

全国外经贸院校

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高职高专统编教材

外贸英语

口语

主编

王乃彦

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邮政编码: 100710

电话: 010-64269744 (编辑室)

010-64220120 (发行二部)

Email: cfertph@263.net

网址: www.cfertph.com

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出版说明

中国加入世界贸易组织后，必将以更快的步伐融入全球化的浪潮中。中国将在众多的领域特别是在经济和贸易领域全面与国际接轨。为了适应这一新的形势，为我国对外经济贸易事业培养更多既懂得新的国际经济贸易法律和规则，又了解国际贸易运作的具体程序和惯用做法的实用型高职高专人才，在外经贸部有关司局及教育部有关司局的直接指导和帮助下，我们组织了全国主要的外经贸高职高专院校编写了这套教材。

这套教材暂定为 38 本，涉及外经贸的各个主要学科，是外经贸高职高专教育的主干教材。这套教材的编著者大多数是从事外经贸职业教育多年的老师，他们有着丰富的教学经验，同时我们还邀请了一些外经贸教育方面的权威专家和教授对本套教材进行了审定。另外，我们还请了一些外经贸公司和金融系统的专家加入了这套教材的编写，使得这套教材的可操作性更强。我们将结合各有关院校的实际使用情况不断修订、增补和完善这套教材。由于时间紧，任务急，书中难免出现疏漏和不足，恳请广大读者及时提出宝贵意见，以便充实和完善。

全国外经贸院校 21 世纪高职高专统编教材编委会
2002 年 6 月

前 言

随着我国对外经济贸易的发展和我国加入 WTO, 国际商务活动日趋频繁, 为了培养具有一定经贸英语水平的应用型人才, 满足目前从事或即将从事涉外经贸人员进行商务活动与贸易洽谈的需要, 我们编写了此书。

本教材适应外经贸院校外贸英语口语教学的要求, 以技能训练为主, 突出交际实用性, 通过课文中的多种情景素材, 介绍了外事接待和商务谈判活动中常用的对话和表达语句。

全书分为两个部分, 共 24 个单元。第一部分为日常活动及外事接待, 如: 接送、参观、宴请、购物等; 第二部分为外经贸业务活动的具体环节, 如: 询盘、报盘、付款、合同、保险、索赔及贸易方式等。每单元由对话、精选常用句型、词汇、翻译、角色扮演、分组讨论等内容组成。

编写工作是在全国外经贸院校 21 世纪高职高专系列教材编委会的指导下进行的。本书由王乃彦同志任主编, 钟晓菁、李富森同志任副主编, 参加编写工作的有王家民、王琳、刘长声同志。

本书承蒙我院客座教授悉尼大学奥兰治学院的 Tony McKenzie 先生审阅并提出宝贵意见, 在此深表谢意。

由于对外经贸活动内容广泛、谈判复杂, 本书难免有考虑不周和安排不当之处。另外限于编者的水平及经验, 书中纰漏在所难免, 恳请专家、同行和广大读者指正。

编 者

2002 年 4 月

CONTENTS

Unit 1 Travelling by Air	1
Conversation A Making a Flight Reservation	1
Conversation B Confirming the Flight	2
Conversation C At the Check-in Counter	2
Conversation D On the Connecting Plane	3
Unit 2 At the Airport	9
Conversation A Going through Customs	9
Conversation B Meeting a Foreign Businessman	10
Conversation C On the Way to the Hotel	10
Unit 3 At the Hotel	17
Conversation A Checking in at the Hotel	17
Conversation B In the Room	18
Conversation C Checking out	19
Unit 4 Welcome and Farewell Party	24
Conversation A Inviting a Visitor to a Party	24
Conversation B At a Welcome Party	24
Conversation C At a Farewell Reception	25
Unit 5 Making Telephone Calls	32
Conversation A Leaving a Message on the Phone	32
Conversation B Calling People on the Phone	32
Conversation C Placing an Order on the Phone	33
Conversation D Making a Collect Phone Call	34

Unit 6 Seeing a Doctor	39
Conversation A Falling Ill	39
Conversation B At the Hospital	39
Conversation C Visiting the Patient	41
Unit 7 Appointments and Arrangements	46
Conversation A Setting the Time	46
Conversation B Changing Appointment	47
Conversation C Arranging Visits	47
Unit 8 Traffic	52
Conversation A At the Inquiry Office	52
Conversation B By Taxi	53
Conversation C By Bus	53
Conversation D City Traffic	54
Unit 9 At the Restaurant	59
Conversation A Invitation	59
Conversation B At the Dinner Table	59
Conversation C A Farewell Dinner	61
Unit 10 Visits and Sightseeing	67
Conversation A Visiting a Factory	67
Conversation B The Great Wall	68
Conversation C The Palace Museum	69
Unit 11 Recreational Activities	75
Conversation A At the Theatre	75
Conversation B At a Ballroom Dance	76
Conversation C At the Recreational Centre	77
Unit 12 Shopping	83
Conversation A At the Bank	83
Conversation B In the Friendship Store	83
Conversation C On the Ancient Culture Street	84

