

Practicality

银行业务英语教程

Banking Business English

戴伦彰 主编

Editor in Chief

Professor Dai Lunzhang

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主编 / 戴伦彰

Editor in Chief: Dai Lunzhang

副主编 / 陈仕彬 陈庆柏

Deputy Editors in Chief: Chen Shibin, Chen Qingbai

编委 / 戴凌霄 孟宪波 李风波 宗良 张家启

Compilers: Dai Lingxiao, Meng Xianbo,
Li Fengbo, Zong Liang, Zhang Jiaqi

顾问 / 蒋隆国 曾真 章赟 Thomas Ahrens

Advisers: Jiang Longguo, Zeng Zhen, Zhang Yun,
Thomas Ahrens

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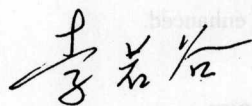
序

2006年12月11日,中国加入WTO的过渡期结束后,我国的银行业要加速与国际接轨。2008年,第29届奥运会将在北京举行,中国将以此为契机加速国际化的进程,因此,熟练掌握外语就不仅仅是一种责任,而更是一种义务。正是这种责任感督促我们编撰一本帮助大家学习英语的书籍。

值此之际,由蜚声海内外的著名国际金融学家、中国人民银行总行高级研究员、中国国际经济关系学会副会长戴伦彰教授主编的《银行业务英语教程》问世。这本书写得生动活泼、深入浅出、系统全面、内容新颖,是一本专业性、实用性和创新性都很强的英语教材和参考读物,可以满足广大银行干部、高等院校金融专业师生以及其他有兴趣学习英语口语和银行事务的各界人士的需要。

希望本书的出版有助于我们的银行干部提高业务水平以及应对经济全球化浪潮的能力,从而为培养更多符合国际化要求和增强我国银行业国际竞争力的金融人才略尽绵薄之力。

中国国际经济关系学会会长
中国金融学会副会长
中国进出口银行董事长、行长



二〇〇七年一月一日

Preface

The grace period after China's entry into WTO had come to an end by December 11, 2006, China's banking has no alternative but to accelerate its process of complying with the international practice. As the 29th Olympiad is going to be hosted in Beijing in 2008, China has been offered a golden opportunity of speeding up its process of internationalization. Therefore, the mastery of a foreign language is not only a mere responsibility but rather an obligation. It is the sense of responsibility that urged us to compile a textbook in order to assist our people with their English.

This great occasion has witnessed the birth of *Banking Business English* compiled by Professor Dai Lunzhang, a world-renowned international economist and banker, senior researcher of the People's Bank of China, and Vice-President of China International Economic Relations Association. The said book is considered as a practical textbook and reference book which is characterized by vividness, simplicity, novelty and comprehensiveness, combining professionalism, practicality and creativeness. This course can basically meet the needs of the banking professionals, college teachers and students specialized in finance or the people from all walks of life who are interested in oral English as well as banking.

We sincerely hope that the publication can be conducive to improving our banking clerks' professional attainments and adaptiveness for the coming surges of economic globalization; thus we can exert our pygmy efforts in order that more financial talents passing muster can be cultivated and, the international competitiveness of China's banking can be enhanced.

Li Ruogu,

President of China International Economic Relations Association

Vice-President of China Finance Association

Chairman and President of China Import and Export Bank

January 1, 2007

前言

戴伦彰

经过本书编写组全体同仁历时十八个月的辛勤努力，终于完成了《银行业务英语教程》的策划、编写、出版工作。现在摆在大家面前的，是一本以生动活泼的英语对话形式，全面涵盖银行业务，深入浅出地阐述新的金融工具和产品，将繁杂浩瀚的内容精练地压缩成一百课，适用性十分广泛的教材、自学课本和参考读物。

一. 编写本书的目的

“踏遍青山人未老，风景这边独好”，当此世界政治格局暗流汹涌，经济形势雾里看花之际，赤县神州独享一派四海晏平、民生和乐的繁荣景象。党的正确领导不仅为我国带来了改革开放和经济建设翻天覆地般的伟大成就，也为中华民族开启了一个数百年来可遇而不可求的“战略机遇期”。多少代人胸中民族复兴的梦想正在一步步走向现实。

