

The Essential
Interpreter's
Guide to
Guangxi

广西 口译实务

主 编: 杨捷华

审 校: 宋亚菲

Dr. Don & Karen Barnes (美)

Stacy Meeking (澳)

广西促进中国—东盟自由贸易区建设人才小高地——

英语翻译高级人才培养基地专用培训教材

广西紧缺人才培训工程教材

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内容简介

《广西口译实务》是鉴于广西壮族自治区党委组织部、区人事厅依托广西大学建立广西促进中国—东盟自由贸易区建设人才小高地——英语翻译高级人才培养基地的情况下编写的。

该书以专题为主线，穿插口译技巧讲解，内容涉及外交接待的迎来送往、会见宴请、参观游览、购物娱乐、项目介绍、合同履行、对外贸易等外事外贸口译活动的主要方面，共分14单元，每个单元又分对话练习、口译小贴士、对话口译、段落口译、句子精编、相关知识、词语扩展、补充阅读、参考译文9个部分。全书内容丰富，生动有趣，涉及面广，实用性强，特别是给读者提供了大量的中国—东盟国际交往的内容，广西地方特色词汇以及因社会变革迅猛而产生的新词新语等。它填补了广西口译教材的空白。

本书适用于大中专学生、涉外工作人员以及广大英语爱好者。

前

言

随着中国加入 WTO,特别是中国—东盟博览会落户南宁,广西对外交往日益频繁,口译作为国际政治、经济以及文化交流的桥梁和纽带作用愈显重要,英语翻译人才已经成为广西的紧缺人才。2005 年,广西壮族自治区政府决定依托广西大学,建立广西促进中国—东盟自由贸易区建设英语翻译人才培养基地。《广西口译实务》正是在此背景下问世的。

一般来说,重要的外事活动包括:接待、领导会见和宴请,参观介绍、旅游观光,进出口贸易以及项目洽谈等。广西作为连接中国和东南亚国家的大通道,在中国—东盟自由贸易区建设中发挥着重要作用。中国—东盟商务与投资峰会和中国—东盟博览会是每年广西对外交流国际活动的重大事件。结合这一实际,作者在总结自身多年口译实践和口译教学经验的基础上,编写了本教材,旨在力求解决翻译教学中教学内容与社会需要脱节的问题,帮助英语学习者快速提高口译能力。

近年来,尽管口译教材数量增加,但多是篇章口译,内容偏难,词汇偏多,学生不易起步。本教材贯彻由浅入深的精神,在全书内容编排上均按从易到难的顺序。每个单元从情景对话到段落再到篇章,循序渐进,具有较强的可操作性,容易引发学生口译学习的兴趣,从而树立信心,步步深入。本教材特别适合在初学口译阶段使用。

教材编写者均来自口译教学第一线和外事经贸口译工作第一线,既有丰富的现场口译经验,又有丰富的口译教学经验。特别是近年来,这几位作者分别在美国、比利时、北京外国语大学和广东外语外贸大学接受了高级翻译培训,具有国内外最新口译教学理念,了解和掌握先进的口译教学方法,并将其运用于教材的编写中,使教

材具有较新较好的实用价值。

教材具有以下主要特征：

1. **针对性** 结合广西当前对外活动的实际组织材料编写，其中大量的中国—东盟国际交往的内容、广西地方特色词汇以及因社会变革迅猛而产生的新词新语等，是任何口译教材甚至词典从未涉及的。

2. **实用性** 内容包括外宾接待的迎来送往、会见宴请、参观游览、购物娱乐、项目介绍、合同谈判、对外贸易等外事外贸活动的重要方面。

3. **层次性** 贯彻由浅入深的精神，各单元均按照从易到难的顺序编排。从情景对话开始，然后是段落，最终是篇章。循序渐进，易于接受。

4. **渗透性** 在保证听、说、译的同时，借助阅读来丰富练习内容，提供背景材料，拓展知识面，利于学习者自我提高。

5. **趣味性** 书中内容生动有趣，贴近现实，学习者可以轻松学口译。

6. **知识性** 除了语言知识外，各单元均有编者从自身对外接待工作中提炼出来的一些外事工作以及口译工作的经验之谈，加上相关主题的阅读材料，帮助学习者对每个专题有更深入的了解。

