



• 英语口语对答如流系列

外贸英语对答如流

浩 瀚 主 编

[美] William Daniel Garst 审订



Speaking

English Fluently: **International Trade**



北京第二外国语学院
旅游教育出版社

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前言

如今,对外贸易活动日益频繁,直接和间接参与对外贸易的工作人员也越来越多。本书包括外贸工作经常用到的英语,可以帮助这些工作人员在外贸交易过程中,真正做到对答如流,说英语像说母语一样流畅、自然。

本书内容真实鲜活,共包括建立关系、讨价还价、商务会议、商务谈判、支付方式、贸易方式、包装运输和索赔仲裁八个章节。在内容的编排上具有以下几个特点:

Interactive Questions and Answers(互动问答):提供与单元内容相关的简短问答,便于读者朋友选择搭档共同进入练习场景,并交换角色,在提高口语水平的同时熟知场景用语。

Frequent Sentences(高频精句):介绍会话中常用的表达句式,并经过精细分类,灵活生动,便于练习和记忆。

Situational Dialogues(场景会话):会话围绕本单元主题,分别从不同角度提供真实的场景对话,使读者能够身临其境地练习口语。

Brilliant Paragraphs(精彩片段):提供与主题相关的术语或关键词解释,让读者对此有全面、深入的理解。没有术语的小节配的是一篇幽默小故事,使读者在紧张的

学习、工作之余,享受开心一刻。

书后附赠的录音光盘里,是美籍专家精心录制的“互动问答”部分。读者如果能认真跟读模仿这一部分,必将在工作中应用自如。

希望本书能够成为广大读者的良师益友,为提升读者的英语口语水平做出贡献。

编者

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Chapter 1

Establishing Business Relations

建立关系



1. Contacting Clients 联系客户

Interactive Questions and Answers

互动问答

- ① Hi, Felix. Is that man over there President Hank? Could you introduce him to me now?

No problem, I can introduce you to him. Hello, President Hank, this is my friend, Tom. Tom, this is President Hank.

菲利克斯,那位是汉克理事长吗?你能给我介绍一下吗?

没问题,我来介绍一下吧。汉克理事长,这位是我的朋友汤姆。汤姆,这位是汉克理事长。

- ② Good to meet you. Where do you work?

I work at IBM. I am in the sales department.

您好,请问您在哪儿工作?

IBM公司。我在销售部。

- ③ I appreciate the chance to talk with you about our trade business.

We have been looking forward to that too.

这次能和大家一起探讨贸易,我非常高兴。

我们也一直期待着。

- ④ May I introduce myself first? I'm from the China National Wheat Import and Export Corporation. My name is Liu Hualin.

How do you do? Thank you for picking us up.

请允许我自我介绍一下。我是中国国家小麦进出口公司的,我叫刘华林。

您好。谢谢您专程来接我们。

- ⑤ Excuse me, are you from the Reconstruction Import and Export Corporation?

Yes, we are.

对不起,请问你们是复兴进出口公司的吗?

是的。

- ⑥ Nice to meet you! I am from Morning Star Food. I am Emma and I am here to pick you up.

Thank you for being so kind.

您好。我是晨星食品公司的,我是埃玛。我是来接诸位的。

谢谢你了。

- ⑦ Excuse me, do you know where we can claim our luggage?

Yes, please follow me.

对不起,您知道在哪儿领行李吗?

我知道。请随我来。

- 8 I hope you've had a pleasant trip.

I did, thank you.

一路上挺好吧?

挺好, 谢谢。

- 9 What line of business are you in?

We trade mainly in arts and crafts.

你们主要经营什么?

我们公司主要经营工艺品。

- 10 I'd like to know something about your foreign trade policy.

Our foreign trade policy has been based on equality and mutual benefit and the exchange of needed goods.

我想了解一下你们的对外贸易政策。

我们的对外贸易政策一直是建立在平等互利、互通有无的基础之上的。

- 11 Nice to see you, Mr. Li!

Nice to see you, too. We see that your firm specializes in Light Industrial Goods. And we are willing to establish a business relationship with you.

见到你很高兴, 李先生。

见到你我也很高兴。得知贵公司专门经营轻工业产品, 我们希望与贵公司建立业务关系。

- 12 May we have a look at that machinery?

Certainly, but they are in the showroom.

能看看机器吗?

可以, 不过, 它们在展厅里。

- 13 Is your company far from here?

你们公司离这儿远吗?

Not very far. It's only half an hour by car.

不太远,半个小时的车程。

- 14 I will be free tomorrow afternoon. Suppose we set the time for negotiating at, say, three o'clock tomorrow afternoon. Could you manage that?

我明天下午有空。能安排明天下午3点洽谈吗?