我中华以仁德立国，礼仪传邦。自古就有盛世修文，以怀遐迹；春官制礼，鸿胪迎宾的传统。如今，我国将作为东道主，在2008年的北京奥运会上迎接五洲四海的宾朋。回顾世界历史，可能只有1851年伦敦世博会对于英国的意义可以和北京奥运会对于中国的意义不分轩輊。如果说前者是工业革命伟大硕果的尽情展示，是那一代英国人民敢为世界之先的民族自豪感的突出写照，是日不落皇冠上耀眼的明珠；那么后者就是陈列我国近30年改革开放惊世成就的辉煌博览，是新一代中国人民展现其开拓精神和全球意识的盛大舞台，是中国和平崛起道路上不朽的丰碑。

值此盛会临近之期，也是我们各项准备工作如火如荼之际。全国上下，一体同心；千行百业，各自筹谋。英语的普及和教育也是这千头万绪中的一根重要主线。近来，我国邮政系统率先推出了《邮政窗口英语》，煌煌大作，可垂师范。为了不使兄弟行业专美于前，我国银行界的领导和同仁也酝酿推

出一本《银行业务英语教程》，以满足当前国内金融事业发展的迫切需要。

由于常年在国内外银行界和金融界从事业务工作和科学研究，有道是向阳花木，春风先度；近水楼台，明月早及，我对广大金融工作者的需要可谓感同身受。今年，有关部门托付我出面担任这部书的主编，统筹整部稿子的编撰工作。窃以为，这样的一本书不仅可供届时服务外宾所需，亦可帮助广大银行系统员工熟悉业务，提高英语水平。如此善举，益国益民，我可谓躬逢其盛，幸甚幸甚；老骥奋蹄，义不容辞。

当然，我对本书的定位并不局限于迎接奥运，服务奥运；更着眼于我国银行业发展的全局。当今之世，全球化过程如同钱江秋潮，浩荡而来；其声动天地，其势卷人心。而金融业和银行业正是这一过程的前哨站和助推器。短短一代人时间，以纽约-伦敦-法兰克福-新加坡-香港-东京为轴心的世界金融市场网络已覆盖了全球各个时区和每寸土地。元元生民，不论年龄和性别，无关工作与信仰，时刻都能感受到这张巨网中信息流和资金流的脉动。仅以国内而论，WTO所规定的外资银行业务在中国的五年缓冲期已经结束，更是被形容为“大限将至，于无声处听惊雷”。

毫无疑问，开放金融市场，特别是人民币业务范围，引入外资竞争，有利于我国银行业各大主体提升业务能力、拓展经营空间、焕发创新活力、优化既有资源、完善宏观战略。然而，机遇和挑战共存，收益与风险同在。既然我国银行业加速国际化已经是大势所趋，不可逆转，那么业界同仁就必须反求诸己，审时度势，以便直面挑战，勇立潮头。

商业银行为客户、为社会所创造的核心价值是风险管理。美联储前主席阿兰·格林斯潘说道：“银行之所以能够为现代社会作出这么多的贡献，主要是因为他们愿意承担风险。”美国花旗银行前主席兼总裁沃尔特·威斯顿更是一语道明：“事实上银行家从事的是管理风险的行业。简单来说，这就是银行业。”显然这一核心价值必须体现在对客户的服务上，正如一些教科书所言，“服务对各家银行而言都是至关重要的，是银行最为重要的资产。”

然而，毋庸讳言，我国银行业在服务质量和服务内容上都与外资银行有着很大的差距。见贤而思齐，古人尚知追之慕之，我辈更当从之如流，形之如影。英语服务便是我们银行服务体系中迫切需要提高的一环。如果本书能够为改善中国银行业服务水平，乃至为提升其核心竞争力贡献一二，我们全体编撰同仁将感到由衷欣慰。

