

外贸英语 会话教程

(修订版)

Spoken English in Foreign Economics and Trade

孙翠兰 任菊秀 乔桂英 主编

山东大学出版社

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《外经外贸英语会话教程》(修订版)

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再版前言

距 1997 年 5 月本《教程》在山东大学出版社首次出版,已经有 18 年了。现在,应广大读者的要求,我们对该书进行修订、再版。

随着大学英语教学改革的不断深入,为非英语专业学生提供多元的课程模式,满足不同学习者的需求,已经成为大学英语后续课程改革的关键。外贸英语是国际商务环境中应用的语言,根据外贸英语的发展趋势,本《教程》在对内容上进行了删增,尤其是在师生互动方面,每个单元都加入了 Warm-up Questions。此外,本《教程》在词汇和习语方面也进行了修订,删除了老旧和不常用词汇,增添了新词。为配合新版《教程》内容和更好地满足同学们的需求,我们在《教程》第一版配套录音磁带的基础上,重新聘请外籍专家录制了课文对话,方便学生在课后进行操练,从而扩充经贸英语知识,提高听和说的交际能力。需要课文录音的读音请登录 <http://202.194.40.31:8080/ec2006/c150/index.html> 网站下载,也可以与作者 email 联系,邮箱地址为 suncuilan@sdu.edu.cn。

本教材疏漏之处,恳请专家、读者不吝指正。

编 者

2015 年 3 月

前 言

受威海市人民广播电台的委托,我们编写了这本《外经外贸英语会话教程》,作为外经贸工作人员和业余经贸英语学习者的广播教材。本《教程》属中高级英语教材,可作为英语专业高年级经贸英语会话教材使用。

针对我国国情和对外商务的需要,本《教程》以简明的常规经贸英语,选用切合实际的外贸会话实例而编写,旨在扩大学员的经贸英语知识,提高学员听和说的交际能力。本书共包括 18 个单元,主要内容包括:入境、接待、预约洽谈、价格磋商(报盘、还盘)、海洋运输、银行结算、保险、索赔、仲裁、合同的签订以及技术贸易、合资企业的筹建等。每单元包括 7 个部分:(1)热身问题;(2)会话;(3)生词与词组;(4)常用表达式;(5)专业术语解释;(6)翻译练习;(7)口头练习场景。书后附有“课文参考译文”、“练习答案”、“中国主要专业出口贸易公司及其他机关名称”、“世界各国主要港口名称”、“世界各国银行名称”、“部门名称与职称”以及“国际常用词缩写”。

本《教程》内容丰富,会话生动逼真,可以帮助学员在学习了解商务洽谈的过程,体会并掌握谈判技巧。课后会话练习场景以模拟的形式设置,力求逼真。本《教程》的编写立足于在每次广播的 30 分钟内使学员进入情景,扮演角色,最大限度地参与听说活动。本《教程》配有外籍专家灌制的录音磁带,学员课后可利用磁带、根据教材提供的情景会话练习进行操练,以巩固在课文中所学的知识。

在编写过程中,任怀平教授审阅了本书全稿,加拿大友人 Ted Margrett (马天德)先生帮助修改并录制了对话部分,李和庆老师帮助校对和打印。在此我们一并表示衷心的感谢。

本教材疏漏之处,诚恳批评指正。

编 者

1996 年 12 月

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Unit One Traveling by Air

第一单元 乘飞机旅行

I . Warm-up Questions

Discuss the following questions , and share your views with the class.

1. What arrangements are you going to make before traveling by air?
2. Are you going to book your flight ticket in advance? And why?
3. Will you prefer to fly economic or business class? And why?
4. Which seats will you choose when you fly, by the aisle or the window?
And why?

II . Dialogues 会话

1 Booking a flight 预订机票

A: What can I help you with? My name's Snow.

B: My name's Miller. I would like to go on a business trip^① to New York.

A: To New York? When are you planning on traveling?

B: At the end of next month, on May 25.

A: On May 25 ... and what kind of ticket do you prefer?

B: Book me one open return, please. By the way, I want to go economy.

A: If you'll excuse me for a second, I'll check for you and see what's available.

Um ... May 25, an open return, ... yes, I can book you on Pan-Am
Flight 125^②, is that all right?

B: Yes, ... but I'd prefer a flight on CAAC^③ if it's possible.



A: Let me check one moment, Um ... CAAC ... I'm sorry they're all booked up^④ for Flight 140.

B: In that case I'll take the Pan-Am Flight 125, and could you please tell me more about the flight?

A: Sure. The flight 125 to New York is a non-stop^⑤ flight and the plane can accommodate up to^⑥ 240 passengers, leaving at 8: 30 and traveling time's about 21 hours, \$ 2,100 for a round trip^⑦.

B: Fine. It's all OK for me. Thank you.

A: OK? That's OK for you? Then I'll keep that reservation for you if you want a couple of days^⑧ to think about it.

B: No, I prefer to do it now.

A: OK. Let's go ahead. Could you tell me your first name^⑨, please?

B: John's the first name.

A: OK, first name is John. Would you be paying by credit card?^⑩

B: Cash.

A: Cash, OK. Just a minute. I'll go ahead to make sure^⑪ everything's OK. ... Now here's your ticket, everything's in order. I'm sure you'll have a very pleasant journey.

B: Thank you. Bye-bye.

