

商业英语广播讲座教材

温哥华来客

THE MAN
FROM
VANCOUVER

张冰姿 主编

北京日报出版社

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序

近几年来，在对外实行开放和对内搞活经济的方针指引下，我国对外经济贸易有了较大的发展。“六五”期间我国进出口总额比“五五”期间增长一倍，超额完成了“六五”计划要求达到的指标。利用外资、对外承包工程和劳务合作等经济技术合作，也都有了显著的发展。这一成就是在党中央、国务院的正确领导和各地区各部门的大力支持下，全国几亿劳动人民和各行各业中从事经贸工作的广大职工辛勤劳动的成果。干对外经贸这一行，要求懂得专业知识，其中直接同外商打交道的工作人员，更要求懂得外语。近些年来，从事经贸工作中懂得外语的越来越多了，这是可喜的现象。但是总的说来，在对外经贸工作队伍中，通晓外语的人才，无论从数量上还是从语文水平及语言技能上，都还远远不能适应对外开放、发展对外经济贸易各项事业的要求。

解决这个问题，不但需要加强有关院校的培训工作的、加强广大职工的进修和自学，而且需要充分发挥社会上的教育力量。因此，我认为中央人民广播电台、对外经济贸易大学和国际商报社联合举办商业英语广播讲座，是一件有意义的事。据我了解，这个讲座自去年七月举办以来，吸引了各行各业的众多的听众。讲座用的教材 *THE MAN FROM VANCOUVER*（《温哥华来客》），是作者根据她多年参加对外贸易业务谈判和从事商业英语教学的经验精心编写的。它以连续剧的形式进行场景教学，内容实用性强，语言规范、生动、活泼，受到专家和听众的好评。

我很高兴向大家推荐《温哥华来客》这本书。希望大家能通过学习，提高英语水平，增长业务知识，为我国的对外经济贸易事业和四化建设多做贡献。

郑拓林

前 言

《温哥华来客》以连续剧的形式进行场景教学。从加拿大温哥华一家公司总经理准备来华洽谈贸易开始，到他访华结束为止，共四十八课。课文内容涉及我国对外经济贸易活动的各个环节，包括：国际旅行、进出口贸易谈判、外商来华投资、举办展览、申请专利、注册商标、参观游览、观剧、购物、宴会以及其他外事交际活动等。每课配有课文注解、口语练习、问题和答案。为了搞得生动活泼些，口语练习之后都配上一段与课文有一些联系的小对话。本书的结尾附有课文的中文译文，供读者参考。

本书力求做到专业性、普及性、知识性、趣味性并重。凡有一定英语基础，从事或准备从事对外经济贸易工作的同志都可使用这一教材。建议大家从听入手，先听后说。学习时可以按下述步骤进行：

1. 根据个人的情况，借助或不借助注解，反复熟听课文。
2. 熟听课文之后，反复做口语练习，争取回答反应能跟上录音带的速度，然后根据自己工作的需要，举一反三地加以运用。
3. 根据自己的情况，借助或者不借助注解，听小对话，听懂意思即可。
4. 重新听课文，熟读课文，然后口头回答问题，并与答案核对一下。
5. 笔头回答问题，并与答案核对。
6. 如果有兴趣，还可以做点口头翻译练习，将参考译文译成英语，并与课文核对。
7. 为便于大家学习，中国广播电视出版社录制有《温哥华来客》教材的盒式录音带，可供大家在学习时参考。

参加本书编写工作的还有对外经济贸易大学的宗宝麟同志（参考译文部分），在对外经济贸易大学工作的加拿大专家威

廉·歌德 (William Goede) 先生 (课文部分) 和新西兰专家迈克尔·赞梅特 (Michael Zammett) 先生 (练习和小对话部分), 加拿大语言学家迈克尔·格雷格里 (Michael Gregory) 教授也参加了口语练习的录音工作。

由于本书编写的时间比较仓促, 加上编者水平有限, 一定存在不少的缺点和错误, 欢迎大家批评指正。

张冰姿

1986年4月1日

编 后

为适应对外更加开放的新形势，满足对外经济贸易、商业、旅游、外事接待等工作人员和广大青少年学习英语的迫切要求，对外经济贸易部国际商报社约请对外经济贸易大学张冰姿副教授编写了这本商业英语广播讲座教材《温哥华来客》，课文及课文的参考译文于一九八五年五月下旬开始连载于国际商报第四版，同年七月十五日，中央人民广播电台开始在第一套节目中播出，受到各行各业广大读者和听众的欢迎。中央人民广播电台将于一九八六年下半年重播这套教材。为满足广大读者和听众学习的需要，这次出版增加了单词、练习、小对话、思考题和思考题答案。