Unit 13 Companies and Products	89
Conversation A Line of Business	89
Conversation B A Visit to a Sample Room	90
Unit 14 Enquiries and Offers	97
Conversation A Enquiries (1)	97
Conversation B Enquiries (2)	98
Conversation C Making Offers	99
Unit 15 Price Bargaining	106
Conversation A Price Bargaining	106
Conversation B Market and Price	108
Conversation C All the Cards on the Table	110
Unit 16 Conclusion of Business	117
Conversation A Before Signing a Contract	117
Conversation B One More Look before You Sign	119
Conversation C Negotiating a Long-term Agreement	120
Unit 17 Terms of Payment	126
Conversation A Payment by L/C	126
Conversation B Payment by D/P at Sight	128
Conversation C Payment by Instalment	129
Unit 18 Packing and Labelling	135
Conversation A Packing	135
Conversation B Packing for Fragile Goods	136
Conversation C On Labelling	137
Unit 19 Delivery and Shipment	145
Conversation A Date of Delivery	145
Conversation B On Shipment	146
Unit 20 Insurance	153
Conversation A Illustrations of Insurance Clauses	153
Conversation B On Insurance	155

Unit 21 Claims and Settlement	162
Conversation A Refusing a Claim for Improper Packing ...	162
Conversation B Settlement of a Claim	164
Unit 22 Investment and Technology Transfer	171
Conversation A On Joint Ventures	171
Conversation B Technology Transfer	173
Unit 23 Agency and Exclusive Sales	182
Conversation A On Agency Agreement	182
Conversation B On Exclusive Sales	184
Unit 24 Compensation Trade and Processing Trade	191
Conversation A Compensation Trade	191
Conversation B Processing and Assembling Trade	193

Unit 1 Travelling by Air

Conversation A Making a Flight Reservation

Mr. Wilson, a businessman from Manchester, is going to China by air to attend Tianjin Import & Export Commodity Fair. He makes a flight reservation for his trip to Tianjin.

Agent: May I help you, sir?

Wilson: Yes. I'd like to book one seat from Manchester to Beijing.

A: Sorry, I'm afraid there aren't any direct flights. You'll have to change in London.

W: That's all right.

A: When are you flying?

W: Next Tuesday.

A: There is a flight leaving Manchester for London next Tuesday at 10:30 a.m. and the earliest connecting flight is at 12:45 p.m. .

W: Will I have enough time in London to transfer flights?

A: Don't worry, sir. There will be plenty of time left. You will be landing in London at 11:25 a.m. .

W: Fine.

A: May I have your name, please?

W: Mark Wilson, M-A-R-K, W-I-L-S-O-N.

A: Do you want to fly first or economy class?

W: Economy, please.

A: One way or round trip?

W: Round trip. How much is the air fare?

A: The air fare for a round trip is 730 pounds.

W: OK. Here you are.

A: Thanks. Here is your ticket. I book you on British Airways Flight 1391 leaving Manchester Airport for London Heathrow Airport and Flight 039 from London to Beijing. You will arrive in Beijing at 5:30 a.m. local time next Wednesday.

W: Thank you.

Conversation B Confirming the Flight

Mr. Wilson confirms his flight by phone.

Agent: British Airways. May I help you?

Wilson: Yes, I'd like to confirm my flight.

A: May I know your flight number, please?

W: Yes, they are Flight BA1391 leaving Manchester at 10:30 in the morning and BA039 departing London at 12:45 in the afternoon on April 6.

A: Right. Your name, please?

W: Mark Wilson.

A: Oh, yes. You are flying economy class, aren't you?

W: Right.

A: Please arrive at the airport at least one hour before departure time. Thank you for calling. Goodbye.

Conversation C At the Check—in Counter

At the check—in counter at Manchester Airport

Clerk: Good morning! Can I help you, sir?

Wilson: Yes, I'm going to be travelling to China by BA Flight 1391.

C: Can I have a look at your passport and ticket?

W: Sure, here you are.

- C: Thanks, sir. Um... about the seat... smoking or non-smoking, sir?
- W: Er, non-smoking, window seat, please.
- C: OK, your seat is 10A, non-smoking, window.
- W: Thank you.
- C: How many pieces of baggage do you want to check in, sir?
- W: I want to check these three pieces and I'll take this travelling bag on board.
- C: Would you please put all your baggage on the scale?
- W: Sure... How about this travelling bag?
- C: It doesn't need to be weighed, sir. ... I'm sorry, sir, your baggage is 10 kilos overweight. I'm afraid there'll be an excess baggage charge, sir.
- W: That's OK. Well, how much will it be?
- C: The excess charge for 10 kilos is 20 pounds, sir.
- W: OK. Here you are.
- C: Thank you, sir. And here is your boarding pass. Your claim check is stapled in the back of your ticket jacket. Your baggage will be transferred directly to Beijing Airport. Boarding is at Gate 34 at 9:50 and your flight leaves at 10:30.
- W: Thank you very much.

