是独立于船体的特殊构造。在该船舶的设计中,考虑的主要因素是能适应低温介质的材料,以及对易挥发或易燃物的处理。船舶尺寸通常受到港口码头和接收站条件的限制。目前 12.5 万立方米是最常用的尺寸,在建造船舶中最大的尺寸已达到 20 万立方米。LNG 船的使用寿命一般为 40—45 年。目前只有美国、中国、日本、韩国和欧洲的少数几个国家的 13 家船厂能够建造。
3. VLCC: (Very Large Crude Carrier) 超大型油轮,即超级油轮。载重量一般为 20 至 30 万吨,相当于 200 万桶原油的装运量。全世界有 400 多条,直至 2011 年 8 月占世界国际物流用船 36%。
4. FPSO: (Floating Production Storage & Offloading) 浮式生产储存卸货装置。它集生产处理、储存外输及生活、动力供应于一体,油气生产装置系统复杂程度和价格远远高出同吨位油船。FPSO 装置作为海洋油气开发系统的组成部分,一

般与水下采油装置和穿梭油船组成一套完整的生产系统,是目前海洋工程船舶中的高技术产品。

Text

Shipping Industry and China

Thanks to economic globalization, the long-term trend of world trade growth will not change. This is the engine of the future of global shipping industry.



However, nowadays China is becoming the world engine in international shipping industry.

China is believed to be a coastal state with abundant continent coastlines of up to 18,000 kilometers long. Since the late 1970s, China has enjoyed a sharp increase of multi-national and trans-regional trades, thanks to the opening-up policies and China's entry into the WTO in 2002. As a matter of fact, China's shipping industry has therefore been pushing upwards rapidly with the trend in a move to meet the growing requirements of foreign trade. With most import and export trades being closely linked with ocean shipping industry, international maritime industry has actually stood out as one of the key industries in China which is able to offer a variety of ocean shipping services with fleets covering a wider range from traditional bulk tonnages to more value-added ones such as post-panamax container vessels, heavy-lift ships, LNG carriers, VLCCs and so on.

The shipbuilding and ship-repairing industry has experienced great growth over the past 20 years. Europe has transferred its shipbuilding industry to Asian countries. China now ranks the third largest shipbuilding country in the world. Chinese



government is aiming at becoming the largest shipbuilding country in the world by the year of 2015. Apart from that, with its cheap and productive labor force China's ship repairing industry is becoming to take up the leading market share in the world, which will refocus on high value-added oil tankers, special ships and converted ships like FPSO rather than bulk and conventional ships.

In the next future, China will not only keep a stable goods supply and an open market for the global shipping industry, but also offer more opportunities for the industry to extend to the upstream and downstream of the value chain, and hence drive the flow of international capital to the global shipping industry.

Task Read the text and answer the following questions.

1. What brings about the growth and development of world shipping industry?

2. What is closely related to ocean shipping industry?

3. World shipping industry has been experiencing a structural change. Where has become the powerhouse of world shipbuilding industry?

4. Why is China's ship-repairing industry competitive in the world?

5. What kinds of ships has China preferred to repair in recent years?

Part IV Learning to Write

Words and Expressions

recipient	/rɪ'sɪpiənt/	n.	接受者; 容纳者; 容器
icon	/'aɪ,kɒn/	n.	图标, 图符; 偶像, 崇拜对象
margin	/'mɑ:dʒɪn/	n.	(版心外的) 空白; 页边空白
dispense	/dɪs'pens/	v.	免除; 分配, 分给; 实施, 施行
~ with			摒弃, 省掉; 不用

Essential Qualities and Main Parts of a Business Letter?

Business letters including cable, telex, e-mail are one of the most effective ways in business communication, so letter-writing is an essential part of business activities.

The general principle for the efficient business letter-writing can be summed up in the "Three C's":

Clearness (清楚) Make sure to use simple and plain language, and avoid wordy expressions which are likely to create misunderstandings.

Conciseness (简洁) In order to save time during reading letters, your recipient prefers you to use simple and short sentences. What's more, one paragraph should be organized for only one point.

Courtesy (礼貌) It lies not only in using polite phrases, but also in showing consideration for your recipient. In other words, the "You" Attitude (对方立场) means "put yourself in the shoes of the recipient". When writing a letter, you should try to see things from the recipient's standpoint and show him that what you propose is to his advantage. It helps to create good will and increase business opportunities. Besides, deal promptly with the letters needing a reply.

Eight Main Parts of a Business Letter:

- | | |
|----------------------------|-----------------------|
| 1. Heading (Letterhead) | 2. Date |
| 3. Inside Name and Address | 4. Salutation |
| 5. Subject Line (Caption) | 6. Body of the Letter |
| 7. Complimentary Close | 8. Signature |

1. **Heading (Letterhead)** Printed at the top of the paper, it is the name and address of the company which the writer represents. It may contain the following parts:

- the full name of the company
- address
- contact details (e.g. telephone number, fax number, etc.)
- company logo (optional)
- icon of products (optional)
- references (optional)

2. **Date** The date line is generally typed two lines below the heading, started from the left margin or on the right-hand side. Do not type the date in figures, as it may cause confusion. It's better to type the month in full.

Format: Day + month + year (Br.)

e.g. 12th February 2012 12 February 2012

or:

Month + day + year (Am.)

e.g. February 12th, 2012 February 12, 2012

3. **Inside Name and Address** It is at the left margin a few spaces below the heading

and two lines below the date. The information includes:

- the full name of the recipient (if it is known) or use the courtesy title such as: Mr. , Mrs. , Miss, and Ms.
- the business title of the recipient (if it is known)
- the name of the recipient's company
- the name and the number of house or building and the name of street
- the name of city or state (county) and its postcode (or ZIP code)
- the name of the recipient's country

e. g. The Sales Manager

The Hercules Engineering Co. , Ltd.

Brazennose Street

Manchester, M60 8AS

England

Messrs. (plural of Mr.) is used only for companies or firms, which are named after a person or more persons, such as “Messrs. J. Harvey & Co. ”, “Messrs. Macdonald & Evans”. It is not used in the following cases:

- a) when an individual is addressed: The Chief Accountant; J. A. Simpson, Esq.
 - b) when the company's name is impersonal: Cabinet Industrial Co.
 - c) when a courtesy title is already included: Dr. H. Willis & Co. , Ltd.
 - d) when the name begins with “The”: The Robison Furniture Co.
4. Salutation At the left margin, two lines spaces below the inside name and address, it is the greeting with which every letter begins. We can use:

- Dear Sir,
- Dear Sir or Madam,
- Gentlemen: (American style)
- Dear Ladies or Gentlemen (usually no punctuation marks)
- Dear Mr. Brown,
- Dear Dr. Watson,
- Dear Prof. Wang,

But it is wrong to open a letter with “Dear Mr. John” or “Dear Mr. John Smith”.

5. Subject Line (Caption) Placed between the salutation and the first paragraph of the letter, it is to indicate the general content or purpose of the letter. It can be dispensed with if the letter is short. Usually it is preceded by “Re:” or “Subj.” For example:

a) Re: Medical Care of Capt. Shi