阳光雨露，莫不分沾，中国的银行界和企业界正变得愈加进退相随，荣

辱与共。现代化的企业需要银行为之理财，现代化的企业家更需要熟悉银行业务。所以，我常说，不懂金融的企业家就不是现代企业家。所以，从另一个角度来看，这本书也是特意为他们而写。事在人为，古训昭昭；因人成事，今情切切。中国经济的发展不唯需要国际化的机构和制度，更重要的是，它正不断呼唤着具有全球化思维的人。

二. 本书的用途和内容

按我的设想，本书的用途并不局限于学习银行英语，它还应当是一本学习银行实务的课本。花红叶绿，互为表里；姚黄魏紫，相得益彰。我们全体编撰同仁期望读者在英语能力精进的同时，也对银行业务的方方面面有一个概括性的了解。虽然为求精练，本书不可能面面俱到，巨细靡遗；但也能做到提纲挈领，勾勒全豹。所以，我们将这本书定名为《银行业务英语教程》，务求兼顾生动性、实用性、知识性，以求一举数得之功。

1. 生动性

为求得生动性，本书所有课文全部采用对话形式。业务英语来于生活，以实用性为上；用于生活，以操作性称善。所以，只有采用活生生的对话场景才能够生动活泼地反映出银行业务英语的精髓。所谓“真理越辩越明”，故本书课文重语言互动，于对话中探赜索隐；贵思想交流，借问答处深致远。

纵观全书，我们用对话和口语表所表达的内容既可以是银行账户开设、名称地址变更、汇款责任承担、支票挂失报告、客户投诉受理这样的业务细节；但也可以是中国银行体制、银行业重大改革进程、国有政策性银行这样的庙堂典章；既覆盖了融资、信用、贴现、保理、包买、押汇、托收、保函、提单、信用证、议付申请书等诸多国际贸易要件；又涉猎了货币掉期、利率掉期、套利套汇、外汇风险对冲、远期交易合同等各种客户理财手段。每篇定一话题，概不重复雷同；运笔其中，大致着墨相当。不论话题大小，力求举重则若轻，深入而浅出。

2. 实用性

为凸现实用性，本书课文编制以拿来能用，用来有益；取之可行，行之有据为准则。所有篇章一概模拟营业厅中实际业务场景，而且严格遵循当前国际和我国的实用业务流程、现场人员配置、有效市场惯例、现行法律法规来设计课文内容。以免徒具形式，耽于象牙塔苑；脱离实际，流为空中楼阁。

因此,书中在涉及本票、商业发票、担保权利义务时着重介绍了中国流票据法、公司法、担保法等现行法律;而在涉及保函和信用证时,适时强调了一些共同遵循的通用惯例,例如《见索即付保函统一规则》、《跟单信用证统一惯例》等。为求直观翔实,书中还附上银行空白支票、旅行支票、议付申请书、履约保函、旅行支票挂失报告等大量文本原件的样张,或参考比较,或有所损益,皆可资凭借;又为求贴近时代,书中还论及全国手机炒股、赴美签证代转、网上银行业务、交银香港上市、北京奥运市场等热点题材,或启迪商机,或引作谈资,也都有可观之处。

3. 专业性

为彰显知识性,本书对我国银行业和中国金融市场全貌做了一次具体而微的巡礼。在此要特别感谢各位撰稿人员,他们将宏博的信息,融于寸篇尺牍;把严谨的理论,析分行间字里,使得每句课文都历经心血琢磨,处处可见其中匠心独运之处。

例如,在论述同业拆借、存款准备、票据的特性、发票的性质、保险的种类、融资与授信、贴现与再贴现等理论性很强的内容时,能够运笔如风,文气流转而不涩;在罗列北京银行、建设银行、民生银行、中国银行、招商银行、工商银行、兴业银行、浦东发展银行等国内各大银行的特色服务时,则能娓娓道来,如数家珍于当面;在介绍银行卡特性与服务、住房按揭贷款、汽车抵押贷款等项时,讲究于细节中见功力;在描绘中国国债市场、中国寿险市场、中国投资银行业时,则着眼在全局处下笔墨。总之,大家戮力同心,尽量在本书篇幅之内,采撷珍奇,以飨读者。