全书共分14单元，从外事活动整个过程的自然顺序出发，涵盖外事外贸口译活动的主要方面。每个单元包括词语预习、口译小贴士、对话口译、段落口译、句子精炼、相关知识、词语扩展、补充阅读和参考译文9个部分。

1. **词语预习** 将对话口译和段落口译中比较难译的词汇列出。学习者应首先借助词典或其他参考资料将这些难点译出并熟记，以便在口译过程中集中精力于句式和技巧方面。

2. **口译小贴士** 为本教材独具的特色。作者将自身的口译经验加以归纳总结，对该单元专题译员所涉及的工作内容、工作方法、注意事项和口译技巧等予以简单介绍，帮助学习者了解该专题口译工作情况，做好口译前的准备工作。

3. 对话口译 为情景对话, 简单实用, 内容生动活泼。学生在课堂上可采取角色扮演的方式进行口译练习。

4. 段落口译 是对话口译的深入, 学习者可进行较长内容的记忆练习和连续的口译练习。

5. 句子精练 包含该专题的经典句子和常用表达, 建议学习者重点记忆。

6. 相关知识 提供该专题的背景知识, 帮助学习者增加对该专题的了解, 熟知西方礼仪, 拓宽知识面, 以便做好口译工作。教师也可以有选择地将本部分作为篇章口译练习材料。

7. 词语扩展 集中提供了该专题的相关词汇。每学完一个单元, 学习者应掌握该领域的知识和词汇。阅读词汇扩展可以在巩固原有词汇的基础上迅速扩大自己在该领域的词汇量, 还能为将来进行相关主题的口译实践做一定的准备。学习者应注意培养日常收集、积累表达法的习惯, 以便在实际口译工作中能够得心应手。

8. 补充阅读 是东盟 10 个国家概况、东南亚国家联盟及其与我国的贸易情况介绍, 旨在帮助学习者增加对东南亚国家的了解。

9. 参考译文 仅供参考。建议学习者不要在口译后马上阅读, 而应首先对自己的译文进行反复推敲、改进, 然后再阅读参考译文, 将自己的译文与之比较, 学习并熟记参考译文中值得借鉴的译法。教师应注意培养学生自己解决在口译中遇到问题的能力。

附录部分为学习者提供了许多实用的材料, 也可以作为日常学习的参考资料保存。本教材内容丰富, 教师可以根据需要、课时的长短、学生的水平等对教学内容做出取舍。

本书的出版得到了广西教育出版社领导和编辑的大力支持和协助。广西大学外国语学院院长宋亚菲教授对本书的编写自始至终给予指导和大力支持, 并从百忙中抽出时间对全书进行认真细致的审校, 提出了许多中肯的修改意见。美籍教师 Don Barnes 博士、Karen Barnes 博士和澳大利亚籍教师 Stacy Meeking 先生精心审阅了本书的英文部分, 在此均表示衷心的感谢。

本书在编写过程中参阅了不少国内外书籍、网站等资料, 在此

广西口译实务

一并致谢。

由于编者水平有限，加上时间仓促，错误和不当之处在所难免，
恳请读者给予批评指正。

主 编

2006 年 8 月

目 录

Contents

Unit 1	Welcome 欢迎光临	(1)
Unit 2	Entertaining Guests 宴请宾客	(17)
Unit 3	Shopping 购买物品	(34)
Unit 4	China-ASEAN Expo 中国—东盟博览会	(52)
Unit 5	International Events in Nanning 南宁国际活动	(70)
Unit 6	Visiting Factories 参观工厂	(87)
Unit 7	Visiting Schools 参观学校	(107)
Unit 8	Sightseeing in Nanning 游览南宁	(126)
Unit 9	Touring Around Guangxi 在广西旅游	(143)
Unit 10	Formal Meetings and Courtesy Calls 会见及拜会	(158)
Unit 11	Foreign Trade 对外贸易	(178)
Unit 12	Introducing a Project/Product 项目/产品介绍	(200)
Unit 13	Signing a Contract 签订合同	(217)
Unit 14	Bidding Farewell and Seeing Off 告别与送行	(233)

