

实用外贸英语函电

—— 译文、练习答案及常见错误辨析

PRACTICAL ENGLISH FOR FOREIGN TRADE COMMUNICATION

Translation, Keys to Exercises and

Discrimination on Common Erroneous Sentences

廖 瑛 编著
肖曼君



华中理工大学出版社

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Practical

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for

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Trade

Communication

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Practical English for Foreign Trade Communication

— Translation, Keys to Exercises and Discrimination

on Communication Sentences

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内 容 提 要

本书系《实用外贸英语函电》的姐妹篇,全书包括两个部分:第一部分系《实用外贸英语函电》一书的信函、电报、电传样例、常用句型的译文及各单元的练习答案;第二部分系对撰写和翻译外贸业务英语信函、电报、电传文稿时容易出差错的句型进行辨析,并给出正确答案。

全书言简意明,实用性强,是帮助读者学习拟写和翻译外贸业务英语信函、电报、电传文稿的良师益友。

PREFACE

前 言

《实用外贸英语函电——译文、练习答案及常见错误辨析》是由湖南大学国际商学院组织编写、湖南财经学院、湖南商学院、长沙铁道学院、湘潭师范学院和吉首大学等参编的《商贸英语系列教程》之一，是《实用外贸英语函电》的姐妹篇。全书分两个部分：第一部分系《实用外贸英语函电》一书中的信函、电报、电传样例、和常用句型译文及各单元的练习答案；第二部分系对撰写和翻译外贸英语信函、电报、电传文稿时的常见错误辨析。第二部分不仅按外贸业务各个环节进行编写，而且分“实例”进行辨析。全书选择了200个实例，每个实例包括：1) [中文]，2) [错句]，3) [正句]，4) [辨析]。在辨析过程中，还列举了许多同类句型，以达到举一反三、触类旁通的效果，是帮助学生和广大读者学会草拟和翻译外贸英语信函、电报、电传文稿的良师益友。

本书第一部分各单元的信函、电报、电传样例和常用句型的译文及练习答案主要由廖瑛、肖曼君提供。何高大、余民顺、张跃军、全英、周勤和岳福新也提供了相关单元的练习答案，其中余民顺、全英、周勤还提供了相关单元的部分译文。本书第二部分第一、二单元由湖南大学国际商学院廖瑛编写，其他各单元由湖南财经学院肖曼君编写。全书由廖瑛和肖曼君主编。

华中理工大学出版社和湖南大学教材科对本书的组编和出版工作给予大力支持，编著者在此一并表示衷心感谢。

由于编著者水平有限,书中谬误之处在所难免,敬请同行专家和广大读者不吝赐教,批评指正。

编著者
于湖南大学国际商学院
1995年8月

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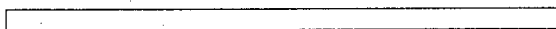
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I

第一部分

Translation and Keys to Exercises

译文和练习答案

Unit 1

第一单元

Business Letter-Writing

商业书信的撰写

Keys to Exercises(练习答案)

- (1) Arrange the Following in Proper Form as They Should Be Set out in a Letter
- 1) Sender's name: Hunan International Trading Corp.
 - 2) Sender's address: 48 Huangxi Road, Changsha, Hunan, China
 - 3) Sender's cable address: 5527CS
 - 4) Sender's telex address: 3328 cs CN
 - 5) Date: September 15, 1994
 - 6) Receiver's name: Standard Oil Company
 - 7) Receiver's address: 38 Fifth Avenue, London, U. K.
 - 8) Subject: Refrigerators
 - 9) The message:

We thank you for your letter of September 3 enquiring for

the captioned goods.

The enclosed booklet contains details of all our refrigerators and will enable you to make a suitable selection.

We look forward to receiving your specific enquiry with keen interest.

Hunan International Trading Corp.

48 Huangxi Road

Changsha, Hunan, China

Cable: 5527CS, Telex: 3328CS

September 15, 1994

Standard Oil Company

38 Fifth Avenue

London U. K.

Dear Sirs,

Subject: Refrigerators

We thank you for your letter of September 3 enquiring for the captioned goods.

The enclosed booklet contains details of all our refrigerators and will enable you to make a suitable selection.

We look forward to receiving your specific enquiry with keen interest.

Yours faithfully,

.....

(2) Address an Envelope for the Above Letter.

Hunan International Trading Corp.
48 Huangxi Road
Changsha, Hunan
China

Stamp

Standard Oil Company
38 Fifteen Avenue
London
U. K.

Unit 2
第二单元

Business Telegrams
电 报

Keys to Exercises(练习答案)

(1) Translate the Following Telegram Message

- 1) 电文: LOSING FURTHER BUSINESS IF INSIST
L/CBASIS

原文: If we insist on L/C basis, we shall lose our business further.

中文: 如果我方坚持以信用证做付款原则, 我方将失去今后业务。

- 2) 电文: PLSCABLE SOONEST DELIVERY

原文: Please cable us the date of delivery soonest.

中文: 请电告我方最早装货日期。

- 3) 电文: DOCUMENTS UNRECEIVED PLSCABLE WHEN

AIRMAILED

原文: We did not received your documents. Please inform us the date (time) on which (when) they are airmailed.

中文: 单据未收到, 请电告何时航邮寄出。

- 4) 电文: L/C UNRECEIVED CONSIDER CONTRACT CANCELED IF UNRECEIVED BY -ENDJUNE

原文: We have not received your L/C. If we can not receive your L/C at the end of June, we'll consider cancelling the contract.