在编写本书的过程中，我们得到了加拿大驻华大使馆商务参赞处、中国化工进出口总公司、中国纺织品进出口总公司、中国国际贸易促进委员会、中国国际信托投资公司、长城饭店、广州出口商品交易会等单位的支持和帮助。国际商报社的于义燕、胡明、丛英奇、张鹤同志参加了部分编辑工作。在此，谨表示衷心的感谢。

编 者

1986年4月1日 于北京

再版说明

《温哥华来客》一书原是中央人民广播电台，对外经济贸易大学和《国际商报》社联合举办的商业英语广播讲座的教材，委托我社出版。这本书出版发行后，深受广大读者欢迎，很多人来函来电要求再版。我社为适应广大读者要求，决定再版这本书，但本书主编张冰姿副教授因事出国，无法请她修改订正，只好由我社编辑对本书一些印刷错误进行订正后付印。所以这本再版书的内容与原书一样，没有改动。特此说明。

1988年4月

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EPISODE 1

MAKING FLIGHT RESERVATIONS

PARKER: *The name is Parker. David Parker. I'm the sales manager of Pacific Industries, Ltd., Vancouver, Canada. We're not the biggest producer of chemical fertilizers in the world, but I think we're the best. Right now we're expanding our operations and, especially, our export trade. Mr. Goodwin himself is firmly behind the idea... oh, yes, I forgot. Mr. John Goodwin is President of the corporation and Chairman of the Board of Directors. He believes the future of our corporation depends largely upon its developing trade with the Third World. As a matter of fact, at this very moment he's planning a trip to the People's Republic of China to negotiate a very important transaction. I'm going along. Mr. Goodwin has put me in charge of making all the arrangements for the journey.*

(Intercom buzzes)

SARAH: Yes, Mr. Parker.

PARKER: Sarah, I'd like you to book me three tickets on a flight to Beijing.

SARAH: When do you want to leave?

PARKER: Next Monday morning.

SARAH: Fine. Oh... I'll need names, Mr. Parker.

PARKER: Mr. and Mrs. Goodwin and I will be going.

SARAH: I presume you'll want first-class seats.

PARKER: Yes, thank you for reminding me. Also, would you reserve a typewriter for Mr. Goodwin on board the

airplane? Mr. Goodwin likes to work during the flight.

SARAH: I'll try.

PARKER: Will you call me when you've made the reservations because I want to send a telex to Beijing to confirm the time of our arrival?

(Pause. Intercom buzzes again.)

PARKER: Yes?

SARAH: I've got three seats for you on JAL Flight 766, which departs from Vancouver International next Monday morning at 9:35. There's no direct flight to Beijing. You'll have a two-hour stopover in Tokyo before continuing to Beijing.

PARKER: Sounds good, Sarah. Thank you.

SARAH: I will call the airline Sunday night to reconfirm.

PARKER: That's very kind of you.

SARAH: I was able to reserve a typewriter for Mr. Goodwin.

PARKER: Fine.

SARAH: Do you want me to send someone down to the travel agency to pick up the tickets?

PARKER: No need, we'll just pick them up ourselves when we go out to the airport.

SARAH: All right.

PARKER: Thank you, Sarah.

SARAH: Don't mention it.

Terms in the episode

1. making flight reservations: 订机票
2. sales manager: 销售部经理
3. Pacific Industries, Ltd.: 太平洋实业有限公司
4. chemical fertilizers: 化肥
producer of chemical fertilizers: 化肥制造商

5. expanding our operations: 扩大我们的业务
6. President of the corporation: (美)公司总经理
7. Board of Directors: 董事会
Chairman of the Board of Directors: 董事长
8. to negotiate a transaction: 洽谈一笔生意
9. to make arrangements: 进行安排
10. to book tickets: 订票
to book 3 tickets on a flight to Beijing: 订三张去北京的飞机票
11. I presume: 我想, 我猜想
12. to reserve a typewriter: 预订一台打字机
13. on board the airplane: 在飞机上
14. to send a telex: 发个电传
15. to confirm: 确认
to reconfirm: 再确认
16. Japan Air Lines: 日本航空公司, 缩写为 JAL
Flight JAL 766: 日航 766 号航班
17. Vancouver International: 温哥华国际机场
18. direct flight: 直飞
19. stopover: 中途停留
20. the travel agency: 旅行社
21. to call the airline: 给航空公司打电话
22. to pick up the tickets: 取票

Exercise 1

Mr. Parker is asking Sarah to do something for him.

Ex. 1. I'd like you to make flight reservations for me.

Ex. 2. I'd like you to book me three seats on a flight to Beijing.