附录 Appendix

1. Matters to Be Noted in Foreign Affairs 外事接待注意事项 ...	(248)
2. Association of Southeast Asian Nations (ASEAN) 东南亚国家联盟	(251)
3. Main Organizations in China and Guangxi 中国和广西主要部门	(254)
4. Some Major Enterprises in Guangxi 广西一些主要企业	(260)
5. International and Regional Organizations 国际和地区组织名称	(261)
6. Interpreting Terms of Address and Titles 称谓的口译	(265)
主要参考文献 Bibliography	(269)

Unit 1 Welcome

欢迎光临

I. Vocabulary Work 词汇预习

Work on the following words and phrases and write the translated version in the space provided 翻译以下词语:

managing director	uneventful
internationalize	China ASEAN Expo
enjoyable	the Majestic Hotel
elevator	registration form
hallway	the sunny side
generosity	tentative itinerary
privilege	a tight schedule

II. Tips for Interpretation 口译小贴士

1. 接待外宾是外事交往的开始。首先是到机场迎接,再将外宾送往宾馆下榻。一路上应主动热情地向外宾介绍本地概况,然后介绍在当地访问期间的日程安排等。精心安排的欢迎仪式,能使外宾感到宾至如归,产生良好的第一印象。

2. 接待外宾要精通英、汉语作介绍的表达方法,事先了解宾主双方参加活动人员姓名及其职务、职称的准确表达。在介绍他人时,通常把地位较低者介绍给地位较高者,把客人介绍给主人。

3. 迎来送往是架设友谊桥梁的第一步,非常讲究礼仪。口译时应注意“正式”与“非正式”场合的言语交际和语体。在正式场合,一般要把姓名全称、头衔、职务、职称翻译出来。

III. Dialogues for Interpretation 对话口译

1. At the Airport 在机场

(Miss Li Wen, an interpreter from Guangxi Import & Export Com-

pany and Mr. Wang, Managing Director of the company, go to the airport to meet Mr. David Smith from the United States.)

Interpreter: Excuse me, are you Mr. Smith from the United States of America?

Smith: Yes. I am David Smith from New York, U. S. A.

Interpreter: How do you do, Mr. Smith? I'm Li Wen, an interpreter from Guangxi Import & Export Company.

Smith: How do you do, Miss Li?

Interpreter: May I introduce to you our Managing Director, Mr. Wang? He has come to meet you.

Smith: Oh, yes, of course.

Interpreter: (Introducing each other. To Mr. Wang) 王总经理, 这是美国 ABC 财团董事长兼首席执行官大卫·史密斯先生。(To Mr. Smith) Mr. Smith, this is Mr. Wang Wei, Managing Director of Guangxi Import & Export Company.

Wang: 你好! (Wang & Smith shake hands.)

Smith: How do you do?

Wang: 欢迎你到南宁来。史密斯先生, 一路上好吗?

Smith: Pretty good. It's a fine day and the journey was uneventful.

Wang: 那真好。我们的车就停在外面, 我们可以边走边谈。

Smith: Thank you. How long will it take to get to the hotel?

Wang: 大约 30 分钟。这边请。

Smith: Thank you.

2. On the Way to the Hotel 在去旅馆途中

(Mr. Wang is talking with Mr. Smith on their way to the hotel.)

Wang: 史密斯先生, 这是你第一次来南宁吗?

Smith: Yes. I was told that Nanning is known as a green city. Now I see it with my own eyes. It's green and beautiful.

Wang: 谢谢。南宁市总人口将近 650 万, 市区人口近 250 万。

Smith: It's quite a big city.

Wang: 每年中国-东盟博览会都在这里举办, 来自东盟十国以及中

国各地的参展商汇聚于此。

Smith: When was the first China-ASEAN Expo held?

Wang: 2004 年。那是一项国际盛事，南宁也因此变得更加国际化。

Wang: 好，我们到了。这是明园新都酒店，南宁市最好的酒店，就在市中心。你在访问期间将住在这里。希望你在南宁过得愉快。

Smith: Thank you, Mr. Wang. With your help, I'm sure I'll find my visit to Nanning an enjoyable one.