总而言之,我们谨将这本书献给广大的读者群,包括银行干部、银行业务员、企业家、工商管理人员和高等院校相关专业师生。这本书既可以作为课堂教材,循序渐进地念;也可以作为自学课本,择其所好来读。

我认为,读者们可以把它视为一本介绍美式英语口语的会话书,时时吟诵;也可以作为一本涵盖银行业务大全的工具书,开卷有益;当然,还可以将它用作一本简明的金融英语辞典,置于案头,以备检索。不论如何,只要本书能够得其所用,便不枉我们全体编撰同仁奉献给读者的一片心血。

三. 本书的体例

本书分中国银行业概况,以及对私银行业务、对公银行业务、贸易融资、

客户理财、代理业务、电子银行等6篇总计100课。以一些美国友人来华工作，中方银行经理向他们介绍中国银行业务为主线，贯穿始终。

每课开头安排课文正文，内容是该美国友人和中方经理之间的一段对话。这段对话紧紧围绕银行一个方面的工作、业务内容，一课限定一题，务求讲通讲透，且绝不旁骛。使得每课主题明确，逻辑独立，既便于设置教学进度，又便于检索相关内容。

紧接正文，我们安排了一篇阅读材料，这些材料来源广泛，包含法律法规原文、国家现行政策、经典教材摘要、金融名词解释、金融机构介绍、银行宣传资料、银行票据原本、商业函件样稿等各种类型的内容。以供读者参照正文，加深理解；对于大家开阔眼界，拓展思维也一定能有所裨益。

其后，我们附上该课单词和习惯用法表，以方便读者在阅读课文时检索对照。我们主要介绍了常见英语金融单词、业界专有名词，以及各种英美习惯用法。每课单词表的篇幅被控制在10条左右，既不会造成学生太大负担，食多而不化；又能帮助他们通过每课的学习逐步丰富英语词汇量，日有所得。

最后，我们以四道思考题结束每课。主要是引导读者对课文主题深入思考，同时也鼓励对相关领域的发散思维。子曰，“温故而知新，可以为师也”，这句名言已被当代世界教育界奉为主臬。我们期望读者能够通过这些思考题巩固记忆，加深理解，如果能借此举一反三，则一定能事半功倍，大大提高学习效率。

我国的英语教材，百花齐放，浩如烟海，前人在这一领域已积累了大量经验，取得了丰硕成果。由于我们期望这本书能够全面地涵盖银行业务的各个领域，又要将如此浩繁的内容压缩于一册书本之中。所以，不揣冒昧，我们为本书设计了以上这种具有创新性的体例。

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我们之所以敢于大胆创新，是因为本书编写组荟集了第一流的高水平专家。副主编和顾问都是蜚声国内外的大师级人物。副主编陈仕彬四十年来一直在中国银行总行从事翻译工作，长期担任中国银行翻译室主任，译审。我国许多重要金融文献的英译本均出自其手，其治学之严谨，探索之入微，银行界同人无不称道。副主编陈庆柏是对外经贸大学金融学院教授，长期担任

