

A New Spoken English Course
in International Business (3rd Edition)

新编外贸英语口语教程

(第三版)

廖瑛 / 主编



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内 容 提 要

《新篇外贸英语口语教程(第三版)》共36课,除第一单元的五课是各自独立的,且日常为人们使用得多,但又有一些特殊表达法的商务基础口语外,其余31课均为内容互相衔接的系列情景会话,按顺序介绍了外商从机场入境到办理海关手续、旅馆住宿、货币兑换、进餐、寄发邮件、理发、购物、看病、约会、拜访、出席宴会、参观出口商品交易会、外贸谈判和旅游观光等活动中与我方各类涉外工作人员口头交际的全过程。本书取材全面、内容新颖、语言规范、表达流畅,且配有教学辅导用书和课件等立体化教学资料,方便教学使用。本书可作为高等学校涉外经贸、商务英语、应用英语、外企管理、公关文秘、国际旅游、酒店管理、国际航运等专业的英语口语教材,也适用于外贸、外事、旅游、宾馆、酒店、机场、企业、事业单位的涉外工作人员自学。

第三版前言

《新篇外贸英语口语教程》自2006年4月出版以来，已修订了两版，七年累计印刷十三次，印数达135 000多册，被评为全国销售量最佳图书一等奖，深受广大读者的青睐。全国许多高校都将其作为相关专业的专业英语口语教材。外经贸行业的业务工作人员、国际营销人员、公关文秘人员、翻译工作者、外事工作者、国际导游、宾馆酒店工作人员、海关工作人员、空姐、营业员以及与外商打交道的厂长、经理、政府官员等视其为提高自己的经贸英语口语的良师益友。

在培养更多的“语言+专业”的复合型人才的思想指导下，为适应全球经济一体化和我国对外贸易发展的需要，我们应出版社的约请，再一次对本书进行修订，增加了Daily Expressions（日常用语）作为第一单元放在全书之前。这一单元共五课，独立成章。从第二单元起到全书结束为系列情景会话。为了使本教程在体例上便于课堂实际操作和训练，此次我们对原版体例未作改动。每课仍由背景简介（Background Briefing）、情景会话（Situational Conversations）、口头训练（Oral Drills）、单词与短语（New Words & Expressions）和注释（Notes to Conversations & Oral Drills）五个部分组成。课文译文（Translation on Situational Conversations）和口头练习答案（Keys to Oral Drills）仍放在辅导用书里。我们也对辅导用书进行了相应的修订，以便教师备课参考和广大读者自学。

本书由湖南大学外国语学院商务英语系研究生导师廖瑛教授主编。参加本书此次修订的还有国防科技大学的禹金林，湖南大学外国语学院

的胡志雯,长沙学院的廖越英、周炜,长沙师范学院的刘莹以及湖南女子大学的熊莉等。在编著过程中,编者参考了国内外出版的相关资料和书籍,从中获得了诸多启示。

本书配有 PPT 课件,请登录 <http://www.uibep.com> 下载。

囿于水平,书中不妥之处在所难免,欢迎同行专家和广大读者不吝赐教。

廖 瑛

2014年2月于长沙湖南大学

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Unit I

Daily Expressions

日常用语

Lesson

1

Greetings and Farewells

Background Briefing

This lesson includes several conversations often used when meeting old friends and new customers. Pay attention to the expressions.

Situational Conversations

1. Meeting an Old Friend (1)

L: Hello^①, Mr. Green.

G: Hi, Li Lan.

L: I haven't seen you for a long time. How is everything going?

G: Fine, thanks. How have you been?

L: Quite well. Thank you. And how is your general manager Mr. West?

G: He is very well. Thank you.

L: I think I'd better be going now. I have an appointment with a travelling merchant at 9 o'clock.

G: I've got to be going, too.

L: Well, then, good-bye!

G: See you later.

2. Meeting an Old Friend (2)

L: Good morning, Mr. Green.

G: Good morning, Miss Li.

L: How are you these days?

G: I'm fine, thank you. And you?

L: I'm fine, too.

G: How is Mr. Wang, your sales manager?

L: He is fine. Thank you.

G: Glad to see you.

L: Nice talking to you.

G: Good-bye.

L: Bye-bye!

3. Meeting a New Friend

L: Excuse me^②. Are you Mr. Brown^③?

B: Yes, I'm Thomas Brown. I'm from England.

L: How do you do, Mr. Brown? I'm Li Lan, from Hunan Light Industrial Products Import & Export Corporation. Call me Xiao Li.

B: How do you do, Xiao Li. Glad to meet you^④.

L: Glad to meet you, too. Welcome to Changsha, and hope you enjoy your stay here.