3. At the Hotel 在宾馆

(Miss Li, the interpreter, helps Mr. Smith to go through registration formalities.)

Interpreter: Mr. Smith, we have reserved a single room for you. Would you please fill out this hotel registration form?

Smith: Yes. (Mr. Smith fills out the form.) Here you are. I'd like a room on the sunny side, please.

Interpreter: Yes, it is on the sunny side. It has a very good view over the city. The room number is 1001, on the tenth floor. The elevator is at the end of the hallway.

Smith: Thank you, Miss Li. By the way, where is the restaurant?

Interpreter: It's on the first floor. Breakfast is from 6:00am to 9:00 am, lunch from 11:00am to 2:00pm, and supper from 5:00pm to 8:00 pm.

Smith: Good. Thank you, Miss Li.

Interpreter: Mr. Smith, here is our tentative itinerary. We have a tight schedule for your brief visit. I hope you don't mind.

Smith: Thank you for making such thoughtful arrangements for me.

Interpreter: It's our pleasure. At 6:30 tonight, our general manager will host a banquet at this hotel in honor of your arrival.

Smith: Thank you for your generosity.

Interpreter: Mr. Smith, I'm sure you must want a rest after such a long journey. I'd better go now. See you later.

IV. Paragraph Interpretation 段落口译

Part A: English-Chinese Interpretation 英译中

Paragraph 1 第一段

It is indeed my pleasure and privilege to have received your gracious invitation to come to Nanning at this time. I had been looking forward to this visit for years. I had a dream that some day I would visit China and stay in the beautiful city of Nanning for a while. I'm very grateful that you have made my dream come true.

Paragraph 2 第二段

I've been looking forward to visiting your great country, and I feel very much honored and pleased that I'll be working with my Chinese colleagues in the headquarters of your automobile group. As you know, this is my very first visit to China, and I'm here to witness with my own eyes the magical power of the once very remote "Oriental Dragon". You can imagine how excited I was when I received your invitation to join you in your project.

Paragraph 3 第三段

I'm even more excited now that I've set foot on this beautiful land. I've had my "China dream" for years, and now I'm here to realize this dream. There's so much to learn about this mysterious country, from the ancient civilization to the current reform. I'm really looking forward to my Chinese life. I'll work closely with my Chinese colleagues on our research projects. In this way, I believe I'll realize my "China dream" in the most productive way.

Part B: Chinese-English Interpretation 中译英

Paragraph 1 第一段

我很高兴能在家乡接待您。这是我们的第一次见面，但我们早在信中就相识了。我们一直盼望着您的到来。我们的经理王先生向您问候，他因不能前来迎候您而感到抱歉。我代表经理及同事们衷心欢迎您，希望您在这儿过得愉快。

Paragraph 2 第二段

您对这次访问有如此高的期望，真令人高兴。我们会尽力使您在邕期间过得舒适愉快。考虑到您的方便和舒适，我们为您在邕江宾馆预订了房间。宾馆坐落在城市中心，就在邕江边上，风景优美，购物方便。从宾馆到我公司仅需十分钟车程。您一定会喜欢的。

Paragraph 3 第三段

在过去的五年中，南宁确实发生了很大的变化。为了满足进一步开放的需要，许多高楼大厦拔地而起，它们中有宾馆、办公大楼和住宅区。越来越多的外商开始来南宁投资。近年来海外人士在南宁及广西其他地区的投资翻了两番。

V. Sentences in Focus 句子精练

1. 总裁先生，请允许我向您介绍来自英国的 A 女士。
2. 久仰，久仰！
3. 我们又见面了。
4. 对不起，我还没请教您的尊姓大名呢。
5. 我想向您介绍一下我们初步拟定的活动日程。
6. 对您短暂的访问，我们为您安排的日程很紧，希望您不要介意。
7. 如果您在此遇到不便之处，或需要帮助，请立即与我联系。
8. It is indeed my pleasure and privilege to have received your gracious invitation to come to Nanning at this time.

