

涉外政务 英语

ENGLISH FOR
FOREIGN AFFAIRS

王枫云
唐思雅
黄小燕

编著

- 外交管理
- 涉外经济贸易管理
- 涉外教育管理
- 涉外公共卫生管理
- 涉外劳务管理
- 国际移民管理
- 涉外行政司法
- 涉外行政执法



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本教材系下列教学改革与教学研究项目的部分成果：

1. 广东省本科高校教学质量与教学改革工程 2014 年立项建设项目：“广州大学 - 广州市政务服务中心政务实践教学基地”。

2. 广州市第二批示范性实践教学基地 2014 年度建设项目：“广州市政务服务中心政务实习基地”。

3. 广东省研究生教育创新计划 2014 年项目：“广州市人民政府政务管理办公室联合培养研究生示范基地”。

4. 广州大学 2015 年省级“本科教学质量工程”项目：“广州大学 - 广州市城市管理委员会实践教学基地”。

5. 2015 年广州市高等学校第七批教育教学改革重点立项项目、2015 年广东省高等教育教学改革项目（本科类）：“地方院校行政管理专业‘双导师制’的实施现状调查及其完善对策研究——以广州大学为例”。

6. 广东省教育研究院 2014 年度教育研究重点项目：“地方院校本科生培养质量的跟踪评估研究——以广州大学为例”（GDJY - 2014 - C - a008）；

7. 2014 年度广东教育教学成果奖（高等教育）培育项目：“校外实践教学基地建设中的大学与政府全面合作模式”。

前 言

涉外政务是政府涉外公共服务的简称。随着中国国际影响力的不断扩大、对外开放程度的不断加深，我国政府的涉外公共服务在数量上呈现出与日俱增的趋势。为确保政府公务人员涉外公共服务的质量，其涉外政务英语的水平和能力就必须达到较高的水准。

鉴于此，作为国内第一本涉外政务专业英语书籍，本书力图将外交管理、涉外经济贸易管理、涉外教育管理、涉外公共卫生管理、涉外劳务管理、国际移民管理、涉外行政司法、涉外行政执法等多个涉外政务领域里的常用词汇和短语（Commonly-used Words and Phrases）、常用句式（Commonly-used Expressions and Sentences）、经典短文（Classic Short Essays）以及与之相配套的思考题与练习题（Reflection and Practice）尽可能完整地呈现给读者。

在外交管理领域，无论是外交机构类，还是人物身份类，抑或是外交文书类的词汇及短语都是我们在进行外交管理时的基本语言工具；在涉外经济贸易管理领域，无论是关于世界贸易组织规则，还是关于进出口配额和许可证管理以及海关管理用语等，都是我们在对外经贸管理领域的必备语言元素。总之，涉外政务英语在我国涉外公共服务领域已经成为不可或缺的重要因素。

随着中国“一带一路”倡议的不断深入，中国在涉外政务领域的公共服务将愈加频繁，来自世界各地的人们到中国留学、工作、出席国际会议、进行贸易洽谈等，与中国发生的政治、经济、文化、科技和教育等领域的交往将不断增多。面对越来越多的涉外公共服务，需要涉外公共服务的提供者，在跨文化交际中避免误解、摩擦和失误，而掌握好涉外政务英语有助于这一目标的达成。

王枫云

2017 年 11 月

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Chapter 1 Foreign Affairs Management

Part 1 Commonly-used Words and Phrases

I. Organizations

embassy	大使馆
legation	公使馆
consulate	领事馆
consulate-general	总领事馆
liaison office	联络处
commercial counsellor's office	商务处
press section	新闻处
information department	新闻司
protocol department	礼宾司
military attaché's office	武官处
office of the chargé d'affaires	代办处
chargé d'affaires ad interim	临时代办
ministry of foreign affairs	外交部

II. Character Identity

ambassador	大使
envoy	公使
special envoy	特使
counsellor	参赞
commissioner	专员
chargé d'affaires	代办
attaché	随员
consul	领事
delegation	代表团
head/leader of the delegation	团长



deputy head/leader of the delegation
consul-general
observer
commercial secretary
cultural secretary
nuncio
internuncio
plenipotentiary
chief delegate
commercial attaché
cultural attaché
military attaché
naval attaché
air attaché
first secretary
second secretary
third secretary
member of the delegation
minister-counsellor
ambassador-at-large
doyen/dean of the diplomatic corps
diplomat
diplomatic representative
diplomatic personnel
diplomatic courier
persona grata
persona non grata