在句子前面加个 'I'd like you to...' 就比光说 'Make flight reservations for me.' 或者 'Book me three seats on a flight to Beijing.' 要客气些。

Now you try:

1. Ask Sarah to send a telex to New York.
(I'd like you to send a telex to New York.)
2. Ask Sarah to show Mr. Smith round the factory.
(I'd like you to show Mr. Smith round the factory.)
3. Ask Sarah who the visitor is.
(I'd like you to find out who he is.)
4. Ask Sarah to get the sales manager on the phone.
(I'd like you to get the sales manager on the phone.)

Exercise 2

Mr. Parker has used another form of polite request.

Ex. Would you reserve a typewriter for Mr. Goodwin on board the plane?

在句子前面加个 'Would you', 就显得有礼貌一些。

Now you try:

1. Ask Sarah to ring you up tomorrow morning.
(Would you ring me up tomorrow morning?)
2. Ask Sarah to post this letter for you.
(Would you post this letter for me?)
3. Ask Sarah to send the telex right away.
(Would you send the telex right away?)
4. Ask Sarah to book you two tickets for the theatre tonight.
(Would you book me two tickets for the theatre tonight?)

Exercise 3

If you want to be still more polite, you may use the expression 'Would you mind...' plus the 'ing' form.

Ex. 1. Would you mind calling the airline?

Ex. 2. Would you mind reminding me about my appointment?

如果你想再客气一点, 可以用 Would you mind, 后面跟动名词。

Now you try:

1. Ask Sarah to call a taxi.
(Would you mind calling a taxi?)
2. Ask Sarah to wait for a few minutes.
(Would you mind waiting for a few minutes?)
3. Ask Sarah to speak a little slower?
(Would you mind speaking a little slower?)
4. Ask Sarah to repeat what she said.
(Would you mind repeating what you said?)

Dialogue: Booking a flight

- Clerk: Good morning, sir. Can I help you?
- Traveller: Yes, I want to fly to Beijing, please.
- Clerk: I see. When do you want to travel?
- Traveller: As soon as possible, please.
- Clerk: Any preference about the airline?
- Traveller: *Air France*, if possible.
- Clerk: *Economy* or *First Class*?
- Traveller: *Economy*, please.
- Clerk: May I have your name please, sir?
- Traveller: A.F. Johnson.
- Clerk: If you'll just take a seat for a moment, Mr. Johnson, I'll check the reservations on the *computer*. (*Pause*) You're in luck, sir. There's one seat available on Air France Flight AF 92 leaving at 9:00 hours tomorrow morning. O.K.?
- Traveller: Fine. Book it for me, please.
- Clerk: Certainly, sir. (*Pause*) May I see your *passport and visa*, please?
- Traveller: Here you are.
- Clerk: Thank you. Here's your your ticket. Please report to the airport no later than 8:00 hours tomorrow morning.

Notes:

1. Air France: 法国航空公司
2. economy class: 二等舱
3. computer: 电子计算机
4. passport: 护照
5. visa: 签证

Comprehension Questions

1. Who is David Parker?
2. What is the main product of Pacific Industries?
3. What is Mr. Goodwin's position in the corporation?
4. What does he think the future of the corporation depends on?
5. Why is he coming to China?
6. Who is coming with him?
7. Are they travelling economy class?
8. Who books the tickets for them?
9. Why does Mr. Parker want to send a telex to Beijing?
10. Will they pick up the tickets from the travel agency?

EPISODE 2

SENDING A TELEX

PARKER: *My secretary, Sarah Sloan, has made reservations for a flight to Beijing for Mr. and Mrs. Goodwin and myself, leaving Vancouver next Monday morning. Now, I'll have to telex the details of this flight to Beijing so that our Chinese friends can book rooms for us at a local hotel. The last time Mr. Goodwin visited Beijing, he saw a great new hotel being built in the northeastern section of the city. He spoke to me about it in glowing terms. So, I'll mention the hotel in my telex in hopes that perhaps we'll be able to stay there during our visit.*

(Sound of door opening)

SARAH: Are you ready to telex Beijing, Mr. Parker?

PARKER: Yes. Come in. *(Sound of door closing)* Pull up a chair. I'll dictate the message to you now. Let me see, it's ten o'clock in the morning here. What time is it in Beijing?

SARAH: They're sixteen hours ahead of us. It's two o'clock in the morning there. We probably won't get a reply today.

PARKER: Tomorrow is all right. Address the telex to Li Wei Vice-President of China National Chemicals Import And Export Corporation, Beijing. Got that?

SARAH: Right.

PARKER: 'ARRIVING TUESDAY, APRIL 27, ON BOARD JAL FLIGHT NUMBER 766, SCHEDULED TO ARRIVE AT CAPITAL AIRPORT 13:00 HOURS