



国际商业英语  
口语广播课程

# 出 访 英 伦

TRADE MISSION TO LONDON

—外贸英语谈判—

(修 订 本)

张冰姿 编著

对外经济贸易出版社

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张冰姿      编著

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对外贸易教育出版社

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## 前 言

《出访英伦》是广播函授国际商业英语系列教材之一，也是继《温哥华来客》一书之后，以连续剧形式编写的一本外贸谈判英语教科书。《温哥华来客》的场景是在国内。本书则把场景移到国外，从我国贸易代表团飞往伦敦开始直到在英国谈判结束为止。

全书共二十五课，每课分课文、练习和参考译文三部分，并附有一段幽默小品。课文内容包括：英方接待工作、进出口贸易谈判、石油合作、金融业务、来华投资、市场调研、代理协议、仲裁、答记者问等，着重介绍我国外贸工作者谈判的风格和技巧。

练习以口语为主，选择了外贸谈判和社交活动中以多种方式表达意向的习惯用语一百零六个，其中包括：自我介绍、为别人作介绍、使用电话、约定会谈时间、邀请、祝酒、祝贺、道歉、寒暄、询问、提出要求或建议、表示同意、不同意或者有条件的同意、询价、报价、讨论价格和其他合同条款，以及如何开始会谈，打断对方的谈话、转换话题，终止会谈等等，供学员反复进行练习，以提高贸易谈判的英语口语质量。

参考译文的目的是方便自学，帮助理解课文。

幽默小品，选自读者文摘，其中有的略加改写，以增加学习的趣味。

本书力求专业性、普及性、知识性和趣味性相结合，是专门为参加对外经济贸易大学外贸英语中心和中央人民广播电台联合举办的函授国际商业英语课程的学员编写的；但是，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以使用。然而，同志们的起点可能各不相同，学起来难免有的感到难，有的感到容易。希望大家从自己的实际情况出发，使用本书。

建议大家在学习时，注意：

一、除听广播外，可以借助词汇表学习课文，也可以借助参考译文学习课文；有条件的同志，可以在收听广播时，进行录音。然后，在基本看懂课文原意后，反复细听录音带，这样可以学习

其语音语调，增强自己的听力和语感。每课课文后面均列有 12—15 句比较常用的《佳句》。英语起点低一些的同志，学好这些《佳句》也是会有收获的。

二、要认真做口语练习。凡是能听懂英语讲解或借助汉语提示能够掌握要领而跟着录音做练习的同志，请尽量跟着录音做练习。如果跟着录音作练习有困难，也不必着急，因为每句练习紧接着就是答案。跟着录音说出答案，也会有收获的。

三、词汇、理解和听力练习需要用笔做。完成这三种练习可以加深对课文的理解，巩固收获。做完练习，请与附在书后的答案认真核对，找出自己正误所在。

在本书编写过程中，周玉、刘泽圃、王琬清、蒋有德、陈淑竺、贾冠颜、郑淑君、周善学等同志为本书提供了大量素材和宝贵建议，没有他们帮助，本书是写不成的。黄震华、谢毅斌以及外贸英语中心诸同志与为本书的出版做了不少工作。英国 **Special Language Service (International)** 有限公司的朋友们赠送的《谈判术语》一册，为本书的编写工作提供了很大的方便。在此一并表示谢意。

由于本书编写时间比较仓促，编者水平有限，定有不少缺点、错误，欢迎读者批评指正。

编者

1989 年 6 月 12 日

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## Episode 1.

### Getting to Know Who's Who

Mr. Christopher Gordon, Managing Director of International Trading Company and Miss Philippa Davis, a representative from the Sino-British Trade Council, have just arrived at Gatwick airport to meet a Chinese delegation of 4 people, who are coming to Britain on a trade mission.

CORDON

We've made it in good time. The plane's scheduled to land in half an hour, and it'll be at least another 30 — 40 minutes after that before they've cleared passport control, the baggage hall and customs—so why don't we go and have a coffee?

DAVIS

Yes, good idea. Actually, I'm really quite hungry. I didn't have time for breakfast this morning. I wouldn't mind a sandwich or something. Oh, isn't Mr. Yang from Sinochem's London office coming to the airport?