Conversation D On the Connecting Plane

Flight attendant: Good afternoon, sir!

Wilson: Good afternoon!

A: What is your seat number?

W: It's 34A.

A: That will be three rows up on the right. It's the window seat.
(Ready to take off)

A: Excuse me, sir. Is this your bag?

W: Oh, yes. Can't I put it at my feet?

A: Well, when the plane takes off, it might slip somewhere and hurt somebody. Could you place it under your seat?

W: Sure.

(After taking off)

A: Excuse me, sir. What would you like to drink, tea or coffee?

W: Tea, please. Thank you.

(Mr. Wilson talks with John who is sitting next to him.)

W: Hello! I'm Mark.

J: Hello! I'm John. Nice to meet you.

W: Nice to meet you, too. Are you a student?

J: Yes, I'm going to Beijing University to study Chinese. It's my first time to go abroad, so I feel very excited. Do you often travel by air?

W: Yes, I go on business by air all the year round.

J: Could you tell me what all these buttons and plugs in the arm rest are?

W: Well, this one is the seat-recliner button. If you push the button, the seat of your chair slides out and the back reclines so you can relax and be comfortable. But for take-off and landing, the seat must be in an upright position.

J: What about these little plugs?

W: The one on the end is the headset plug. If you want to listen to music or see the movie you can put on the plastic headset plug, then turn this dial and you can get different kinds of music. One station is for the movie.

J: It's really nice. Thank you very much. I'll try.

New Words and Expressions

depart	离开, 启程
passport	护照
scale	磅秤
staple	(用订书钉) 钉住
land	着陆
transfer	转机
station	广播电台, 电视台
flight attendant	空中乘务员
Tianjin Import & Export Commodity Fair	天津进出口商品交易会
make a flight reservation	预定航班
book one seat	订座位
direct flight	直飞
round trip	往返旅程
economy class	经济舱
first class	头等舱
flight number	航班号
confirm a flight	确认航班
check-in counter	托运行李处
claim check	取行李的单据
ticket jacket	机票打折
travelling bag	旅行袋
excess baggage charge	行李超重费
connecting flight	联乘航班
take off	起飞
window seat	靠窗座位
boarding pass	登机牌

boarding gate	登机门
What about...?	用于征询意见或表达建议
arm rest	扶手
seat recliner button	座位倾斜键
headset plug	耳机塞子
dial	(收音机的) 刻度盘

Useful Sentences

1. Would it be possible to get on a flight to Beijing on the 3rd?
Is there something in the early afternoon?
Is there room on a flight to Beijing on the 2nd?
Please make a reservation—economy class—for me on Flight BA039.
2. Are there any planes to Liverpool next Monday?
Is it possible to stop over at London?
It's a non-stop flight, isn't it?
3. Could you tell me the departure time?
What time should I check in?
When can I board the plane?
When does the plane take off?
You will have to be at the airport by 8:25 at the latest.
4. How much free baggage can I take with me?
How much should I pay for the luggage?
The free luggage allowance per passenger is 30 kilos.
5. Will the plane arrive on schedule?
Flight CA 16 from Hong Kong is overdue owing to the bad weather.
Flight BA 039 on Tuesday is cancelled.
6. I think I'll go by the morning flight.

I'd like to confirm my plane reservation, please.

I'd like a first class, four-day return.

7. Could you put this tag on your hand luggage, please?

How many pieces of baggage do you want to check, sir?

I'm afraid you'll have to pay a little extra for excess baggage.

You can carry your hand baggage on board without charge.

Oral Practice

I. Translation

A. From Chinese into English:

1. 给我订一张去法国的中国民航 602 次班机的头等舱机票。
2. 我想确认一下我们预定的英航 032 次班机的机票。
3. 我打算中途在旧金山下飞机。
4. 我的全部行李都要过磅吗?
5. 很抱歉, 602 次班机的座位全部订满了。
6. 让我查看一下那家航班是否还有空座位。
8. 我在机场的什么地方能取回我的行李?
9. 这架班机明早 9 点从北京机场起飞, 中午 12 点左右到达海南美兰机场。

B. From English into Chinese:

1. What is the cheapest one-way air fare to Newcastle?
2. How long in advance of the flight must I pay to confirm the booking?
3. I'll put my two dictionaries in my handbag and then it won't be overweight.
4. Is this the right counter to check in for Flight CA 988?
5. What is the actual flying time from London to Beijing?
6. We must keep our safety belts buckled during taking off.