

实用

# 汉英外经贸翻译手册

A Handbook of Practical C-E Translation  
in Foreign Trade

孟庆升 胡茵芄 李孟南 主编

第2版

2<sup>nd</sup> Edition



商务印书馆  
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# 实用汉英外经贸翻

A Handbook of Practical Chinese-English Translation in Foreign Trade

(第2版)

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## 再版前言

《实用汉英外经贸翻译手册》首版于1997年出版发行，旨在提高读者在商务背景下对英语语言的实际运用能力，增进他们对国际贸易常规、国际贸易实务和外贸函电常用术语的深入了解，培养他们阅读、理解并能写出符合国际商务规范的英语外贸函电的能力。书中收录了外贸业务中经常用到、外贸业务人员必须熟练掌握的1000余条术语，每条术语下面附有若干个外经贸常用语句汉英翻译实例，帮助读者正确理解、掌握和使用该术语。例句的编排以外贸谈判为主线，并尽量保持其具体使用场合的特殊风格，以确保读者在接待外商或业务谈判中能够运用自如、得体。为方便读者查阅使用，这些术语按照外贸业务的流程顺序分成40章，每个条目按照汉语拼音字母顺序排列。多年来，本书以其丰富的外经贸知识内容和精练准确的汉英语句翻译而受到广大读者的喜爱与好评，被认为“不管是从事外贸谈判还是日常翻译，该书既是极佳的教材又是实用的工具书”，直到最近仍不断有读者给主编者来函索购。

随着我国对外开放与交流的进一步扩大，经济建设工作的蓬勃发展，以及国际贸易活动网络化的趋势，我国对外贸易的结构、规模、方式等也发生了重大变化，因此也就对外经贸从业人员提出了更新、更高的专业要求。为使《实用汉英外经贸翻译手册》（第2版）更符合新时期外经贸工作的特点和趋势，满足广大读者的需求，帮助外经贸从业人员更好地顺应国际贸易发展的新形势，我们决定对原书进行必要的修订，并

请商务印书馆出版发行。

此次修订主要做了下述几方面的工作：

1) 按照外经贸活动发生的环节与过程对原书的章节进行了删减与合并，由原来的 40 章压缩为 30 个单元；

2) 对有些单元的编排顺序做了调整，并对有些单元的名称做了修改，比如将“资信调查”改为“信用查询”，将“抱怨”改为“投诉”，等等；

3) 对某些术语后面的例证进行了适当增补或删减，个别例证的编排顺序也做了调整。增设了“汉英索引”，涵盖所有术语，方便读者查检；

4) 邀请天津商业大学专门从事外经贸课程教学的教师编写外贸函电范例（汉英对照），作为附录中的第一项内容，以增强本书的实用性；

5) 对原附录中“常用外贸英语缩略语表”进行了增补扩充，增加了“外贸电子邮件常用语句”，略去了“世界各国和地区的主要港口”等附录。

本书既可供高等院校商务英语、国际经济与贸易及其他相关专业的师生使用，也可供业已从事或有志于从事外经贸工作的人员学习使用。

在本书修订的过程中，承蒙商务印书馆英语室领导和编辑在内容增删、体例编排和版式设计等方面给予了大力帮助与支持，主编者在此表示诚挚的谢意。

由于主编者水平有限，书中难免出现错误和不妥之处，敬请各位读者不吝赐教。

编者

2016 年 1 月

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# 1 外贸及外贸政策

## Foreign trade and foreign trade policies

报关 declaring at customs; clearing goods through the customs

- 有东西要**报关**吗?

*Do you have anything to **declare**? / Have you any **declarable** goods?*

- 该货物重量为 75 吨, 价值 600 美元。请以本公司的名义向海关**报关**。

*Please **clear through the customs**, making entry in our name, and **declaring** weight at 75 tons, value US\$ 600.*

边境贸易 border trade

- 两国间的**边境贸易**发展迅速。

***Border trade** between the two countries is developing rapidly.*

- 此项规定不适用于任何一方为方便**边境贸易**而给予邻国的优惠。

*This article shall not apply in the case of advantages accorded by either contracting party to neighboring countries for the purpose of facilitating **border trade**.*

补偿贸易 compensation trade

- 我们已采取了分期付款、**补偿贸易**等贸易方式。

*We have adopted payment by installments, **compensation trade** and so on.*

- 补偿贸易是我们贸易中的一种新做法，我们还得摸索着前进。

*Compensation trade is a new practice in our trade, and we have to feel our way forward.*

#### 不二价政策 fixed price / one-price / uniform price policy

- 我们这里都是执行不二价政策。

*We have been encouraged to follow the **one-price policy**.*

- 这种不二价政策对买卖双方都有利。

*This **fixed price policy** will benefit both the buyers and the sellers. / Such **uniform price policy** is beneficial both to the buyers and to the sellers.*