2 At the check-in counter 在检票处

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

B: Yes, please. I'm traveling to New York this morning.

A: Do you have your ticket already, sir?

B: Yes, I do.

A: OK, sir. Um ... about the seat ... a smoking or non-smoking^⑫, sir?

B: Er, a non-smoking, window, please.

A: OK ... OK, this morning you're going to be traveling on flight 125. Your seat is 39A, non-smoking, window.

B: Thank you. Here's my passport. Do you need to see it.

A: Ah, no sir.

B: Thank you very much indeed.

C: How many pieces of luggage do you want to check, sir?

B: I want to check these three pieces and I'll carry this carry-on bag with me



on board^③.

C: OK. Is your luggage properly labeled, sir?

B: Yes, It is.

C: OK. Would you please put all your luggage on the scale?

B: Sure. How about this carry-on bag?

C: Hand-baggage is not to be weighed, sir. I'm sorry, sir, you're 25 kilos overweight. I'm afraid there'll be an excess luggage charge, sir.

B: That's OK. Well, how much would that be?^④

C: The charge for overweight is five dollars per kilo,^⑤ so the total's \$125, sir.

B: OK. Here you are.

C: Thank you, sir. And here's your boarding pass^⑥. Your claim check is stapled in the back of your ticket jacket^⑦. Your flight will be departing out of Gate 28 this morning. Boarding time is 10: 40 and your flight leaves at 11: 10.^⑧

B: Thank you very much.

C: OK, have an enjoyable flight.

B: Thank you.

3 Security check 安全检查

D: Morning sir. Any arms, munitions or contraband?

B: No, nothing at all.

D: Fine. Then put all your carry-on luggage on the belt, sir.

B: All right. But what about my camera?

D: Put it on, too. Your film won't be damaged.^⑨

B: OK.

A: Make sure that you're not wearing any metal.

B: Shall I take off my watch?

A: Yes, I'm afraid you'll have to.

B: Okay. It's really complicated.

D: Yes, it's the rule, sir. I am sure you don't want to travel with possible hijackers. So we've got to be very careful, you know. Now step through here, please.

B: All right.



D: You're through now. Thank you very much. And have a good trip.

B: Thank you.

4 Going through immigration and customs 通过移民检查站和海关

E: Good afternoon. May I see your passport please?

B: Yes, here it is, and here's my visa.

E: Thank you. You have a business visa for one month.

B: Yes. That's right. I plan to visit some cities in the US.

E: Where are you going?

B: I'm going to spend some time in New York. After that, I'm going to Washington, Detroit, Chicago, San Francisco and Los Angeles.

E: All right. Here's your card. Enjoy your stay.

B: Thank you.

F: Hi! May I see your passport?

B: Here it is.

F: And your health certificate, please.

B: Here you are.

F: When did you get your last vaccination and anticholera injection?

B: Just before I left. You may check my health certificate.

F: Anything to declare?

B: I don't understand.

F: Do you have any valuables or alcohol to declare?

B: No, nothing. I have nothing in my suitcases but personal effects, some underwear and clothing.

F: What inside this package?

B: Presents for some of my friends.

F: Got any tobacco?

B: I've got 200 cigarettes for my own use. Do I have to pay for that?

F: No, it's allowed. Well, anything else besides these?

B: No, nothing else. Well, is that all for customs formalities?

F: Yes, that's all. You are through now. Have a pleasant stay in the States.

B: Thank you.



Notes 注释

- ① go on a business trip 作商务旅行, 业务出差
go on 后接关于旅行、远足、航海之类的名词, 其词义是“作, 进行”, 如 go on a voyage 去航行; trip 旅行, 远足。
- ① Pan-Am flight 125 泛美航空公司 125 次航班
- ③ CAAC (Civil Aviation Administration of China) 中国民用航空总局
- ④ They're all booked up. 所有的机票都订完了。
up 置于动词之后时表示“完了, 光了”的意思, 如 eat up 吃光了; book 预定(机票、车票、戏票等)。
- ⑤ non-stop 直达的
- ⑥ up to 那样多
相当于 as much as。
- ⑦ \$2,100 for a round trip 往返机票价是 2100 美元
round trip 往返旅程, single trip 单程。
- ⑧ a couple of days 几天
couple 一对, 一双
- ⑨ first name 指“名”
last name 或 surname, 指“姓”; 和中文相反, 英语中将名放在前面, 姓放在后面。
- ⑩ Would you be paying by credit card? 用信用卡付款吗?
- ⑪ make sure 查明, 弄清楚, 确信无疑
- ⑫ seat ... a smoking or non-smoking 吸烟区还是禁烟区中的座位
- ⑬ carry-on ... on board 这件带到飞机上的手提包
on board 在飞机、轮船或其他交通工具上
- ⑭ How much would that be? 我应付多少钱?
- ⑮ The charge for ... 超重行李费是每千克 5 美元。
for 由于, 因为; per 每 (= for each)
- ⑯ boarding pass 登机卡
pass 通行证, 免费电影票
- ⑰ Your claim check ...
取行李的单据用订书机钉在机票袋的后面。
- ⑱ Boarding time ...
登机时间是 10:40, 飞机于 11:10 起飞。
- ⑲ Your film ... 不会损害你的胶卷。
film 薄膜, 软片, 胶卷, 影片