B: Thank you. I think I will.

4. Saying Good-bye

G: Hello, I'll go to America. I have come to say good-bye to you.

L: When will you be off, Mr. Green?

- G: Tomorrow morning, at eight, the airliner will take off.
- L: Good-bye then, and don't forget to keep in touch®.
- G: Good-bye and remember me to Mr. Zhang, your general manager.
- L: Thank you. I will. Bon voyage!®

Oral Drills

I. Comprehension questions on situational conversations:

1. How long haven't Mr. Green and Li Lan seen each other?
2. Why does Li Lan think she should say good-bye?
3. What time is her appointment supposed to be?
4. What is Mr. Brown's given name?
5. Where is Mr. Brown from?
6. Where does Li Lan work?
7. Do you think how Mr. Green will stay in Changsha?
8. When is Mr. Green leaving?
9. Will Mr. Green write to Li Lan?
10. What does Mr. Green say to Li Lan before his voyage?

II. Complete the following dialogues, then practise them:

1. A: _____, Mr. Kinch.
B: _____ Sarah.
2. A: _____. I'm James Brown, the finance department manager of GAB, Ltd.
B: _____. Mr. Brown. Glad to meet you.
3. A: _____, Mr. Li.
B: Fine, thank you. _____?
4. A: How is your father?
B: He is very well. _____.

5. A: Good morning Mr. B.
B: _____, Miss A.
6. A: See you later.
B: _____.
7. A: I hope to see you again.
B: Me _____.
8. A: _____. Are you Mr. Parker (帕克)?
B: Yes, _____. I'm from America.
9. A: Glad to have met you.
B: _____.
10. A: Good-bye, and I really look forward to _____ again soon.
B: We'll have many opportunities _____ in the future. Good-bye for now.

III. Make sentences with the following:

- Haven't seen you for...
- How is...
- I think I'd better...
- I've got to...
- Glad to...
- Nice talking to...
- I'm..., from...
- Welcome to...
- I hope you enjoy...
- I've come to...
- keep in touch...
- remember... to...
- come down with...^⑦

IV. Read and translate the following into Chinese:

1. Fancy seeing you here.
2. Haven't seen you for ages.
3. Long time no see.
4. What brings you here today?
5. —How are things going with you?
—Could be better, but not bad.
6. —How is everything?
—I am on the top of the world[®]. Thanks!
7. —How is life treating you?
—Same as ever.
8. —How're things going?
—Just so-so, thanks!

V. Translate the following into English:

1. A: 你好, 汤姆。
B: 你好, 李先生, 好久没见你了。近来好吗?
A: 很好。你呢?
B: 还是老样子。
2. A: 早上好, B。
B: 你好, A。近来怎么样?
A: 我很好, 谢谢。你呢?
B: 我今天不太舒服。
A: 那可太遗憾了。哪里不舒服?
B: 我有点头痛, 可能患了重感冒。
A: 你可得注意身体啊, 去医院看病吧。
B: 谢谢, 我这就去医院, 再见了。
3. A: 早上好, 王小姐。
B: 嘿, 张小姐。
A: 你好像急着有什么事的样子。

B: 是的, 我马上有个会。

A: 好, 我就不耽误你了。

B: 好, 再见。

A: 再见。

New Words & Expressions

1. greeting ['gri:tɪŋ] *n.* 打招呼, 致意
2. farewell [feə'wel] *n.* 告别
3. Thomas Brown ['tɒməs braʊn] 托马斯·布朗
4. appointment [ə'pɔɪntmənt] *n.* 约会
5. merchant *n.* 商人 travelling merchant 客商
6. industrial [ɪn'dʌstriəl] *a.* 工业的
7. product ['prɒdʌkt] *n.* 产品
8. import ['ɪmpɔ:t] *n.* 进口
9. export ['eksɔ:t] *n.* 出口
10. corporation [ˌkɔ:pə'reɪʃn] *n.* (美) 公司, 社团, 法人
11. enjoy [ɪn'dʒɔɪ] *v.* 享受
12. remember me to 代(我)向……致意(问好)
13. Bon voyage [bɒ vɔɪ'jɑ:ʒ] (法) 一路平安
14. bronchitis [brɒ'kəɪtɪs] *n.* 支气管炎
15. fancy ['fænsi] *a.* 奇特的, 异样的

Notes to the Conversations & Oral Drills

- ① hello: 喂, 你好。表示问候、惊奇或用以唤起注意。此处作打招呼用语。常用打招呼用语用法区别如下:
- 一般打招呼, 只要点点头, 含笑说声“Hi!”或“Hello!”或“Good morning!”等, 对方也用同样的话致意, 无论认识或不认识的人, 上述说法都适用。