#### 出口 exporting

- 我们已经出口了许多货物，但还必须出口更多些。

*We have **exported** a lot of goods, but we must **export** still more.*

- 你们经营瓷器的出口吗？

*Do you handle the **export** of china wares?*

- 本公司向贵国、加拿大、英国和其他欧洲国家出口地毯已有多年。

*Our company has **exported** carpets to your country, Canada, Great Britain and other European countries for years.*

#### 促进贸易 promoting trade / business

- 我们向您保证我们将尽全力既促进贸易又增进友谊。

*We assure you that we'll do our best to **promote** both **trade** and **friendship**.*

- 缔约双方应促进两国之间贸易关系的扩大与发展。

*The contracting parties shall **promote** the expansion and development of **business** relations between the two countries.*

- 缔约双方将在各自的法律和规定许可的范围内，努力促进和加强双方之间的贸易。

*The two contracting parties will endeavor, within the framework of their respective existing laws and regulations, to **promote** and intensify **trade** between themselves.*

## 贷款 loan

- 据说你们现在已经开始接受私人贷款了，有这回事吗？

*It is said that you are beginning to accept private **loans**. Is that so?*

- 你们是否接受私人或政府间贷款？

*Do you accept **loans**, both private **loans** and government-to-government **loans**?*

- 如果条件优惠，我们打算接受外国贷款。

*If the terms and conditions are favorable, we are prepared to accept foreign **loans**.*

- 只要条件合适，我们可以考虑接受政府间的贷款。实际上，非政府间贷款也行。

*As long as the conditions are appropriate, we can consider accepting government-to-government **loans** and, indeed, non-government ones, too.*

- 只要条件允许，我们可以接受政府间或非政府间贷款。

*We may take into consideration accepting government-to-government or non-government **loans**, if conditions permit.*

## 贷款利率 interest rate

- 如果需要的话，我们愿意以最优惠的利率向你们提供贷款。

*If there is any need, we'd like to supply you with a loan at the most*

*favorable rate.*

- 这笔贷款的利率是 7%。

*The rate of interest on this loan is 7%.*

## 对外开放政策 **policy of opening to the outside world**

- 您一定知道，我们正在执行一种对外开放政策，在对外贸易中也采取了灵活的做法。

*You must be aware that we are pursuing the **policy of opening to the outside world** and have adopted some flexible practices in our foreign trade.*

- 一般说来，我们的对外开放政策包括扩大进出口贸易、技术引进、利用外资以及承揽海外工程和劳务合作。

*Generally speaking, our **policy of opening to the outside world** consists of expansion of import and export trades, technology import, utilization of foreign funds and undertaking contracts for overseas engineering job and labor service cooperation.*

- 有人担心中国的对外开放政策可能会改变，我想知道这是不是真的。

*Some people worry that China's **policy of opening to the outside world** may change. I wonder if this is true.*

- 我可以向您保证，我们的对外开放政策长期不变。

*I can assure you that our **policy of opening to the outside world** will remain unchanged for a long time to come.*

## 对外贸易 **foreign trade**

- 中国的对外贸易近年来发展很快。

*China's **foreign trade** has developed very fast in recent years.*

- 我们在对外贸易中采取了一些比较灵活的做法。这将对我们彼此都

有利。

*We have taken up some more flexible practices in **foreign trade**. This will benefit us both.*

### 放宽进口限制 liberalizing imports; liberalization of imports

- 欧盟将努力争取更多地**放宽**对中华人民共和国的**进口限制**。

*The European Union will strive for an increasing **liberalization of imports** from the People's Republic of China.*

- 它将努力采取措施，对日益增加的中国货品逐渐**放宽进口限制**并增加进口**限额**。

*It will endeavor progressively to introduce measures extending the list of produces for which **imports** from China have been **liberalized** and to increase the amounts of quotas.*

### 公平交易 fair deal

- 同中国人做生意，**交易总是公平的**。

*One can always expect **a fair deal** when trading with the Chinese.*

- 我相信与你们做买卖会得到**公平交易**。

*I'm sure I can expect **a fair deal** when trading with you.*

### 关税 customs duties

- 您从国外带回来的照相设备应**交纳关税**。

*You have to pay **customs duties** on the camera equipment you brought from abroad.*

- 鉴于目前这类货物**交纳关税**很多，我们决定只根据特别需求进口。

*In view of the present high **customs duties** on this type of article, we have decided to import only on special request.*

- 由于海关征收高额的**紧急关税**，使得我们处于极其困难的境地。

*The imposition of heavy emergency **customs duties** has rendered our position exceedingly difficult.*

- 我们负担的费用包括出口**关税**费用和其他出口手续费。

*We'll be responsible for the charges including any **customs duties** on export, as well as any service charges on exporting goods.*

