

国际船舶代理业务 实用英语会话

袁洪林 编著

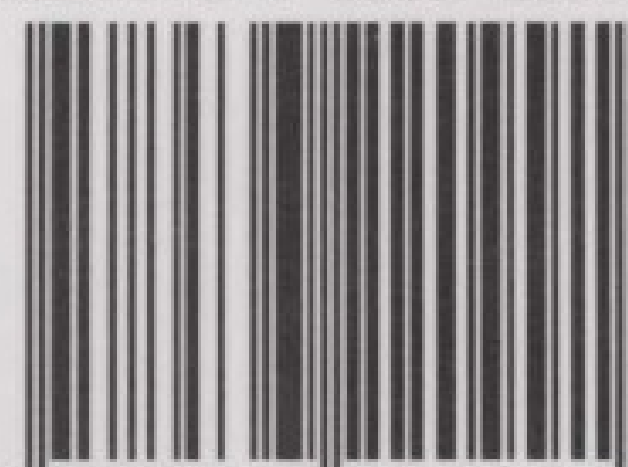
Practical English Conversations
for
International Shipping Agency Business



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工作单位：天津外轮代理公司。

曾获天津外国语学院英语专业本科毕业证书及文学学士学位证书；大连海事大学交通运输规划与管理专业工科硕士学位证

书；天津师范大学信息管理专业管理学硕士学位证书。英语翻译、高级经济师。

近30年来，先后教授过英语、货代业务、港口业务、航运业务、物流业务、船代业务等多门课程。学员包括在校的初中生、高中生、专科生、本科生、研究生及各有关单位的员工。

另外，还先后为相关大学很多毕业生进行过英语专业及物流专业毕业论文的辅导。

曾翻译过港口业务、海关业务、船代业务、法律资料、商务合同及协议、货代资料、物流资料、招投标书、宣传手册、电器资料、论文资料、港口设备等英文资料及一些重要领导在国际研讨会上的英文专题发言稿等数百余篇。在报纸、刊物上发表的文章达30多篇。曾参与编写《国际船舶代理业务英文函电》一书，1992年由大连海事大学出版社出版。

在一次中国国际文化交流活动中，曾为中国的一电视节目做过英语配音工作。

30多年来，曾多次参加英语口语译工作及在国际研讨会上做口语翻译和同声翻译工作。

内 容 提 要

《国际船舶代理业务实用英语会话》一书是基于作者多年从事船舶代理实践工作及应当今我国船舶代理业务的发展需要编著而成的。

本书共有100个不同话题的与船代工作相关的业务场景英语对话。为方便广大朋友学习，作者对这些英语对话均专门译成中文并将会话中出现的新单词、句型和短语分别列出，以供大家学习时参考。

另外，本书同时还附有船代调度常用英语50句及与船代工作有关的附录资料，这些资料也会给大家的学习和工作带来较大方便。

本书中的100个船代工作实例英语对话总共分为5个部分，即办理手续、船舶装卸、代理服务、解决问题和其他业务。

本书中的船代业务实例英语会话全面、真实、细腻、实用，与船代日常工作贴得非常紧密。

本书不仅可供船舶代理行业的从业人员阅读和使用，也可供船员、理货员、外贸人员、港口管理人员及货代人员等学习使用，还可作为各类院校相关专业师生学习的参考用书。

序

读罢此书，甚觉愉悦并感想多多。

作者袁洪林现是天津港天津外代公司的一名员工，他勤奋好学、刻苦钻研，结合自己多年从事船代工作的实践，充分利用业余时间撰写了这本《国际船舶代理业务实用英语会话》。

这本书是他多年工作积累的结晶，更体现了他积极向上、奋发有为的精神。这种难能可贵的精神值得褒奖和钦佩。

归纳起来，自己对此书有如下几点评论：

1. 本书的出版对规范我国船代业务和提高我国船代员工英语水平提供了有益的支持。

暂且不论船代业务的广泛性和复杂性，单就船代业务性质而言，其工作本身就属于国际经济活动范畴。既然如此，我国船代行业就应向具有国际水平的船代公司看齐靠拢，而不是随便凑合，马虎度日。否则，就很难规范我国船代业务，提高员工英语水平，就难以提升我国船代行业的总体服务质量。