GORDON

Yes, I'm sure he is. In fact he's arranged all the hotel bookings for the delegation, so I expect he'll be here soon.

(They go up the coffee lounge, buy their drinks and sit down.)

DAVIS

Gosh, it's really expensive here. I couldn't believe it when I was charged £2.50 just for a coffee and a sandwich. It's awful!

GORDON

Yes, these places are always expensive. I suppose one is paying more for the convenience than for the food. You' ve done well in arranging such a full programme for this delegation.

DAVIS

Thank you. The delegation members had very clear ideas about exactly who they wanted to see and why. All the U. K. firms approached were delighted to have an opportunity to meet the Chinese delegates on home soil. Most of the companies they are visiting have already done some business with China. They are pleased to be able to return the hospitality always extended to British visitors to the PRC.

GORDON

Have you met Madam Li Wei, the delegation leader?

DAVIS

No, I haven' t actually. You have presumably?

GORDON:

Yes, she's a pretty impressive person, I must say. I met her a few years ago, shortly after she' d just signed what still is, I think, one of the largest fertilizer contracts in the world. She wasn' t the president of Sinochem at that time, but I imagine closing that deal would have made it a foregone conclusion that she was next in line for the job.

DAVIS

She' s relatively young for such a responsible post, isn' t she?



GORDON Yes, I'd put her in her mid-40's, certainly no more than 46 or 47, but it's hard to tell with the Chinese. They don't show their age as much as we do. She's still very attractive and always well dressed. Never a hair out of place.

DAVIS I'm looking forward to meeting her. What's her English like?

GORDON It's absolutely superb. It never ceases to amaze me how well the Chinese manage to speak English. The majority have only studied it in China. They've never been to England or the States or Australia. It really puts my efforts at learning Chinese to shame.

DAVIS Well, in all fairness Chinese is said to be one of the most difficult languages in the world. Is Madam Li easy to get on with?

GORDON Oh yes, no problem there. On a social level, she's very pleasant and has a great sense of humour. But don't be deceived. In a business environment, she is ~~tough~~ but she is always fair and 'Her word is her bond.'

DAVIS Yes, I've heard that. If you want to do business with her, you must do your homework.

GORDON She is extremely astute and clear-headed in negotiations. Most people I've spoken to enjoy doing business with her because she is so open and above-board.

DAVIS Do you know the rest of the delegation?

- GORDON I met Madam Wan Qing last time she was in Britain. She seems quietly competent. She is a project manager with Machimpex and is responsible for buying all China's ships. Quite a task.
- DAVIS Really. My colleagues have met the two gentlemen coming, Mr. Guan and Mr. Zhou. They are coming to sell rather than to buy, aren't they?
- GORDON Yes. Although it's a small delegation, they are all very responsible people, and all have the power to sign deals on behalf of their corporations. So, I hope a lot of business will be done in the coming fortnight.
- DAVIS Yes, let's hope so. But now we'd better go down to the arrivals hall in case they come through customs sooner than we expected.
- GORDON Hopefully we'll bump into Mr. Yang Ding while we're waiting. Yes, look there he is, he's just coming in now. Let's go and join him.

### **Terms in the Introduction**

- |                                  |             |
|----------------------------------|-------------|
| 1. managing director             | 总经理、总裁、常务董事 |
| 2. International Trading Company | 国际贸易公司      |
| 3. representative                | 代表          |
| 4. Sino-British Trade Council    | 中英贸易委员会     |
| 5. airport                       | 机场          |
| 6. delegation                    | 代表团         |
| 7. mission                       | 使命          |