9. Thank you for making such thoughtful arrangements for me.
10. I feel very honored and pleased that I'll be working with my Chinese colleagues in the headquarters of your automobile group.

V. Related Information 相关知识

How to Receive Foreign Guests 如何接待外宾

Before the foreign guest arrives, you should reserve a room at a hotel for him or her. The hotel must be comfortable, air-conditioned and, most important, be equipped with a private bathroom with a Western toilet. When the foreign guest arrives, you should meet him, in person, at the airport or the train station or send a representative to meet him. Upon arrival, foreigners usually like to go to their hotel rooms right away, so, as your first activity, you should accompany your guest to the hotel. On the way to the hotel, you can have a casual, friendly talk, but you should not try to get down to business⁽¹⁾ right away. At the hotel, help your guest to go through registration formalities⁽²⁾ and provide information about the next day's program.

Help the guest carry the luggage. It is polite for you to open the door for him or her and let the guest go through the door first, although some foreigners, particularly younger ones, may open the door first if it is more convenient for them or if you are carrying luggage.

If the foreigner is a man, you should refer to him as Mr. Smith and Sir. If the foreigner is a woman, you should ask her if she prefers to be addressed as Ms., Miss, or Mrs. In general, you should not ask foreigners about their age and wealth-related questions, such as salary, and how much their house or car cost. Many foreigners enjoy talking about their jobs, their families, and where they live. Mostly, however, they will be curious about China and the city they are visiting.

As for general matters, make sure that you're clean and tidy. You should not smoke in the presence of a foreigner, unless invited to do so.

On a formal occasion, it is best to dress in black or blue. Try to appear to be neither too humble nor too pushy^③; but show respect for foreigners and their customs. In general, a younger person is introduced to an older person. You should be punctual^④ and always keep your promises. You should always use “please”, “thanks” in your conversation. Finally, be alert to and ready to help your guests with whatever problems they may encounter.

Notes 注释

- ① to get down to business 谈正经事
- ② to go through formalities 办手续
- ③ to be neither humble nor pushy 不卑不亢
- ④ punctual 准时的

VII. Vocabulary Development 词语扩展

机场大楼 terminal building

候机大厅 waiting hall

问讯处 information/inquiry desk

起飞时间 departure/take-off time

抵达时间 arrival time

登机卡 boarding pass

安全检查 security check

海关 Customs

办理海关手续 to go through Customs formalities

入境手续 entry formalities

入境/出境/过境签证 entry/exit/transit visa

一次性/多次入境签证 single entry/multiple-entry visa

旅游签证 tourist visa

免税商店 duty-free shop

行李提取处 luggage/baggage claim

手提行李 hand luggage

随身携带行李 carry-on luggage

行李手推车 luggage/baggage handcart/pushcart

出租车候租处 taxi stand/rank

接待员 receptionist

接待 to host; to receive

招待 to entertain

招待会 reception; reception party

旅馆休息大厅 hotel lobby

豪华套房 luxury suite

单/双人房 single/double room

外宾 foreign guest/visitor; overseas guest/visitor

外国专家 foreign expert/specialist; overseas expert/specialist

外事办公室(外办) foreign affairs office

活动日程; 日程安排 itinerary; schedule

请允许我介绍一下自己。我叫……是翻译。Please allow me to introduce myself. I am..., the interpreter.

A 先生, 您见过 B 小姐了吗? 她来自……。Mr. A, have you met Miss B? She is from...

A 先生, 请允许我把 B 先生介绍给你。Mr. A, please allow me to introduce Mr. B to you.

A 女士, 我想让你见见 B 太太。B 太太来自……。Ms. A, I'd like you to meet Mrs. B. Mrs. B is from...

A 先生, 您认识 B 女士吗? 她是我们新的……。Mr. A, do you know Ms. B, our new...?

我们很高兴能邀请您来这里。It's a great pleasure to have you here with us.

您一定是我们期盼已久的客人, 从纽约大学来的史密斯教授吧。You must be our long-expected guest, Professor Smith from New York University.

谢谢您亲自专程来接我。Thank you very much for coming all this