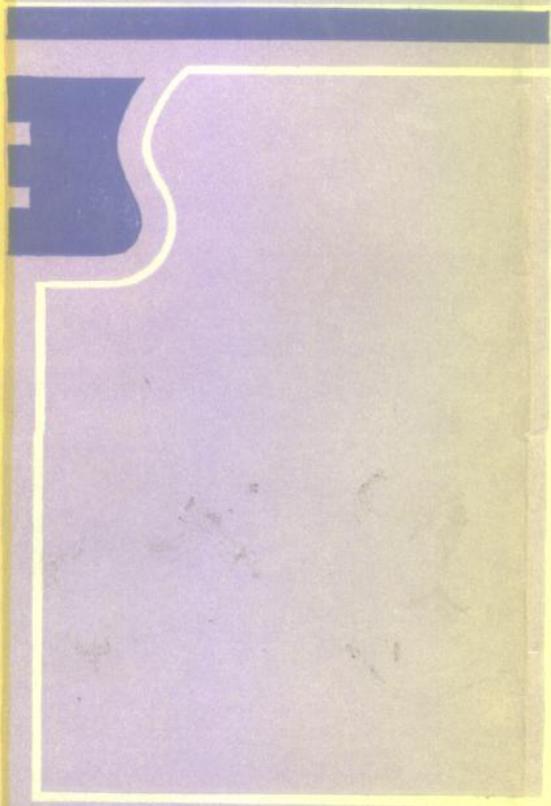
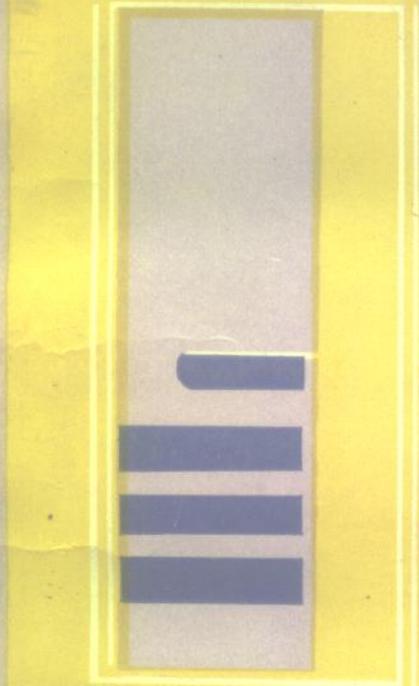


最新实用英汉 国际经贸 会话手册



学苑出版社

最新实用英汉 国际经贸会话手册

于国治 黄达 黄丹 主编

学苑出版社

最新实用英汉国际经贸会话手册

王丹 编译

学苑出版社出版

(北京西四颁赏胡同四号)

新华书店北京所发行

北京仰山印刷厂印刷

850×1168 1/32 印张：15.125 字数：500千字

印数：1—5000

1990年5月第1版 1990年5月第1次印刷

ISBN 7-5077-0069-0/G·47 定价：7.50元

CONTENTS 目 录

Economic and Technical Cooperation 经济与技术合 作.....	(1)
International Payments and Credits 国际支付与信 贷.....	(17)
International Fairs and Exhibitions, Advertising 国际博览会和展览会、广告.....	(31)
Currency 货币.....	(49)
Contract, Types of Contracts 合同, 合同的种类	(57)
Main Clauses of Contract, Price of Contract 合同 的主要条款, 合同的价格.....	(67)
Business Inquiries 询价.....	(88)
On Price 讨论价格.....	(91)
Counter-Offer 还价〔盘〕.....	(97)
Terms of Payment 支付条件.....	(103)
On Payment and Delivery 付款及装运条件.....	(126)
Guarantees, Elimination of Defects 保证, 消除缺陷.....	(131)
Insurance 保险.....	(143)
Force-Majeure [Circumstances] 不可抗力情况	(157)
Claims, Arbitration 索赔, 仲裁.....	(160)
Cooperation on "Turn-Key" Basis "交钥匙工程" 基 础上的合作.....	(181)
Construction Site 建筑工地.....	(181)
Personnel, Labour 工作人员, 劳动力.....	(189)