金融英语教研室主任，著译极丰。且参与外事活动，参加国际学术交流，多有建树。首席顾问蒋隆国是清华大学外语系教授，著名英语专家、教育家和翻译家，长期从事英语语言、文学、翻译和测试学研究，出版和发表著作一百余部/首。曾真是著名的旅美语言学家，其新译“圣经”被认为是最好的译本。Mr. Thomas Ahrens 是德国银行家，精通多种文字，对银行业务了如指掌。章赟是复旦大学理论物理学博士，英国剑桥大学金融学硕士，学贯中西，博古通今，回国后一直担任我的学术助理。首席编委戴凌霄是留美学者、任职于美国金融机构和纽约市政府审计署多年，并在纽约和北京的大学任教兼任大学院长、系主任，学术根底深厚。孟宪波是外交部高级翻译，曾任党和国家领导人口译译员，口、笔译均为我国一流水平。李风波在北京高校任英语教师，教学经验丰富，对英语教材的编写有独到见解。编辑人员张家启，丁邦明，纪迎伟打字，排版，校对，一遍又一遍，认真负责。正因为有这样一个团结、敬业的集体，才能在不算太长的时间内，完成这个相当艰巨的任务。应该特别提出的是，陈仕彬同志在本书的编写工作中，贡献尤为突出。在此，我还要感谢他的夫人杨茂华女士，她了解本书出版的重大意义，给予了有力的支持。

司马著史记，孔子正春秋，其体例法度皆能万世流传，为后辈学人所宗；今人英语教育大师许国璋教授主编的大学英语教材，结构严谨，布局宏大，风行全国垂三十年而不衰。唐太宗《帝范》云，“取法乎上，仅得为中；取法乎中，故为其下”，我们所采用的体例，不敢高攀前贤，媲美时哲，仅仅是一次小心的尝试，只为求得将最高质量的作品奉献给亲爱的读者朋友们。

抛砖引玉，在此我真忱欢迎各界读者，不吝赐教，指正错讹，明察阙漏，以供我们再版时改正。

二零零七年三月三十一日

Foreword

Dai Lunzhang

After 18 months' arduous work, the writers of *Banking Business English* finished the planning, editing and publishing. Today we present you an extensively practical textbook, self-taught reader and reference with lively English conversations, covering all the banking business, explicitly expounding financial tools and products in a simple manner, condensing the voluminous contents into 100 lessons.

I. Objectives

"Crossing the hills adds nothing to one's age, the landscape here is beyond compare." As the world witnesses an unstable political configuration and an obscure economic situation, China enjoys peace, harmony and prosperity. Under the correct leadership of our Party, China's reform and opening - up has achieved world - shaking achievements, the Chinese nation is being offered an unprecedented "period of strategic opportunity" over hundreds of years. The long - cherished dream of rejuvenating the Chinese nation shared by generations has gradually come true.

China is a state of virtue and land of decorum. Ever since time immemorial, our country has had a tradition of nourishing culture, befriending people far and wide. Even back to the Han Dynasty, China's court had set the Ministry of Decorum responsible for perfecting rituals and welcoming guests. At present, China, as a host country, is to accommodate guests and friends from all over the world in the 2008 Olympics. In retrospection of the world history, only the 1851 Expo of London was to the United Kingdom as the said Olympics to China. The former fully displayed the great achievements of the Industrial Revolution, embodying predominantly the na-

tional pride of the British people as a pioneer of the world, and representing a glittering pearl on the – sun – never – sets crown, whereas the latter is to enable us to put on a resplendent exposition of our remarkable achievements over the past 30 years, providing the new generation of Chinese people a grand stage to exhibit their pioneering spirit and global awareness and serving as an enduring milestone on China's road to peaceful rise.

As the grand occasion draws close, we're busy with our preparations. The whole country shares the common aspiration, all walks of life makes their efforts. To popularize and educate English is one of the major tasks. Recently, China's postal system took the initiative in publishing English for Postal Services, which is well – received as a great work and can be used as a model. Therefore, the leaders and colleagues pondered following suit by publishing *Banking Business English* in order to meet the urgent needs of the development of China's financial industry.

Having been working and researching in the banks and the financial circles both home and abroad, I'm familiar with the relevant business. Therefore, as the old saying goes, “spring breeze firstly brushes the branches toward the sun; the moon firstly shines over the alcove by the water”, I sincerely identify with the needs of financial workers. Last year, I was entrusted to be editor in chief in charge of the compilation of this book. Personally, I strongly believe that such a book shall not only be helpful in serving foreign customers, but also be able to enhance the professional skills and English level of our banking employees. Such undertakings are to be beneficial to both the country and the people. Therefore, I was honored to accept the said offer and consider it as an unshirkable responsibility of mine, regardless of my senility.