## Terms in the Episode

- |                              |               |
|------------------------------|---------------|
| 1. to clear passport control | 通过护照检查站       |
| 2. The baggage hall          | 领取行李的大厅       |
| 3. customs                   | 海关            |
| 4. sandwich                  | 三明治           |
| 5. Sinochem                  | 中国化工进出口总公司的简称 |
| 6. hotel bookings            | 订旅馆           |
| 7. the coffee lounge         | 咖啡厅           |
| 8. expensive                 | 昂贵            |
| 9. I was charged £2. 50.     | 要(收)我两镑半。     |
| 10. convenience              | 方便            |
| 11. a full programme         | 满满的时间表        |
| 12. firms approached         | 所接洽过的公司       |
| 13. hospitality              | 款待            |
| 14. presumably               | 大概            |
| 15. impressive               | 给人深刻印象的       |
| 16. to sign                  | 签字、签订         |
| 17. fertilizer contracts     | 化肥合同          |
| 18. to close a deal          | 做成一笔交易        |
| 19. a foregone conclusion    | 可以预见的结论       |
| 20. relatively young         | 比较年轻          |
| 22. a responsible post       | 要职            |
| 23. attractive               | 有魅力           |
| 24. absolutely superb        | 确实好极了         |
| 25. to amaze me              | 使我惊奇          |
| 26. the majority             | 大多数人          |
| 27. put to shame             | 使脸红           |
| 28. in all fairness          | 公平地说          |
| 29. a sense of humour        | 幽默感           |

30. tough	坚韧不拔
31. Her word is her bond.	她信守诺言，说话算数
32. astute	机敏
33. negotiation	谈判
34. open and above-board	光明正大
35. competent	有能力的、称职
36. project manager	项目经理
37. Machimpex	中国机械进出口总公司的简称
38. colleague	同事
39. hopefully	抱有希望的、如果运气好的话

**Say these sentences:**

1. We' ve made it in good time.
2. The plane' s scheduled to land in half an hour.
3. It' ll take at least another 30 minutes before they' ve cleared customs.
4. I expect he' ll be here soon.
5. They were delighted to have an opportunity to meet the delegates.
6. We' ll be pleased to return the hospitality extended to us in Britain.
7. It' s a foregone conclusion that she is next in line for the job.
8. She' s relatively young for such a responsible post.
9. I' m looking forward to meeting her.
10. In all fairness Chinese is one of the most difficult languages in the world.
11. She' s very pleasant and has a great sense of humour.
12. Her word is her bond.

## Exercises

### Vocabulary

1. Guess the meaning of the underlined words in the sentences below. Put a tick against your choice.

1) We' ve made it in good time.

- a). managed to arrive      b). achieved      c). created

2) It' ll take at least another 30 minutes before they' ve cleared customs.

a). habits

b). The place where you declare things of value when entering a country

c). long established practices

3) In fact he' s arranged all the hotel bookings for the delegation.

a). the hotel library service

b). tables reserved in the hotel restaurant

c). rooms reserved in a hotel

4) All the U. K. firms approached were delighted to have an opportunity to meet the Chinese delegates on home soil.

a). in the countryside

b). in the U. K.

c). in China

2. Match the words in the first column with the explanation in the second. Write the number on the blank line. (The first one has been done for you.)

airport      3      1. a timetable

firm      \_\_\_\_\_      2. a formal agreement between two or more parties

contract      \_\_\_\_\_      3. a landing and taking off area for passenger airplanes

negotiation\_\_\_\_\_ 4. a company

programme\_\_\_\_\_ 5. discussion intended to produce an  
agreement

### Oral practice

#### 1. "to be scheduled to" 按照预计的时间表

Remember Mr. Gordon says "The plane is scheduled to land in half an hour." 按照预计的时间表飞机在半小时后降落。

The expression "to be scheduled to" can be used in many situations. For example; The train is scheduled to leave at 7: 00 am. The guests are scheduled to arrive in 20 minutes.

Now you try.

1) The plane is scheduled to land in half an hour.

(in 20 minutes)

The plane is scheduled to land in 20 minutes.

2) The train is scheduled to leave at 7: 00 am.

(The bus)

The bus is scheduled to leave at 7: 00 am.

(in a minute)

The bus is scheduled to leave in a minute.

3) The guests are scheduled to arrive in half an hour.

(in 20 minutes)

The guests are scheduled to arrive in 20 minutes.

(The delegation)

The delegation is scheduled to arrive in 20 minutes.