副团长
总领事
观察员
商务参赞
文化参赞
教廷大使
教廷公使
全权代表
首席代表
商务专员
文化专员
武官
海军武官
空军武官
一等秘书
二等秘书
三等秘书
代表团成员
公使衔参赞
无任所大使
外交使节团团长
外交官
外交代表
外交人员
外交信使
受欢迎的人（受驻在国政府欢迎的外交官）
不受欢迎的人（尤其遭政府驱逐出境的人）

III. Documentation

manifesto, declaration
statement
communique
announcement
letter of credence
message of greeting/congratulations
obituary
memorial speech

宣言
声明
公报
通告
国书
贺电
讣告
悼词



speech of welcome
 Identification Card
 letter of appointment
 letter of introduction
 memorandum/aide-mémoire
 protocol
 certificate of appointment
 exequatur
 letter of recall
 minutes of talks
 official statement
 officious statement

欢迎词
 身份证
 委任书
 介绍信
 备忘录
 议定书
 委任证书
 领事证书
 召回公文
 会谈纪要
 正式声明
 非正式声明

IV. Domestic diplomatic management

chairman
 premier
 vice chairman
 general secretary
 vice premier
 State Council
 Ministry of Finance
 Ministry of Public Security
 Ministry of Supervision
 Ministry of Transport
 Ministry of Education
 Ministry of Human Resources and Social Security
 Ministry of Justice
 Publicity Department
 people's organization
 state president
 state councillor
 vice chairperson
 standing committee
 central committee
 national committee
 Supreme People's Court
 Central Military Commission

主席, 委员长
 总理
 副主席
 总书记
 副总理
 国务院
 财政部
 公安部
 监察部
 交通运输部
 教育部
 人力资源和社会保障部
 司法部
 宣传部
 人民团体
 国家主席
 国务委员
 副主席
 常务委员会
 中央委员会
 全国委员会
 最高人民法院
 中央军事委员会



National Peoples Congress	全国人民代表大会
19th CPC National Congress	中国共产党第十九次全国代表大会
reform measures	改革措施
speed up reform	加快改革
open-door policy	对外开放政策
open economy	开放经济
open door to the outside world	对外开放
opening up	扩大开放
managerial experiences	管理经验
reform and opening up policy	改革开放政策
reform of economic system	经济体制改革
reform of state-owned enterprises	国有企业改革
reform of foreign trade system	外贸体制改革
reform of personnel system	人事制度改革
reform of housing system	住房制度改革
planning system	计划管理体制
open domestic market	开放国内市场
reform of property rights system	产权制度改革
reform of social security system	社会保险制度改革
reform of commodity circulation system	商品流通体制改革
questions of common interest	共同关心的问题
A series of policies and measures	一系列政策措施

Part 2 Commonly-used Expressions and Sentences

1. deepen reform and opening-up 深化改革、扩大开放
2. strengthen the socialist legal system 加强社会主义法制
3. focus on economic construction 以经济建设为中心
4. adhere to the Four Cardinal Principles 坚持四项基本原则
5. economic growth and social progress 经济增长与社会进步
6. strengthen the position of agriculture 加强农业的基础地位
7. one focus, two basic points 一个中心，两个基本点
8. transfer the function of government 转换政府职能
9. an atmosphere of cordiality and friendship 诚挚友好的气氛
10. deepen of reform and promotion of development 深化改革与促进发展
11. seize the opportunity, deepen reform 抓住机遇，深化改革



12. strengthen the management of state-owned property 加强国有资产管理
13. reform of the management system for state-owned assets 国有资产管理体制改革
14. adhere to reforms and opening to the outside world 坚持改革开放
15. develop the relations of friendship and cooperation 发展友好合作关系
16. establish diplomatic relations at ambassadorial level 建立大使级外交关系
17. open wider to the rest of the world, promoting development, maintaining stability 扩大开放, 促进发展, 保持稳定
18. the theory on the primary stage of socialism 社会主义初级阶段的理论
19. whether it would be beneficial to develop socialist productive forces 是否有利于发展社会主义生产力
20. whether it would be beneficial to enhance the overall national strength 是否有利于增强综合国力
21. whether it would be beneficial to raise people's living standard 是否有利于提高人民生活水平
22. the theory of building socialism with Chinese characteristics 建设有中国特色的社会主义理论
23. take the socialist public ownership as the mainstay 以社会主义公有制为主体
24. common development of multi-economic sectors 多种经济成分共同发展
25. establishment of socialist market economy 社会主义市场经济的建立
26. relationships among reform, development and stability 改革发展和稳定的关系
27. Science and technology are the primary productive forces 科学技术是第一生产力
28. introduce foreign capital and advanced technology 引进外国的资金和先进技术
29. express one's sincere congratulations and best wishes 致以衷心的祝贺和最好的祝愿
30. wish prosperity to a country and well-being to its people 祝(某国)国家繁荣、人民幸福