Execution of Work(s) 竣工〔工程的完成〕	(200)
tendering 投标	(238)
Doing Business Through Agents 通过代理公司做生意	(243)
Carrying out Design and Survey Work(s) 进行设计和勘测工作	(255)
Sending of Specialists Abroad 派遣专家出国	(277)
Training of Local Personnel 培训当地工作人员	(293)
Delivery of Equipment and Materials 供应设备和材料	(310)
Marking Packing 标志, 包装	(328)
Spare Parts 备件	(333)
Transportation 运输	(336)
Customs Clearance, Customs Regulations and Procedure 结关, 办理海关手续	(370)
BUSINESS CORRESPONDENCE 商业通信	(376)
Written Patterns 书信格式	(376)
Business Letters 业务函件	(380)
Correspondence Relating to Prices 关于价格的来往函件	(380)
Correspondence Relating to Methods and Terms of Payment 结算方式和支付条件的来往信件	(385)
Correspondence Relating to Guarantees and Elimination of Defects 保证和消除缺陷的来往公文	(392)
Correspondence on Insurance 保险的来往文件	(395)
Correspondence on Force-Majeure[Circumstances] 不可抗力情况的来往函件	(396)

Correspondence on Claims and Arbitration	
索赔和仲裁的来往公文……… :	(398)
Correspondence on Carrying out Design and Survey … 进行工程设计和勘测的来往公函………	(399)
Correspondence on Sending Specialists Abroad 派遣专家出国的来往信件………	(402)
Correspondence on Training Local Personnel 培训当地工作人员的来往信件………	(404)
Correspondence on the Delivery of Equipment 提供设备的来往公函………	(407)
Correspondence Pertaining to the Delivery of Spare Parts 提供备件的来往信件………	(409)
Correspondence Relating to Cooperation on “Turn-Key” Basis “交钥匙工程”基础上合作的来往公文…	(410)
Correspondence on provision of Medical Services 提供医疗服务的来往公文………	(414)
Correspondence Relating to Execution of Civil and Erection Works 完成建筑和安装工程的来往信件…	(415)
Correspondence Pertaining to Completion of Contractual Obligations 完成合同义务的来往公文………	(418)
Correspondence Pertaining to Cooperation Within the Framework of Consortium Agreement 财团协议范围内合作的来往公文………	(421)
Correspondence on Tendering 参加投标的来往函件………	(422)
Correspondence on Doing Business Through Agents 通过代理公司做生意的来往信件………	(425)
Correspondence on the Sale of Licences, Know-How,	

Engineering 销售许可证, “诺浩”(技术诀窍)和工程 技术的来往公文	(428)
Correspondence on Transportation 运输业务的来往 公函	(429)
Correspondence Pertaining to Advertising 广告的 来往信件	(430)
INTRODUCTIONS, MEETING PEOPLE, CONTACTS 相 识, 会见, 交际	(432)
Introductions, Meeting People 相识, 初次会见	(432)
Telephone Conversation 电话谈话	(436)
Holiday, Pastime 假日, 娱乐	(440)
Sightseeing 游览名胜	(444)
Theatre, Cinema, Circus, Exchanging Impressions 戏剧、电影、杂技, 交谈印象	(449)
Visit to a Factory 参观工厂	(453)
Restaurant, Meals 饭店、用餐	(458)
SPEECH PATTERNS 口语句型	(467)
Opening Phrases 开头语	(467)
Intermediate Phrases 承接语	(467)
Closing Phrases 结束语	(468)
Expressions of Agreement, Certainty, Approval 表示同意、确信、赞同的用语	(468)
Expressions of Disagreement, Disapproval, Refusal 表示不同意、不信任、拒绝的用语	(469)
Expressions of Advice 表示劝告、建议的用语	(470)
Expressions of Regret, Consolation, Sympathy 表示遗憾、同情、怜悯的用语	(470)
APPENDIX 附录	(471)