幸运的是，此书的出版恰能及时帮助我国船代员工学习和掌握船代业务常用英语，并为船代员工积累业务经验提供具体帮助。这样一本既系统、真切，且篇幅又长的船代业务英语专著目前看来在我国还是鲜见的。

2. 本书以大量而翔实的船代业务及常用英语内容，为我国船代广大员工提高业务外语水平筑就了一个捷径平台。

船代工作纷繁复杂，一个人如果靠亲历许多事情来积累实践经验，没有十年八年甚至更长时间似难做到。然而，大家现在手中的这本船代业务英语专著却能迅速、全面、细致、专业地向您充分描述船代工作中可能遇到的各种事情或问题，使您在阅读该书的同时，有如亲历很多个船代工作中发生过的真实事故，能够使您在很短时间内就得到了别人需要在很多年时间才可获得的经验，达到事半功倍的效果。

3. 本书使用的英语涉及面广，表达专业、流畅，对我国船代员工英语

学习与提高颇具指导作用。

当前，我国船代行业新老员工数量较多，英语水平高低各异这一现象非常普遍。对那些英语能力暂时较差而却又渴望通过学习得到提高的员工而言，这本书的面世无疑是雪中送炭，正合己意。本书除使用了大量的航运及船代常用的专业术语之外，还在每个事例之后附上了在每一对话情节中出现的新单词、新术语、新句型、新短语，这也充分体现了作者尽力方便读者的细心之处。它可自然省去读者查阅字典的很多时间，从而使读者能更便捷地学好英语，提高自己的英语水平。

4. 衷心希望我国船代广大员工能认真学好书中船代业务和英语，为我国船代事业作出自己应有的贡献。

对我国绝大多数船代员工而言，他们都热切希望自己能尽快学好业务和英语，进一步做好本职工作。这种态度是正确的，也是可敬的。但光有这种热忱而不去刻苦学习，还是远远不够的。因为玉不雕琢不成器，人不学习不成才。只有排除干扰，甘耐寂寞，锲而不舍，奋发研读，才能苦尽甘来，获得真知。其实这也是一个大家均认可的简单而不争的事实。

我坚信，凡是真心想做好船代工作的每位员工都是不怕吃苦，敢于付出辛勤汗水的。有句话说得好：“苦一时，甜一世”。今天您学好了业务和英语，将来非但对社会、对企业、对工作有益，而且对您自己的发展与成功更加有益。

衷心祝愿我国船代志士仁人努力学习，誓成专家。

天津港（集团）有限公司总裁

于汝民 

2007年8月

献 给：

我国的船代事业

——袁洪林

编者的话

随着改革开放的不断深入,我国经济领域里的变化日新月异,各行业的从业员工的素质提高已成为了必然需求,我国船舶代理企业的情形亦是如此。

自中国加入 WTO 以来,我国船代业务迅速放开。在短短几年时间里,由 2000 年前的两家主要船代公司,即外代和外运,急速膨胀到了眼下大大小小 1 300 多家船舶代理企业,从业人员达万余人,其速度之快、数量之多的确让人始料不及。

公司数量增加快,从业人员人数多乃目前我国船代行业的两大特点。然而,其实还有另一个无形的特点,那就是大部分船代公司中新员工的业务素质 and 英语水平尚欠水准,遇事深感“用时方恨读书少”。故他们现在苦于没有对口书籍,普遍存有一种迫切的心情,渴望手中能早日拥有一本较全面、系统且贴近日常工作的船代业务英语方面的专著。基于这种情况,该书的面世恰好满足了这些朋友的愿望。它虽算不上雨中送伞,但也算是解朋友燃眉之急,帮朋友学习所需了。

此书出版的唯一目的就是以书会友,与友交流,衷心期望它能对我国船代事业的健康发展有所促进,对船代广大员工及其他相关专业的人员的学习和工作有所帮助。

读者朋友们,若你们真有决心致力于船代业务的钻研并有毅力学习好和提高船代业务英语的话,我相信,通过认真研读此书,大家定会受益匪浅,业务水平上会有所提高。

另外说明,此书全部是自己在业余时间编著、修改而最终写成的,因本人水平有限及时间不足,书中不乏许多谬误。在此,恳请业内同仁、师长和各位专家及朋友不吝赐教,本人将不胜感激。

编著者

2007 年 8 月

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第一部分

办 理 手 续

Conducting Formalities

1 Disinfection of A Second-hand Ship

(Conversation between Captain and Agent)

Agent: Hello, good morning, sir. Are you the Captain?

