

尹小莹 编著

# 外贸 英语函电

BUSINESS ENGLISH CORRESPONDENCE



西安交通大学出版社

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## 内 容 简 介

本书系统地介绍了外贸英语函电中常用文体的基本知识,包括各类商务书信和电传、传真的格式、常用语句和拟写技巧,还附有外贸业务磋商过程中各个环节往来函电的实例,详细介绍了各类协议、合同的拟写方法和语言文字的应用。此外,书中还列举了其它一些单据及单证实例。

本书不仅可以作为外贸专业的大学本科、专科教材,也可作为外贸专业人员的自修用书及具备中级英语水平其他自学者学习用书。

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外贸英语函电

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## 前 言

随着我国经济建设的蓬勃发展,对外开放的进一步扩大,各地区各部门对外经济贸易业务往来日益频繁,而且随着外贸体制改革的深入,将会有更多的部门、企业直接参与对外贸易,这将需要大量的懂外贸业务的专业人才。外贸英语函电作为国际商务往来经常使用的联系方式,是开展对外经济贸易业务和有关商务活动的重要工具。正确地掌握外贸英语函电的基本知识,并能熟练地加以运用,是外贸工作人员必须具备的专业技能。

为了使外贸专业的学生在走上工作岗位后能够适应对外经贸业务活动的需要,帮助他们系统地学习和掌握外贸英语函电的格式、专业词语、行文方法以及文体特点,提高学生在外贸业务活动中正确地使用英语的能力,以及对外进行各项业务联系和通讯活动的的能力,笔者在多年从事工业外贸专业本科“外贸英语函电”课程教学的基础上,结合带学生实习以及多次在外贸公司和有关业务部门进行调研所掌握的第一手资料,并参考在加拿大进修期间所搜集的资料,特编写了这本《外贸英语函电》专业教材。

本书系统地介绍了外贸英语函电中常用文体的基本知识,包括各类商务书信、电传和传真的格式、常用语句和拟写技巧,还附有外贸业务磋商过程中各个环节往来函电的实例,包括建立业务关系、询盘、报价、推销、还盘、成交、支付、装运、保险、申诉、索赔、争议等。详细介绍各类协议、合同的拟写方法和语言文字的应用,列举若干合同、协议实例,包括售货、订购、代理、合资经营、技术引进等。此外,还列举了其它一些单据及单证实例,如信用证、订单、提单、保险单、装箱单、检验证明等。

教材中每篇例文之后都附有生词及短语注释,并附加一些例词,列举有关外贸业务中常用的专业词语。每个单元都安排有练习,供学生或自学者习作,以巩固所学内容。另外,在各单元之后,还汇集了函电中有关的常用例句,为学习者记忆检索及日后灵活运用提供了方便。

本书可以作为外贸专业的本科、专科教材,也可作为对该门课程有兴趣的其它专业学生的辅修教材。一些开设有外贸英语函电课程的专业培训班,也可采用本教材。此外,本教材还可作为外贸专业人员的自修用书及具备中级英语水平的自学者的学习用书。

本书在编写过程中,参考了国内外一些有关的教材、书刊,同时得到深圳、北京、西安一些外贸公司和合资企业的朋友们的大力协助和支持,西安交通大学管理学院原经济管理系和工业外贸教研室领导也给予了积极的鼓励和支持,在此一并表示衷心的感谢。

由于水平所限,如书中有疏漏、不妥之处,恳请专家及读者批评指正。

尹小莹

1994. 4. 于西安交通大学  
国际贸易与金融系

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UNIT ONE

BASIC KNOWLEDGE  
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BUSINESS LETTER WRITING  
商务书信写作的基础知识

I. Form and Structure of Business Letters

商务书信的书写格式及构成

1. Form  
格式

(1) Full block form 齐头式

Blyco Textile Group B. V.  
Ossterstra 2, 7524DZ Enschede  
The Netherlands  
Tel: 53-8774  
Telex: 45635  
Fax: 53-333117

Your ref: C9246

---

编者注:考虑到本书为外贸用书,个别计量单位仍用国外尚使用的非SI单位。

Our ref: bwbw

Date: April 24, 1992

Xi'an Textile Import & Export Corp.  
108 LianHu Road,  
Xi'an, Shaanxi, China

Dear Sirs,

Thank you for your letter of April 18, 1992. We are a company that is — for years already — engaged in importing clothing items from your country, although not from Xi'an.

We are interested in contacts as mentioned by you. Our Purchasing Manager, who is in Hong Kong at the moment, will contact you when he returns.

With kind regards.

Yours faithfully,  
Blyco Textile Group B. V.  
(Signed) ...  
J. Kistemaker, Manager

In the Full block form, every part of a letter is typed from the left margin. It is convenient to be typed with a typewriter but the layout is not so beautiful. So some businessman use a modified block form with



indented style.

(2) Modified block form with indented style 混合式

Blyco Textile Group B. V.  
Ossterstra 2, 7524DZ Enschede  
The Netherlands  
Tel: 53-8774  
Telex: 45635  
Fax: 53-333117

Your ref: C9246

Our ref: bwbw

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