Foreign Trade and Economic Organizations 对外 经济贸易机构.....	(471)
Banks 银行.....	(472)
Names of Officials 负责人姓名.....	(472)
Main Business Documents 主要业务文件.....	(474)
Main Units of System of Measurement 主要度量单 位.....	(475)
Linear Measure 长度单位.....	(475)
Square Measure 面积单位.....	(475)
Cubic Measure 体积单位.....	(475)
Weight Measure 重量单位.....	(475)
Liquid Measure 液体单位.....	(476)
Dry Measure 散体单位.....	(476)

ECONOMIC AND TECHNICAL COOPERATION 经济与技术合作

Words 词汇

state 国家
foreign state 外国
islamic state 穆斯林国家
capitalist state 资本主义国家
multinational state 多民族国家
socialist state 社会主义国家
sovereign state 主权国家
federative state 同盟国
state independence 国家独立
state sovereignty 国家主权
activity ①活动②业务③工作
④作用
foreign economic activity
国外经济活动
functional activity 职能作用
nature of activity 活动性质
dependence 独立
political dependence 政治独立
economic dependence 经济独立
become economically dependent

dent 经济上变独立
become economically independent 在经济上独立
integration 一体化
socialist economic integration 社会主义经济一体化
comprehensive programme of socialist economic integration 综合纲要
mutual benefit of integration 一体化的相互利益
economic spheres of integration 一体化的目标
object of integration 一体化的地区(范围)
effect of integration 一体化的效果
effect integration 一体化效益
colonization 殖民化
cooperation 协(合)作
production cooperation, industrial cooperation, cooperation in production 生

产协〔合〕作	project capacity
economic cooperation 经济协 〔合〕作	工程〔项目〕 的生产能力
cooperation parties 协作人 〔者〕〔各方〕	expansion of project capaci- ty 扩大工程〔项目〕的生产能 力
division of obligations of the cooperating parties, responsibility sharing 协 作各方的责任和分工	reconsider project capacity 审查工程〔项目〕的生产能力
circle(-s) ①范围, 领域②循环 ③界④人士⑥集团⑥机构	expand project capacity 扩 大工程〔项目〕的生产能力
banking circles 银行业务范 围	technical characteristics of a project 工程〔项目〕的技 术特点
influential circles 有影响的 人士, 权威人士	commission a project, put a project into operation 实 施工程〔项目〕
business circles 实业界、工 商界、商界	provide a project with per- sonnel 提供工程〔项目〕的 干部
independence 独立	reconstruct a project 改造 〔建〕工程〔项目〕
political independence 政治 独立	construct a project 建筑一 项工程
economic independence 经济 · 独立	obligation (-s), commitment (-s) ①责任②保证条件③债 务〔券〕④借据
strengthening of economic independence 增强经济独立	mutual obligations 相互的责 任〔债务〕
be independent, enjoy inde- pendence 独立(了)	liabilities 货币债务〔债权〕
safeguard independence 保 卫(证)独立	contractual obligations, trea- ty commitments 契约〔合 同〕〔条约〕〔承诺〕
struggle for independence 争取独立	
project ①对象目标②工程〔项 目〕	

同] 义务	organization ①组织、机构②单位③团体④组成、建立⑤部署、安排
long-term obligations 长期债务〔借据〕	foreign trade organization 外贸机构
contractual commitments,	overhead organization 重点单位、主体企业、总公司
contractual obligations	parent organization 上层机构
契约〔合同〕义务	state organization 国家机构、国家企业
short-term obligations 短期债务	nongovernmental organization 非政府管辖企业、非政府机构
counterpart obligations 相对债务	mixed organization 协作单位
fulfilment of obligations 完成〔履行〕义务	specialized organization 专业〔专门化〕机构
secure the fulfilment of one's obligations 保证完成〔履行〕义务	member entity 组织成员
be responsible for the fulfilment of one's obligations 负责完成义务	basis ①基础②原则〔理〕
refuse to fulfil one's obligations 拒绝完成〔履行〕义务	mutually beneficial basis 互利原则
default on one's obligations 不履行〔完成〕义务	contract basis 协议基础、合同原则
obligations of the parties concerned 有关双方的义务	long-term basis 长期原则
assume obligations, undertake obligations 承担义务〔责任〕	stable basis, firm basis, 稳固的基础
fulfil one's obligations 履行〕完成〕义务	economic basis 经济基础〔原理〕
ignore one's obligations 不顾〔忽视〕义务	on the basis 在……基础上
	on a mutually beneficial basis 在互利的基础上