Part 3 Classic Short Essays

Passage 1

In Malaysia, Obama Works to Salve Troubled Ties^①

The last time a top American official visited this southeast asian nation was in 1998, when

① Mark Landler 著, 陈柳、陈亦亭译, 摘自纽约时报中文网, <http://cn.nytimes.com/asia-pacific/20140428/c28malaysia/dual/>。

Vice President Al Gore publicly rebuked its leaders for suppressing freedom and embraced “reformasi” the rallying cry of the student-led protest movement.

On Sunday, President Obama visited Malaysia to underscore how much has changed in the last 16 years—not least in this country’s attitude toward the United States, which has evolved from deep-seated suspicion to a cautious desire for cooperation.

Citing negotiations for a trans-Pacific trade accord, a formal agreement to cooperate in halting the spread of nuclear equipment, and the international search for the missing Malaysia Airlines jet, Mr. Obama said, “We’re working more closely together than ever before.”

White House officials liken Malaysia to a “swing state” in Southeast Asia, falling somewhere between the freewheeling democracy of the Philippines and the rigid, one-party authoritarianism of Laos. Encouraging Malaysia’s evolution into a more open society, these officials said, could make the country a model for the rest of the region.

In many ways, though, Malaysia remains the same work-in-progress it was in 1998, blessed with an industrious, multiethnic population but burdened by a corrupt political system, with a Malay elite that does not hesitate to vilify its opponents with trumped-up charges.

Speaking at a news conference with Prime Minister Najib Razak, Mr. Obama treaded gingerly on these issues. He said he pressed Mr. Najib during their meeting about Malaysia’s human rights record, which has come under new scrutiny in recent weeks because of the legal travails of an opposition leader, Anwar Ibrahim.

“The prime minister is the first to acknowledge that Malaysia has still got some work to do on these issues, just like the United States, by the way, has some work to do,” the president said.

“Prime Minister Najib came in as a reformer, and one who is committed to it,” he said, “and I am going to continue to encourage him as a friend and as a partner to make sure we’re making progress on that front.”

Still, Mr. Obama declined to meet Mr. Anwar, a former deputy prime minister whose 2012 acquittal on sodomy charges was thrown out by a court last month, putting his political comeback in jeopardy. Mr. Anwar’s original conviction in 1999, which led to a six-year prison term, was widely condemned as politically motivated.

Mr. Obama did not offer a reason, but said his decision was “not indicative of a lack of concern, given the fact that there are a lot of people I don’t meet with, and opposition leaders I don’t meet with, but that doesn’t mean I’m not concerned about them.” Mr. Anwar will instead get a meeting with the national security adviser, Susan E. Rice.

Mr. Obama, who is the first president to visit Malaysia since Lyndon B. Johnson in 1966, was keen to keep the spotlight on the country’s high-tech future. He dropped in at a science center, where he was shown an electric go-cart and a wristband for diabetics that transmits a distress signal if it detects a cold sweat.

Later, he conducted a town-hall-style meeting with young people from around the region, in



which he shared stories about his own political development and offered advice on how countries emerging from repression, like Myanmar, should deal with ethnic and religious strife.

As such societies open up, Mr. Obama said, conflicts inevitably bubble to the surface. He cited the legacy of ethnic strife in Malaysia, with its Muslim majority and Chinese and Indian minorities, and Myanmar, where the Rohingya minority currently faces persecution.

“Malaysia won’t succeed if non-Muslims don’t have opportunity,” the president said at the forum, which was interrupted briefly by protesters holding up signs opposing the trans-Pacific trade deal. “Myanmar won’t succeed if the Muslim population is repressed.”

Malaysia has been tranquil for several years, in stark contrast to the tension during Mr. Gore’s visit. Mr. Najib is a far less authoritarian figure than Mahathir Mohamed, the prime minister who dominated Malaysian politics for a quarter century, often railing against the United States.

