

A
PRACTICAL ENGLISH COURSE
IN
INTERNATIONAL TRADE

主 编 吴进业

国贸实用英语

河南人民出版社

主 编: 吴进业

副主编: 李清树 李文芝

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责任编辑: 朱崇平

封面设计: 王恪松

(豫)新登字 01 号

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河南人民出版社出版发行

郑州中州印刷厂印刷

850×1168 毫米 32 开本 10.5 印张 253 千字

1993 年 9 月第 1 版 1993 年 9 月第 1 次印刷

印数 1-2000 册

ISBN7-215-02697-3 / H·98

定 价 7.80 元

(豫)新登字 01 号

前 言

随着我国改革开放形势的深入发展,越来越多的人从事国际贸易工作,为满足广大外贸工作者和大专院校学生迅速掌握运用有关国际贸易知识和技能的愿望,我们编著了《国贸实用英语》一书。

本书不仅是外贸工作者必不可少的工具书和大专院校学生的教材用书,也是英语教师必备的教学参考书。

本书包括四个方面的内容:一、各种场合接待外商时的英语会话;二、各种场合的商务谈判;三、外贸英语函电;四、国际贸易单证样本。本书各部分配有汉语注释、外贸惯用语及例句,第四部分配有汉语译文。

在编写过程中,我们参考了大量的国内外有关国际贸易的英语书刊,并将其录用者列入本书后的《参考书目》,在此对其作者深表感谢。

作 者

1993年5月

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PART ONE

CONVERSATION IN GREETING FOREIGN BUSINESSMEN

I . Meeting a Foreign Businessman at an Airport

Mr. Li Hua (an interpreter from the China International Travel Service) ~~译员~~

Mr. Omar Smith (a businessman from New York)

Mr. Zhang Lin (an assistant manager from the China Machinery Corporation)

(Mr. Omar Smith arrives at the airport about ten in the morning)

L: Excuse me, but are you Mr. Smith?

S: Yes, I'm Omar Smith from New York.

L: I'm an interpreter from the China International Travel Service. My name is Li, Li Hua.

S: How do you do, Mr. Li?

L: How do you do? Is this all your luggage?

S: Yes, a briefcase, a travelling bag and a suitcase, that's all I have.

(At this moment, Mr. Zhang Lin, an assistant manager from the Machinery Corporation comes to meet Mr. Smith.)

L: Mr. Smith, may I introduce you to Mr. Zhang Lin who is an assistant manager from the Machinery Corporation of China? Mr. Zhang, this is Mr. Smith, a businessman from New York.

S: How do you do, Mr. Zhang? Pleased to meet you.

Z: How do you do? Welcome to China, Mr. Smith.

S: Thank you. It's really great to be here.

Z: I'm here to welcome you. Is this your first visit to our country?

S: Yes, it is. It's very nice of you to come out here to meet me.

Z: I'm glad to help you.

S: Thanks a lot.

Z: Did you have a pleasant journey?

S: Yes, it was a very smooth flight. I travelled by CAAC from New York, and enjoyed the journey very much.

Z: I'm glad to hear that.

S: I've heard plenty about China in the U.S.A. and I'm very much pleased to be here now.

Z: Do you wish to go into town by taxi or by airways bus? The bus leaves in every fifteen minutes from the airport to the CAAC Building in the city centre.

S: I don't mind taking the airways bus, it will be fine.

(Loudspeaker: Attention please. The CAAC bus will leave in five minutes from Gate No.3.)

Z: That's our bus. Mr. Smith, let me help you with your luggage.

- S: Thank you very much.
Z: This way, please.
S: O.K. Which bus shall we get on?
Z: The one with the CAAC emblems on it.
S: It's made in China, isn't it?
Z: Yes, it is made by Chang Chun No. 1 Automobile Factory.
(Both get in the bus.)

Notes

1. The China International Travel Service (CITS) 中国国际旅行社
2. It's really great to be here. 能到贵国来实在是太好了!
3. a smooth flight 平稳的飞行
4. CAAC = the General Administration of Civil Aviation of China 中国民用航空总局
5. enjoyed the journey very much 这次旅行非常愉快(我非常喜爱这次旅行)
6. airway n. 航线 / 路(pl) 航空公司
7. the CAAC Building 民航大楼
8. emblem n. 标志, 符号

II . Meeting a Foreign Businessman at a Railway Station

Mr. Zhang Hua (a staff member from the China Modern Office Furniture Limited)

Mr. Michael Brown (a businessman from New York).