on a parity basis 在平等 〔价〕的基础上	发展而援助
lay the foundation of sth. 打下……的基础	render assistance, give assistance, lend assistance 给予援助
developon the basis 在…… 基础上发展	expand assistance, extend assistance 扩大援助
partner (-s), associate 伙伴 合伙人	industry 工业
reliable partner 可靠的伙伴	motor industry 汽车工业
unreliable partner 不可靠的 伙伴	munitions industry 军事(火) 工业
equal partners 权利平等的 合伙人	minereal industry, raw mi- nerals industry 采掘工业
aid, help, assistance ①帮 (援)助②救济(护)	large-scale industry 大工业
free aid, gratuitous help 无偿援助	artisan industry 手工业
disinterested help 无私的援 助	light industry 轻工业
mutual aid 相互援助	engineering industry, ma- chinery-producing industry 机器制造业
foreign aid 外援	metal fabricating industry 金属加工工业
technical aid 技术援助	iron and steel industry 冶 金工业
financial aid 财政援助	nationalized industry 民族 工业, 本国工业
economic, aid 经济援助	crude petroleum-and-natu- ral gas industry 石油天然 气工业
rendering assistance 给予援 助	manufacturing industry 加 工工业
stop rendering assistance 中断(停止)援助	home industry, local indu- stry, domestic industry
suspend rendering assist- ance 中止(推迟)援助	
development assistance 为	

地方工业	international links 国际关系
domestic industry	scientific and technical links 科学与技术联系
basic home industries, national industries 基本的地方工业	trade and economic links, trade and economic relations 经济与贸易联系
food-processing industry 食品工业	economic links, economic ties, economic relations 经济关系〔联系〕
building industry 建筑业	expansion of economic relations, expansion of economic links 加强经济联〔关〕系
textile industry, textiles 纺织工业	strengthening of economic relations 扩大经济联〔关〕系
heavy industry 重工业	maintain relations, keep up relations 保持联系
electric-power industry 电力工业	suspend relation 中断联系
branches of industry, industries 产业部门	develop relations, develop contacts 发展关系
key industries 基础工业	break off relations 关系破裂〔中断〕
allied industries 工业协作部门	expand relations, broaden contacts 扩大联系
development of industries 发展〔开发〕工业	strengthen links, strengthen contacts 加强联系
construction materials-producing industry 建材工业	establish links, establish contacts 建立关系
republic 共和国, 共和政体	transaction, operation, deal, bargain ①交易, ②契约、合
connections, contacts, links, relations, ties 公共关系〔联系〕	
foreign economic relations 国外经济联系	
business connections 商(营)工联系〔来往〕	
international contacts, in-	

同, ③业务	commercial agreement 贸易
barter [transaction] 易货 〔实物〕交易	协定
good bargain 有益的交易	tripartite agreement 三方协 定
business operation 业务交易	heading of an agreement 协定标题
clearing transaction 划拨清 算交易〔契约〕	signing of an agreement 协 定签字
commercial transaction 商 业交易〔契约〕	the date of signing an a- greement 协定签字日期
compensation deal 补偿贸易 〔契约〕	under the agreement 根据 〔按照〕协议
credit transaction 信贷契约 〔业务〕	preamble of an agreement 协定〔约〕的序言
bad bargain 亏本交易	draft of an agreement,draft agreement 协定草案
make a deal, conclude a bargain 订约	realization of an agreement 实现协定
agreement ①协定②协议③协 议书	agreement on aircraft ser- vice 航空协定
bilateral agreement 双边协 定	cost plus fee agreement 补 偿和报酬协定
gentlemen's agreement 君子 协定	double taxation agreement 双重征费协定
international agreement 国 际协定	agreement on cooperation and integration 协作和一体 化协定
intergovernment[al] agree- ment 政府间的协定	credit agreement 贷款协定
multilateral agreement 多 边协定	cultural exchange agreement 文化交流协定
payments agreement 支付 〔款〕协定	agreement on cultural co-
standby agreement 备用协定	