Yes. I'll pick you up at your hotel.

行,我会到酒店去接你的。

- 15 By the way, how's business these days?

顺便问一句,近来生意怎么样?

Not bad. But sales are down a bit due to the currency revaluation.

还不坏。不过由于货币升值销售有点下降。

- 16 Do you think it's the general trend?

你觉得这是大趋势吗?

Oh, I hope not. I think it's just a slump. Things will improve soon.

噢,希望不是。我看这只是一时的不景气,很快就会好转的。

- 17 Here's the car. Shall we drive to the hotel now?

车来了,我们现在就去宾馆吧?

Yes, let's go.

行,走吧。

- 18 Good morning. I want to speak to Mr. Johnson, the manager of your advertising department. Could you put me through, please?

你好。我想和你们广告部经理约翰逊先生通话,帮我接通好吗?

May I ask who's calling?

可以问一下是哪位打来的吗?

- 19 We are making arrangements for your visit and I'd like to go over a few of the details with you.

我们在安排您的来访,所以我想和您确认一些具体事项。

Good. So things are moving forward.

好的,看来事情有进展了。

- 20 I'd like to go over two things—your arrival date and the hotel you prefer. Is it convenient for you to talk now?

我有两件事想确认一下,就是您的到达日期和您喜欢的酒店。您现在方便讲一下吗?

Amy, actually, I've given all the arrangements to my PA, Miss Ella Dimmy. She is looking after things from this end.

噢,艾米,实际上,我已经将所有的安排转交给我的私人助理埃拉·迪米小姐了。她在这边负责此事。

- 21 So shall I talk to Ms. Candice and check the arrangements?

我可以跟坎迪斯女士通话核实一下安排吗?

She is having a meeting. I will tell her to give you a call.

她在开会,我会让她给您打电话的。

Frequent Sentences

高频精句



Agreeing on the meeting time 确定见面时间

I'd like to see you tomorrow. 我明天想去拜访您。

I'd like to stop by tomorrow. 我想明天就去。

Will you be at your office tomorrow? 明天您会在办公室吗?

Can we meet again next Friday? 下周五我们再见一面如何?

Fixing the meeting place 确定见面地点

Are there any landmarks? 有什么显眼的标志性建筑吗?

You can't miss it. 你会找到的。

I'm at the reception desk. 我在前台。

If we miss each other by any chance, call my office. 万一我们碰不到, 给我办公室打电话。

Changing arrangements 调整日程安排

When will we see you again? 我们什么时候能再见到您?

Do you have anything on Tuesday? 星期二您有什么安排吗?

I'd like to set a time for the meeting. 我想定个时间见一面。

What time would be good for you? 您什么时间合适?

I need to change our appointment to 8 o'clock. 我们的约会时间要改在 8 点。

It won't take more than a half-hour. 不会超过半个小时的。

Situational Dialogues

场景会话

A: Hello! Welcome!

B: Thank you. I'm from Australia. Here's my business card.

A: Glad to meet you, Mr. Smith. My family name is Su and here is my card.

B: Great! This is my first visit to the fair. Everything is new to me. Would you please give me some information?

A: Glad to. The Fair is a big gathering and takes place twice a year. Thousands of businessmen from more than a hundred and fifty countries and regions come here to trade.

B: What about your company?

A: Our company specializes in exporting leather products. What about yours?

B: My firm has a lot of prestige in my country. My bank is the City Bank, New York. You may refer to it for my position. Now I'd like to know whether you offer FOB or CIF.

A: Both. You may choose.

B: Do you sell shipping weight or landing weight?

A: Shipping weight. Prior to every shipment the cargo is inspected and weighed by the Chinese Import and Export Commodities Inspection Bureau, which will issue certificates of quality and weight. The certificates are to be taken as final.

A: 你好。欢迎光临。

B: 谢谢。我来自澳大利亚,这是我的名片。

A: 幸会,史密斯先生,我姓苏,这是我的名片。

B: 太好了,我首次参加交易会,一切都很新鲜,希望你能给我介绍一些情况。

A: 好的。交易会是每年两次的盛会,有来自 150 多个国家和地区的成千上万的商人云集在此同中国做生意。

B: 你们公司的情况如何?

A: 我们公司专营皮制产品出口。你们公司呢?

B: 我的公司在国内信誉很高,我的开户银行是纽约花旗银行,你可以向该行了解我的财务状况。我想了解一下你们报离岸价还是到岸价。

A: 都行,你可以选择。

B: 你们销售时计离岸重量还是计到岸重量?

A: 计离岸重量。中国进出口商检局在货物装船前进行检验和过磅,出具质量和重量证明书,这些证书是权威的依据。

A: What are your terms of payment?