#### 2. "It' ll take": 需要花... (多长时间)

Mr. Gordon says "It' ll take the Chinese delegation at least 30 minutes to clear customs"中国代表团至少要花半小时才能办完

入关手续。

Notice the pattern “It will take someone a certain amount of time to do something”. This is in answer to the question

“How long will it take somebody to do something?”

Now you try.

1) How long does it take to get to the airport?

(an hour)

It takes an hour to get to the airport.

2) How long does it take to get to New York by plane?

(about 17 hours)

It takes about 17 hours.

3) How long will it take you to get home?

(40 minutes)

It will take me 40 minutes to get home.

4) How long did it take them to close the deal?

(a week)

It took them a week to close the deal.

### 3. “Actually”: 实际上

Remember Mr. Gordon says “Why don’ t we go and have a coffee?” to which Miss Davis replies “Yes, good idea. Actually, I’ m really quite hungry.” The word “actually” is very commonly used in English meaning “in fact”. It is used to show agreement or polite disagreement. ‘Actually’ 在英文里很常用 = ‘in fact’ 可以用意表示同意, 或者婉转地表示不同意。Here is an example.

“Why don’ t we go and have a coffee?”

回答可以是:

The answer could be: “Yes, actually I’ d love to.” 表示同意, or “Well, actually, I’ d rather not, if you don’ t mind.” 婉转地表示不同意。

Now you try. You may show agreement or disagreement if you like.

1) Why don't we go out to dinner tonight? (好的)

(Yes, actually I'd love to.)

2) Would you like to come with me to this meeting? (不去)

(Well, actually I'd rather not, if you don't mind.)

3) Shall we go and meet them at the airport? (好的)

(Yes, actually I'd love to.)

4) Let's go and see the exhibition tomorrow. (不去)

(Well, actually I'd rather not, if you don't mind.)

4. "I'm sure...I'm not sure;" "我认为..." "我不大清楚"

Miss Davis asks Mr. Gordon if Mr. Yang is coming to the airport, to which he replies, "Yes, I'm sure he is." When you are certain of something, you say "I'm sure..." When you are uncertain, you say "I'm not sure..." 你要是可以肯定, 就用 "I'm sure..." 你要是不能肯定, 就用 "I'm not sure".

Let's have some examples.

Does Miss Davis speak Chinese?

Yes, I'm sure she does. (我可以肯定。)

Well, I'm not sure. I know she speaks Japanese. (我不敢肯定。)

Is it all right to leave early?

Yes, I'm sure it is. (我可以肯定。)

Well, I'm not sure. (我不敢肯定。)

Now you try.

1) Is it going to rain? (不敢肯定)

(Well, I'm not sure.)

2) Does the train go every hour? (可以肯定)

(Yes, I'm sure it does.)



3) Will he come to the party tonight? (不敢肯定)  
(Well, I' m not sure. )

4) Did he go and see the doctor yesterday? (可以肯定)  
(Yes, I' m sure he did. )

5. “I expect” “我想” “我料想” “我估计”

We are talking again about Mr. Yang. Mr. Gordon says:  
“I expect he' ll be here soon.”

If you think something will happen, but you' re not hundred percent sure about it, and yet you have good reason to believe that it will happen, then you can safely use the expression “I expect...”

“I expect” 是个口语常用语。如果你料想是那样, 但又不敢百分之百地肯定是那样, 你可以说 “I expect” 如何, 如何。

For example.

He' ll be back tomorrow.

(I' m almost sure. )

I expect he' ll be back tomorrow.

Now you try. Begin your sentence with “I expect”.

1). We' ll make it in good time.

(I expect we' ll make it in good time. )

2). It' ll take less than 20 minutes to get to the hotel.

(I expect it' ll take less than 20 minutes to get to the hotel. )

3). You' ve met him before.

(I expect you' ve met him before. )

4). She will be next in line for the post.

(I expect she will be next in line for the post. )

6. “I' m looking forward to...”: “我期望...”, “我很想...”

Mr. Gordon gives a vivid description of Li Wei, which arouses Miss Davis' interest. She says, “I' m looking forward to meeting