operation	文化合作协定	conclude an agreement, enter into an agreement
market-sharing agreement	市场分割〔划分〕协定	sign an agreement
coproduction agreement	联合生产协定	initial an agreement
agreement on cooperation in the field of...领域〔方面〕的合作协定		ratify an agreement
medicine	医学	assistance
training of local personnel	本地人员培训	economic and technical assistance
fishery	渔业	comprehensive nature of economic and technical assistance
agreement on trade and navigation	贸易和航海协定	render economic and technical assistance
agreement on tourism	旅游协定	amount of assistance, volume of assistance
agreement on cancellation of double taxation	消除双重征税协定	rendering assistance
term of an agreement, validity of an agreement	协定有效期	assistance in carrying out socio-economic reforms, assistance in carrying out socio-economic changes
article of an agreement	协定条款	assistance in development [of state sector key industries] of the economy of developing countries
text of an agreement	协定原〔本, 正〕文	
rescind an agreement, cancel an agreement	废除〔取消〕协定	
denounce an agreement	通告废除协定	

展中国家发展国营经济关键部门的援助	all-round cooperation 多方面合作
spheres of assistance 援助范围	business cooperation 经济〔业务〕合作
purpose of assistance 援助目的	cultural cooperation 文化合作
efficiency of assistance 援助效果〔力〕	international cooperation 国际合作
assistance (comprehensive nature of economic and technical assistance) 援助(综合性的经济和技术援助)	multilateral cooperation 多边合作
sending of specialists 派遣专家	scientific cooperation 科学方面的合作
provision of engineering services 提供工程咨询	scientific-technical cooperation 科学技术合作
rendering assistance in training local technical personnel 援助培训本地技术人员	committee on scientific-technical coopertion, commission on scientific-technical cooperation 科学技术合作委员会
delivery of complete equipment and materials 输送全套设备和材料	intergovernmental committee on scientific-technical commission on scienntific technical cooperation 政府间的科学技术合作委员会
giving consultations 进行咨询	fruitful cooperation 富有成果〔效〕的合作
carrying out design, survey and research works 进行设计、调查和研究工作	close cooperation
cooperation 合〔协〕作	work in close cooperation 密切合作
mutually advantageous co-operation 互利〔惠〕合作	broad cooperation, large-scale cooperation 广泛〔大〕

规模】合作	cooperation on a compensation basis 合作的补偿基础
economic and technical cooperation 经济和技术合作	cooperation on a "turn-key" basis 交钥匙的工程基础的合作
volume of cooperation 合作范围【规模】	cooperation on "production sharing" terms 分配产品条款的合作
basis for cooperation 合作的基础	cooperation on technical assistance terms 技术援助条款的合作
legal basis for cooperation, juridical basis for cooperation 法定的合作基础	specific features of cooperation 合作的特点
prospects for cooperation 合作的前【景】途	forms of cooperation 合作的形式
plans for cooperation 合作规划	nature of cooperation 合作的性质
principles of cooperation 合作原则	long-term cooperation 长期合作
programme of cooperation 合作规【计】划, 合作项目	short-term cooperation 短期合作
long-term programme of cooperation 长期合作规【计】划	cooperate, organize, cooperation 实现(进行)合作
development of cooperation 合作的发展	maintain cooperation 保持合作
expansion of cooperation 扩大合作	continue cooperation 继续合作
cooperation in carrying out comprehensive programmes of development 进行综合发展规划的合作	broaden cooperation, expand cooperation 扩大合作
cooperation on commercial terms 商业条【件】款的合作	establish cooperation 建立合作【关系】