奥巴马访问马来西亚，两国关系升温

最近一次有美国高官到访这个东南亚国家还是在 1998 年，当时到访的美国副总统阿尔·戈尔公开批判马来西亚领导人压制自由，并对学生领导的抗议运动提出的“烈火莫熄”口号表示了支持。

周日，奥巴马总统来到马来西亚，强调马来西亚过去 16 年来的巨大变化。明显的变化之一是，马来西亚对美国的态度已经从根深蒂固的怀疑变成了谨慎的合作意愿。

奥巴马列举了一项跨太平洋贸易协议、一项关于合作阻止核装备扩散的正式协议，以及有多国参与的马航失踪飞机搜寻工作，并且表示，“我们正在进行空前密切的合作。”

一些白宫官员将马来西亚比作东南亚的一个“摇摆州”，在菲律宾自由的民主制度和老挝僵化的一党专政之间摇摆不定。这些官员表示，应当鼓励马来西亚社会走向开放，此举可能会让马来西亚成为该地区其他国家的典范。

然而，马来西亚在很多方面与 1998 年一样仍处于发展中。该国拥有勤劳的多民族人民，但却受困于腐败的政治体系，其精英阶层绝不惮于用伪造的指控来诋毁对手。

在与马来西亚总理纳吉布·拉扎克共同举行的新闻发布会上，奥巴马谨慎地提到了这些问题。他说，他曾在关于马来西亚人权记录的会晤中对纳吉布施压。最近几周，由于反对派领导人安瓦尔·易卜拉欣遭遇的司法苦旅，马来西亚的人权状况再次受到了关注。

奥巴马说：“纳吉布总理是承认马来西亚在这些问题上有待改进的第一人；顺便提一下，美国在这些方面也有待改进。”

“纳吉布总理以改革者的姿态上台执政，而且对改革态度坚决，”他说，“我将继续以朋友和合作伙伴的身份对他进行鼓励，以确保我们能在这一战线上取得进步。”

然而，奥巴马拒绝会见前副总理安瓦尔。安瓦尔曾受到鸡奸指控，后于 2012 年被无罪开释，但法院又于上月撤销了这个决定，使他重返政坛的计划陷入了困境。安瓦尔最初是在 1999 年被定罪，由此被判刑 6 年，人们谴责他的有罪判决是由政治因素驱动的。

奥巴马没有说明不见安瓦尔的原因，但却表示，他这个决定“并不表示我不关心此事，因为我没会见的人很多，没会见的反对派领导人也很多，但这并不意味着我不在意他们”。安瓦尔将与美国国家安全顾问苏珊·E. 赖斯会面。

奥巴马是继1966年林登·B. 约翰逊访问马来西亚后首位到访的美国总统，他急于将人们的注意力转向该国的高科技未来，他顺道参观了一处科学中心，那里的人向他展示了一辆电子微型赛车，以及一款供糖尿病患者使用的腕带，如果检测到冷汗，腕带会发出求救信号。

随后，他与该地区的年轻人进行了一场市政厅会议式的会议。他在会上分享了自己政治生涯的发展历程，并且提出了一些建议，像缅甸那样经历过压迫时代的国家应如何处理种族和宗教冲突。

奥巴马说，随着此类社会走向开放，冲突会不可避免地浮出水面。他提到了马来西亚和缅甸的种族冲突留下的影响。在马来西亚，穆斯林占人口多数，华裔和印度裔属于少数群体，而在缅甸，罗兴亚少数民族正在遭受迫害。

“如果非穆斯林得不到机会，马来西亚就不会成功，”奥巴马总统在前述论坛会议上说，“如果穆斯林群体遭到压迫，缅甸也不会成功。”现场曾出现一些高举标牌反对跨太平洋贸易协议的抗议者，导致会议短暂中断。

过去几年，马来西亚的局势一直很安定，与戈尔到访时的紧张局势形成了鲜明对比。纳吉布远不像马哈蒂尔·穆罕默德那么专制。马哈蒂尔·穆罕默德曾担任马来西亚总理，主导该国政坛四分之一世纪，常常指责美国。

Passage 2

China to Accelerate Bid for California Infrastructure Packages^①

A newly-minted task force in California will help Chinese investors and contractors seize business opportunities for building roads and infrastructure in the US state.

The unit will help Chinese developers—both public and private—collaborate on infrastructure projects in California including major railway expansions and potentially, bullet trains—an area of manufacturing that China has demonstrated prowess in.

Representatives from many of China's largest construction firms including China Communications Construction Group and China Railway Construction Corp. Ltd., were present at the task force launch in San Francisco on Thursday.

During the event, China's Consul General in San Francisco Luo Linqun stated that the team's objective of leveraging technical expertise and prices to increase Chinese participation in the state's plans to renovate its transport system will also be a chance for China and the state of California to explore cooperation under the Belt and Road Initiative.

This comes as US President Donald Trump continues to highlight his commitment to sprucing

^① 摘自爱语吧，<http://news.iyuba.com/essay/2017/10/08/58247.html>。



up America's roads, highways and bridges, bringing them to world-class standard with the proposal of a one trillion dollar federal infrastructure bill. The plan is still pending approval from Congress, but many have lamented that even that figure would be one third of the necessary amount to catch up on decades of underinvestment in the sector.