### 关税联盟 **customs union**

- 此项规定不适用于任何一方给予**关税联盟**成员国的优惠利益。

*This article shall not apply in the case of advantage accorded by either contracting party to states which are members of a **customs union**.*

### 国际惯例 **general / usual international practice**

- 我们在尝试按国际惯例办事。

*We are trying to follow some general **international practices**.*

- 听说你们现在按国际惯例行事，也接受各式各样的付款条件了，是吗？

*It is said that you are now doing business according to the **international practices** and various payment terms, aren't you?*

- 我们主要采用了一些通常的国际惯例，例如采用了分期付款方式。

*We have mainly adopted some usual **international practices**. We have adopted, for example, payment by installments.*

- 我们正努力扩大与各国的经济合作和技术交流，并将灵活地运用通常而合理的国际惯例。

*We are striving to expand economic cooperation and exchange of technology with foreign countries, and will utilize common and reasonable **international practices** in a flexible way.*

### 国际贸易 **foreign / international trade**

- 我们的新外贸政策只不过是国际贸易中的一些通常做法罢了。

*Our new foreign trade policy is no more than some general practices in international trade.*

- 事实上，我们最近在国际贸易中恢复和采用了国际惯例。

*In fact, we have either restored or adopted international practices in our foreign trade.*

### 海关手续 customs formalities

- 而且，我们的海关手续要花费很长时间。

*Besides, our customs formalities will take quite a long time.*

- 我们在商谈合同条款时也要把海关手续所需时间考虑在内。

*The time needed for customs formalities should also be taken into consideration while we negotiate the terms of a contract.*

### 海琴<sup>①</sup> hedging

- 在商品价格下跌时，海琴能够帮助他们抵补存货价跌的损失。

*Hedging can help them offset inventory losses when commodity prices fall.*

### 合资经营 joint venture

- 我们坚持独立自主、自力更生的方针，但我们也愿意在不损害国家主权的前提下，按照平等互利的原则，与外国公司创办合资企业。

*Although we maintain the policy of independence and self-reliance, we are ready to establish joint ventures with foreign enterprises under the prerequisite that the sovereignty of our country is not infringed upon and on the basis of equality and mutual benefit.*

### 互惠 reciprocal; reciprocity

- 缔约各方将在关税方面完全互惠的基础上互相给予最惠国待遇。

*The contracting parties shall grant each other MFN (most-favored-nation) treatment on the basis of full **reciprocity** with respect to customs duties.*

- 缔约双方将竭尽全力促进双方互惠贸易协调发展。

*The two contracting parties will make every effort to foster the harmonious expansion of **reciprocal** trade between them.*

#### 互通有无 *exchanging needed goods / making up what the other needs*

- 我们坚持“平等互利、互通有无”的原则。

*We insist on the principle of equality and mutual benefit as well as **exchanging needed goods**.*

- 我们早已说过，中国是在“平等互利、互通有无”的基础上进行贸易的。

*As we already said, China does business on the basis of equality, mutual benefit and **exchange of needed goods**.*

- 坚持“平等互利、互通有无”是我们的原则。

*It is our principle to stick to equality, mutual benefit and **making up what the other needs**.*

- 我们与所有国家开展贸易都一贯以“平等互利、互通有无”的政策为基础。

*We always adhere to the policy of trading with all countries on the basis of equality, mutual benefit and **exchanging needed goods**.*

#### 寄售贸易 *consignment trade*

- 这两家公司签订了一份寄售贸易合同。

*The two companies have signed a contract to do **consignment trade**.*

- 等到将来寄售（托销）的货物售出之后，出口商才能收回货款。



*An exporter cannot receive payment until the goods on **consignment** have been sold sometime in the future.*

## 进口 import

- 有报道说美国市场正在增加棉布的**进口**。

*Report has it that the US market is increasing its **import** of cotton piece goods.*

- 该国过去是个粮食出口国，现在却要**进口**粮食。

*A former grain exporter, this country has to **import** grain now.*

- 我们有意从你方**进口**化工产品。

*We're interested in **importing** chemicals from your side.*

- 不合格的药品禁止**进口**。

*Disqualified pharmaceuticals are prohibited to be **imported**.*

## 进（出）口许可证 import (and export) license

- 两国政府主管部门将在必要的情况下给上述一览表中的商品签发**进出口许可证**。

*The competent authorities of the two governments shall grant, where necessary, **import and export licenses** for goods and commodities mentioned in the above schedules.*

- 如果你们得不到必需的**进口许可证**，货物就不可能通过海关。

*Without your getting the necessary **import licenses**, it would be impossible for the goods to pass through the customs.*

- 我方已向有关政府机构申请**进口许可证**和此订单所需的**信用证**。一旦取得这些证件，我们将立即告知**进口许可证**和**信用证**编号。

*We have already applied to the government agencies concerned for **import license** and letter of credit required for this order. We will let you*