However, I don't think this book is only limited to the coming Olympics, rather we keep the overall situation of China's banking development in mind. In today's world, economic globalization is raging like a wild fire, while banking and finance are the outpost and driver of this great process. Just in one generation, the world financial market with New York – London – Frankfurt – Singapore – Hong Kong – Tokyo axis has covered each and every part of the earth. All citizens, regardless of their age, sex, work or religion, can feel the pulse of the information stream and capital stream within the gigantic network. As far as China is concerned, the 5 – year grace period prescribed for the foreign-funded banks by WTO has already been

over. Therefore, “as the Day of Judgment is coming, rumbling thunders can be heard beneath the silence”, transformations are inevitably imminent.

It is self-evident that opening up our financial market to the rest of the world, the RMB business scope in particular, introducing the competition of foreign capital are conducive to enhancing professionalism of China's major banks, broadening their business scope, revitalizing their creativity, optimizing their existing resources, and improving their macro strategies. However, opportunity and challenge coexist, benefits and risks work side by side. It is an irreversible trend to speed up internationalization of China's banking industry. Thus, people in the banking industry must reflect on the demand of current situation and bravely confront the challenges arising therefrom.

Risk management is the core value provided by commercial banks for their customers as well as the society. Alan Greenspan, former Chairman of the Board of Governors of the Federal Reserve System of the United States, pointed out, “the primary reason why banks make so many contributions to the society is that banks are willing to take risks.” Walter Wriston, former Chairman and CEO of Citibank, put it even more explicitly, “actually, bankers undertake risk management. In simple words, it's banking industry.” Clearly, the said core value embodies that service is of crucial importance. According to some textbooks, “service is critical to banks and is the most important asset possessed by the latter.”

It goes without saying that there is a big gap both in service quality and contents between China's banking and its foreign counterparts. We must “follow the glory like water; simulate the great like the shadow”, our forefathers knew how to learn from others' advantages, then why shouldn't we? It is urgently desirable to provide services for our customers by using English in our banking system. If this book can make a little contribution to this end or help improve our core competitiveness, all the writers involved will be truly satisfied.

“The sunshine is to be shared and rain partaken”. As they share co-destiny, China's banking and enterprises are increasingly interdependent and interactive. Modern enterprises need banks for financial services, and similarly, modern entrepreneurs need to familiarize with the banking business all the more. Therefore, I strongly believe that those who do not understand finance are no real modern entrepreneurs. In another perspective, this book is written for entrepreneurs. As the old

saying goes, man proposes, God disposes, China's economic growth does not only demand for internationalized institutions and systems, but call for talented people who are endowed with a "globalized" thinking.

II. Purposes and Contents

I visualize this book not only as a textbook for learning banking English, but also as one for learning banking practices. Actually, "the red flower seems more beautiful due to green leaves outside; the yellow peony looks even brighter due to the nearby purple peonies", the above - mentioned two aspects can be complementary to each other. As the space is limited, the book may not be all - embracing. Nonetheless, it highlights the most important parts in a succinct and comprehensive way. Therefore, the book is entitled as *Banking Business English*. We have tried to achieve vividness, practicality and informativeness, all rolled into one.

1. Vividness

For the sake of vividness, all the texts hereinafter are written in the form of dialogs. The business English originating from daily life is of great practicality; it can be applied to life, thus rather operational. Therefore, only through actual scenarios of conversation can the essence of banking English be vividly described. As the saying goes, the more rebuttal there is, the clearer the truth becomes. We hereby attach great importance to interactive conversations, acquiring exchanges of thoughts through dialogs and probing the depth of truth through questions and answers.