Captain: Yes, I am. You are ...

Agent: I'm your agent, my name is Zhao. I'd like to introduce you to these two officers, both of whom are quarantine doctors. One is Mr. Wang, the other is Mr. Qi.

Captain: Welcome gentlemen. Please sit down and have something to drink and here are some cigarettes as well.

Agent: Thank you. Captain, since all of us are very busy, may we come straight to the point?

Captain: Yes, why not? Go ahead, please.

Agent: All right. We are told that your ship is a second-hand one, this is why we have come here together information and discuss the disinfection of the ship. May we have your full co-operation in this matter?

Captain: Certainly, no problem.

Agent: Very good. Well, how about showing us all the ship's papers and relevant documents first, because we need to start our search for information there. In the mean time, please fill out



these two forms in English.

Captain: All right, I'll gladly do it now. (5 minutes later) Yes, gentlemen, here is everything your want.

Agent: Next, let's talk about the crew's private cabins, kitchen, store room and refrigeration compartment, these are the key places for us to check and do the disinfection in accordance with our rules.

Captain: I see. I am ready to answer your questions and help you with your work.

Agent: Thanks a lot. Now would you please tell us if all the private cabins for your crew, your kitchen, storeroom and refrigeration compartment were sterilized after the ship was delivered to the new owner?

Captain: No, we were too busy to do that at the time of ship's delivery and soon after we hurriedly sailed for the loading port.

Agent: All right, thanks. By the way, is there still some old food, vegetables or fruits in the above places?

Captain: I think, yes.

Agent: Now another question, is there any garbage on board your ship from the last port? I think the last port is Bombay, isn't it?

Captain: Correct, it is Bombay. I don't think the garbage was unloaded on the way here at sea.

Agent: All right. I have no further questions for you at the moment. Well, Captain, soon the doctors will go to the places we've discussed to have a check in person, and later they will decide how to disinfect the contaminated areas. Therefore you are kindly requested to arrange for the chief steward to accompany them on the job.

Captain: That's all right, I'll do everything as told. anything else, Mr. Zhao?

Agent: So far, no, many thanks for your consideration and friendly cooperation. Now it's time for us to check out any infected



quarters. We'll meet again soon.

Captain: Thank you, gentlemen, see you later.

1 办理旧船消毒业务

(船长和代理之间的对话)

代理: 喂, 早晨好, 先生, 您是船长吗?

船长: 对, 我是船长。您是……

代理: 我是您的代理, 我姓赵。我向您介绍一下这两位官员, 他们都是检疫医生, 这位姓王, 这位姓齐。

船长: 欢迎各位先生, 请坐。想喝点儿什么? 这还有香烟。

代理: 谢谢, 船长。因大家都挺忙, 我们就开门见山吧。

船长: 好, 可以, 您请说吧。

代理: 好的。我们听说你们船是二手船, 所以我们来这儿了解一些情况并讨论一下给船消毒的问题。请您对我们的工作给予全力支持, 好吗?

船长: 当然了, 没问题。

代理: 很好, 嗯, 请先把所有的船舶文件和相关证书让我们看看, 因我们需要核查一些情况。同时, 请用英文填好这两张表格。

船长: 好的, 我来填写。(5 分钟之后) 各位先生, 你们要的都在这里了。

代理: 下面, 让我们谈谈船员的房间、厨房、储藏室和冷库情况, 这些地方是我们检查的重点, 并按规定要提前进行消毒处理。

船长: 我知道了, 我随时回答您的问题并配合您做好工作。

代理: 多谢。您能否告诉我一下, 在该船交给新船东之前, 船员房间、厨房、储藏室及冷库消过毒吗?

船长: 没有。交船时我们太忙了来不及, 做很快就开往装货港了。

代理: 好的, 谢谢。顺便问一下, 上述地方是否还有一些余下的食品、蔬菜或水果。

船长: 我想会有的。