Chinese interest in participating could prove to be the answer for insufficient or delayed funds.

There are already clear models for public-private partnerships in California with Chinese investors at the ports of Los Angeles, Long Beach, and Oakland—a strategy that could prove the most effective in filling a funding gap. “As other projects (in California) develop, efforts should be made to standardize and create effective vehicles for investment from foreign funds, Chinese or otherwise,” said a research note by the Milken Institute, a Santa Monica-based think tank.

California has been one of the largest recipients of Chinese capital over the past few years, totaling \$16.6 billion in 2016, more than five times that of the prior year. Of that amount, \$6 billion was poured into transportation and infrastructure, according to data compiled by consultancy Rhodim Group.

Earlier this year, Chinese and US political and business leaders, from both the public and private sectors, met in San Francisco to develop new partnerships at the China-US Infrastructure Cooperation Forum, with both sides eager to take new projects forward.

中国加快加利福尼亚州基础设施一揽子计划竞标

加利福尼亚州一个新成立的工作小组将会帮助中国投资者和承包商抓住在此州建设道路和基础设施的商机。

该小组将帮助来自中国的公私营开发商在加利福尼亚州基础设施项目上进行合作，这些项目包括主要铁路扩张，有可能还包括子弹列车，中国已经在这个制造业领域展现出超凡技术。

周四，多名来自包括中国交通建设集团和中国铁建股份有限公司在内的中国大型建筑公司代表出席了旧金山专责小组的启动仪式。

此次活动中，中国驻旧金山总领事罗林泉表示，该团队利用技术专长和价格来加大中国参与美国改造运输系统计划力度以实现其目标，也将为中国和加利福尼亚州在“一带一路”倡议下探索合作提供机会。

此举源自美国总统特朗普继续强调让美国道路、高速公路和桥梁焕然一新的承诺，通过 1 万亿美元的联邦基础设施法案让它们达到世界水平。该计划仍在等待国会批准，但是很多人已经哀叹，即便是 1 万亿美元，也不过是追赶这个几十年未投资领域所必需的数额的三分之一。

中国展现的参与兴趣恰恰印证了资金不足或延后的传闻。



在洛杉矶、长滩和奥克兰港口，已经有加利福尼亚州和中国投资者公私营伙伴关系的明确模式——证明了这一策略在填补资金缺口方面是最有效的。圣莫尼卡智囊团米尔肯研究所的研究报告指出：“随着其他项目（在加利福尼亚州）的深入，应该努力为中国或者其他外国投资创造有效的机制并使之标准化。”

过去几年，加利福尼亚州一直是中国资本最大的接收者之一，2016 年共计接收资本 166 亿美金，比前年多 5 倍。据咨询公司 Rhodim Group 的数据，其中 60 亿美元被投入运输和基础设施。

今年早些时候，中美两国公私营部门的政治和商业领袖在旧金山会晤，以求在中美基础设施合作论坛上发展新伙伴关系，双方都急于推出新项目。

Passage 3

China Participates in the Construction of the Largest Hydropower Station in Africa^①

The government of Nigeria has announced the award of a \$5.8 billion contract to build what will be the largest power plant in the country.

The 3,050-megawatt Mambila hydroelectric power project in the state of Taraba will be delivered by a consortium of Chinese state-owned construction firms.

The megaproject will feature four dams between 50 and 150 meters tall, and take six years to complete, the Minister of Power and Works Babatunde Fashola, told reporters in Abuja.

The Chinese Export-Import Bank will finance 85% of the development, with the Nigerian government contributing 15%.

Minister Fashola claimed the project will deliver far-reaching benefits.

“(Mambila) will have a transformational effect on all of Nigeria’s socio-economic development,” he said through a government spokesman, “It will have considerable positive impact on electricity supply nationwide, productivity, employment, tourism, rural development, irrigation, agriculture and food production.”

Despite being one of the largest economies in Africa, over 40% of Nigerians live without access to electricity, according to World Bank figures.

Hydropower, one of the cleanest and cheapest forms of power, is a key target for development as Nigeria is currently exploiting just a fraction of its potential resources.

The power plant is one of several major Chinese investments in Nigeria, including multiple railway projects.

In January, Chinese Foreign Affairs Minister Wang Yi announced plans to invest a further \$40 billion in Nigeria.

① 摘自爱语吧, <http://news.iyuba.com/essay/2017/09/15/57888.html/>。