中文: 信用证未收到, 如 6 月底收不到信用证, 我们考虑撤销合同。

- 5) 电文: PRICE UNWORKABLE PLSACCEPT USD 1 800 PERM/T

原文: It is impossible to do business on the basis of this price. Please accept the price of US\$1 800 per metric ton.

中文: 这个价格实在不好做生意, 请接受每公吨 1 800 美元。

(2) Translate the Following Phrases

- 1) EXFACTORY: 出厂
- 2) CASHDOWN: 即期付款
- 3) CASHPRICE: 现金付款价
- 4) BANKPAPER: 钞票, 承兑单据
- 5) BANKRATE: 贴现率
- 6) HIGHESTBID: 最高(要)价
- 7) OFFERFIRM: 报实盘
- 8) CABLEREPLY: 电复
- 9) INV: 发票, 发货清单
- 10) LIC: 许可证; 执照

- 11) MAX: 最大量, 最大限度
- 12) MIN: 最低限度, 最小量
- 13) YC: 你方电报
- 14) RYL: 参见你方来函
- 15) RYC10/1: 参见你方 1 月 10 日电
- 16) ROL: 参见我方信函
- 17) B/E: 汇票; 兑款单
- 18) B/L: 提(货)单
- 19) CIF: 成本、保险费加运费价、到岸价
- 20) D/P: 付款交单

(3) Simplifying the Telegram Message

- 1) 原文: We shipped on December 10, 5 tons of Copper per Steamship Long March.

电文: COPPER 5 TONS SHIPPED10/12 S.S-LONG MARCH

- 2) 原文: We shall adopt your suggestions.

电文: ADOPTING UR SUGGESTIONS

- 3) 原文: Owing to snowstorm, the railway between Chengdu and Chongqing has been disrupted since yesterday.

电文: SNOWSTORM DISRUPTED RAILWAY CHENGDU CHONGQING SINCE YESTERDAY

- 4) 原文: We do not want payment by installments.

电文: PAYMENT INSTALLMENTS UNWANTED

- 5) 原文: If you can ship the goods, please inform us.

电文: PLSADVUS IF GOODS SHIPABLE

Unit 3
第三单元

Business Telex
电 传

Keys to Exercises (练习答案)

- (1) Translate the Following into Chinese
- 1) ORDR CANT BE CNCLD GDS ALRDY MFCTRD
货已生产订单不能取消
 - 2) ORDR ACPTD SBJCT L/C RCVD BY JUNE 18
订单已接收有关信用证 6 月 18 日收到
 - 3) DOCUMNTS UNRCVD WTN U SENT? REP
单据未收到何时寄出请复
 - 4) SHPT READY EXPEDITE CREDIT
船已装完请速开信用证
 - 5) LOWEST PRICE TENDER ACPTD
最低价可接受
 - 6) PLS SEND US OFFICIAL RECPT
请给我方正式收据
 - 7) SHIP IMMPLY TEL NME STEAMER DTE SHIPMT
立即装船并告船名及装船日期
 - 8) CANT SUPPLY NOW BUT WLL OFA SN AVIBL
现在不能供货一旦有货即供

9) HV U INCRESSED L/C AMT? PLS REP

你方已增补了信用证吗? 请告

10) RE S/C 5421 PLS CBL L/C NUMBER ENABLING US
ARNG SHPT TKS

销售合同 5421 请电告信用证号码以便我方安排装运谢谢

(2) (略)

(3) (略)

(4) Translate the Following Passage into Telegram and Telex
Message, Using as Many Conventional Abbreviations as
You Can

译文:

先生:

12月9日来函收悉, 寄来的新华呢样已交给客
户。

我公司已获得定货 700 疋的定单, 以予 5% 的折扣
为条件。我公司急欲建立我们的出口关系并希望贵公
司在这方面能给予协助。随函附上定单 6134 号, 请查
收。如贵公司能接受我方客户所提出的条件, 请立刻安
排装运。

请复为感。

你忠诚的

...

附件:

By Telegram:

YL9/12 OBTAINED ORDER 700PCS GABERDINES

IMMEDIATE SHIPMENT 5PCT DISCOUNT (ANXIOUS
BUILDUP EXPORT CONNECTION) EXPECTING
ACCEPTANCE

* Words in brackets may be omitted.

By Telex:

YL9/12 OBTAINED AN ODR FOR 700 PCS GABERDINES
IMMD SHIPT SUBJ TO 5PCT DISC ANXIOUS TO BUILD
UP EXPORT CONNECTIONS HOPE TO HV YR
ASSISTANCE RGDS

(5) Answer the Following Questions

1) What is the telex?

A message sent out at one place to another or received from another place through a teleprinter or a teletypewriter is called "Telex".

2) What are the major advantages of the telex?

The major advantages of the telex are:

- a. A subscriber may transmit messages at any time in his office, thus saving the trouble of sending the messages to the telegraph office for transmission. A subscriber can also receive messages 24 hours a day in his office, even if the machine is left unattended.
- b. Subscriber can exchange views with each other on teleprinters by adding a "+?" signal at the end of a message. In this way, business negotiation can be carried on until it is finished.

3) What is the disadvantage of the telex?

Telex can only transmit written message and cannot transmit diagrams or patterns.