- Z:** Excuse me, but which of you gentlemen is Mr. Brown?
- B:** I'm Brown, Michael Brown from New York.
- Z:** I'm Zhang Hua from the China Modern Office Furniture Ltd.
- B:** How do you do, Mr. Zhang?
- Z:** How do you do, Mr. Brown? I'm glad to meet you here.
- B:** It's very kind of you.
- Z:** Have you gone through all the formalities required at the station?
- B:** I don't think I have much to do here as I've already gone through all the entry formalities in Shanghai.
- Z:** Well, let's go to the passport check and have your passport examined first, then I'll take you to the hotel.
- B:** That's fine.
- Z:** When did you leave New York?
- B:** I left New York by the Pan American World Airways on Wednesday and stopped at Hongkong for three nights on business and then I took the plane to Shanghai.
- Z:** Then you must be very tired after such a long trip.
- B:** Not very. I travel a lot. I'm quite used to trips like this.
- Z:** Do you like travelling?
- B:** Yes, I do. As a businessman I'm ready to go anywhere that business calls me. I like to come to China very much because I've heard and read so much about it. I've been waiting for a chance to come here to do business and to see China. I hope I can see China as much as I can before going home.
- Z:** I'm sure you will.
- B:** What about my luggage? I gave them to the travel agency in

Shanghai.

Z: How many pieces of luggage have you brought?

B: Besides this briefcase I'm carrying myself, I've got one suitcase and a travelling bag.

Z: The Travel Service will send them to the hotel and the attendants in the hotel will deliver them to your room.

B: That's fine.

Z: Well, Mr. Brown, here comes our car. Please get in.

B: Thank you. Let's get in together.

Notes

1. go through 履行,做完(工作等)
2. formality n. 拘泥形式(pl) 正式手续
without formality 不拘形式地
become a mere formality 流于形式
go through legal (customs, due) formalities 履行(经过,办完)
法律(海关,正式)手续
entry formalities 入境手续
3. passport check 护照检查
4. Pan American World Airways (Pan Am) 美国泛美航空公司
5. on business 因公事
6. I'm ready to go anywhere that business calls me. 只要业务需要,无论哪里我都去。
7. travel agency 旅行社
8. Travel Service 旅行社

III. Passing the Customs

Mr. Pan Hong (an interpreter from the China Travel Service)

Mr. George Black (a businessman from London)

Customs Officer

(All guests, visitors, tourists and businessmen coming to China, no matter which city they enter, have to go through the Customs. The Customs formalities are quite simple. Before the plane lands in China, a declaration form is given to every passenger on it. All passengers are required to fill in the form for Customs Inspection in accordance with the instructions on it. After landing, they go to one of the several waiting rooms at the airport or railway station for Customs Inspection.)

P: I'm Pan Hong, an interpreter from the China Travel Service.

B: I'm George Black from London.

P: How do you do, Mr. Black? Welcome to China.

B: How do you do, Mr. Pan? Pleased to meet you.

P: Have you gone through all the formalities?

B: No, not yet, but how do I go about it?

P: Please show your passport and certificate of smallpox vaccination to the Customs officer over there and have your luggage examined at the Customs.

B: Is that all I have to do for the entry formalities?

P: Yes. Is all your luggage here?

B: A briefcase, a carry-on bag and a suitcase, that's all.

P: Please go to Waiting Room No. 3 for Customs Inspection.

Well, let me help you with your luggage.

B: No, thank you. I can manage it.

(in Waiting Room No. 3)

CO: Please bring your luggage here for inspection. Will you show me your declaration form, please?

B: Here you are, officer.

CO: Is all your luggage here?

B: Yes, a briefcase, a travelling bag and a suitcase.

CO: Your briefcase is exempted from examination. Will you open your suitcase, please?

B: Certainly.

CO: Anything to declare?

B: No. I have only personal effects.

CO: Have you got any spirits or tobacco?

B: Yes, I've got five packets of cigarettes and three bottles of whisky.

CO: That's not in excess of the duty-free allowance. Well, I see you have three cameras, four tape recorders and five electronic calculators.

B: Yes, one camera and one tape recorder for personal use and the other two cameras and three tape recorders are intended to be gifts. The electronic calculators are samples for the corporation.

CO: Each passenger is allowed one camera and one tape recorder duty-free. You'll have to pay duty for the other cameras and tape recorders. As for the samples they are dutiable.

B: Well, where shall I pay the duty for the two cameras, three tape recorders and five electronic calculators?