Vertically, through dialogs and conversations, we try to express such detailed contents as opening accounts, change of customer's name, address, undertaking remittance responsibility, report of loss of check, acceptance and disposal of complaint; we also attempt to take a macro view of the regulations of China's banking system, major banking reform process and state - owned policy banks. The text covers the important instruments of foreign trade such as financing, credit, discount, insurance and wealth management, note purchasing, bill transactions, collection, letter of guarantee, bill of lading, letter of credit, negotiation application; involves such customized means of wealth management as currency swap, interest rate swap, arbitrage, hedging foreign exchange risk, forward contract, etc. Each lesson is atta-

ched with a distinctive topic, which is described with similar emphasis. All the topics, big or small, are expounded in a simplified manner.

2. Practicality

In order to highlight its practicality, the text compilation follows such principles as usability, beneficialness, feasibility and evidentness. All the texts simulate the actual banking scenarios. The designs of the texts strictly follow the present international and domestic banking process flow, field placement, effective market convention, existing laws and regulations. A mere formality or ivory tower, which is divorced from reality is therefore avoided.

Thus, the book, when involving cashier's check, commercial invoice, rights and liability of guarantee, emphatically explains China's existing laws, such as PRC Law on Negotiable Bills of Exchange, Corporate Law, Law of Guarantee, etc. It appropriately stresses *The Guide to the ICC Uniform Rules for Demand Guarantee* and *Uniform Customs and Practice for Documentary Credits*, etc. when involving letter of guarantee and letter of credit. In order to be visual, full and accurate, the book attaches a large number of samples of original blank check, traveler's check, application for negotiation, performance guarantee, traveler's check replacement report, etc. for reference, comparison and contrast. The writers has tried to keep pace with the times by discussing such hot topics as speculation on stock by mobile phones, transfer of visa to USA, on - line banking, Bank of Communications going public in Hong Kong, Beijing Olympics market, etc. for inspiring commercial opportunity or providing substantial contents for interesting conversations.

3. Informativeness

In order to highlight the book's informativeness, the writers conduct a meticulous overall review of China's banking industry and financial market. I hereby express my sincere thanks to our writers, who have imbued the texts with their profound knowledge and applied precise theories to the lines, enabling each and every sentence hereinafter to reflect their painstaking pondering and unique ingenuity.

For example, the writers are capable of skillfully expounding the theories including inter - bank lending/borrowing, deposit reserve, nature of instrument, property of invoice, insurance types, financing and awarding credit, discount and rediscount,

etc. in a highly smooth manner. The writers have vividly described the special services offered by China's major banks including Bank of Beijing, China Construction Bank, China Minsheng Banking Corp. Ltd., Bank of China, China Merchants Bank, Industrial and Commercial Bank of China, Industrial Bank, Shanghai Pudong Development Bank, etc. with which they are so familiar. They offer great details in introducing the characteristics and services of bank cards, housing mortgage loan, and automobile mortgage loan. They take an overall view in describing China's public debt market, China's life insurance market and investment banking. In a word, the writers try to, through their concerted efforts, provide as much valuable information as possible to their readers.

All in all, we present this book to our readers, including bank managers, clerks, entrepreneurs, industrial and commercial administrators and university faculty and students. The book can be used as a textbook that can be learned step by step. A self-taught learner can use it according to his own preferences.

In my opinion, readers may regard this book as one introducing American English conversations that can be read aloud frequently, or look upon it as an all-embracing reference book on banking business which is always beneficial to read. Of course, it can be used as a desk dictionary of financial English, too. Anyway, the writers will not be disappointed but satisfied to find this book that embodies their hard work turn out to be a useful tool.

III. Format

The book comprises 6 parts or 100 lessons involving China's banking industry, consumer business with individuals and corporate clients, trade and financing, wealth management, agency business, e-banking, etc. The main line running through the texts is: a Chinese bank manager introduces China's banking business to an American friend working in China.

Each lesson starts with a text about the conversation between the American customer and the Chinese manager. Such a conversation follows closely a certain aspect of banking. Each lesson concentrates on one topic only which is explained thoroughly. With a clear-cut subject, each lesson follows its independent logic. Therefore, the book is suitable for setting teaching progress as well as for searches.