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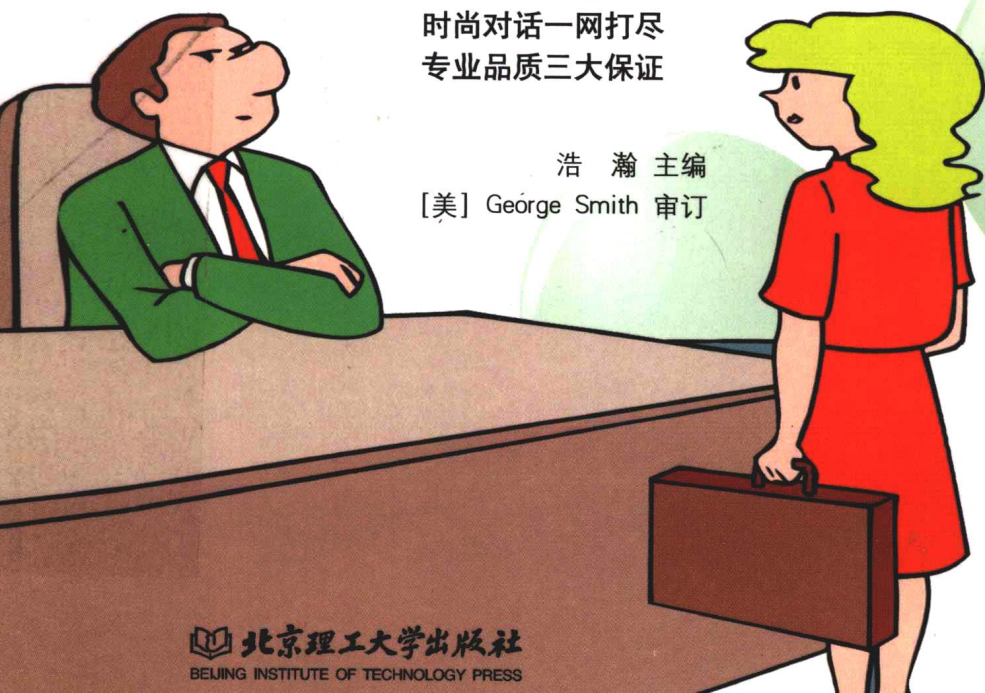


# 使用频率最高的 外贸英语 场景会话

The Most Popular  
Situational Conversations  
of **Foreign Trade English**

外贸口语无所不包  
时尚对话一网打尽  
专业品质三大保证

浩 瀚 主编  
[美] George Smith 审订





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Preface

# 前言

外贸活动是社会生活的一个重要方面,是经济发展不可或缺的组成部分。一提到国际贸易,人们往往还会联想到与之相关的社交和礼仪,国际贸易因此而成为一种讲究格调与礼仪的象征。

目前,英语作为世界上第一大流行语言,越来越显现出它的必要性和重要性,这一点尤其体现在外贸活动中。外贸英语所特有的专业性使之更为规范化,成为很多商贸人员渴望学习和掌握的重要工具。为了适应当前社会对这种工具的需要,也为了培养出更多优秀的外贸人才,我们着手编写了这本《使用频率最高的外贸英语场景会话》。

本书素材以“取自现实,用于现实”为基本原则,着重强调外贸英语听力和口语的练习。全书包含了三大章三十个话题,力求涵盖生活中最为常见的外贸场景。在内容的编排上包含以下三个部分:

**1 先听为主:**在口语训练中,听是说的基础,说是听的目的,听力训练使读者在开口说之前,对对话中的关键词词及基本句型有了先入为主的感觉。

**2 情景会话:**围绕话题提供不同的商务场景会话,让读者领略不同语境中的各种表达方式,并能够在现实中灵活运用。

**3 熟背生巧:**只有通过反复操练,并亲身实践,才会熟能生巧。为此提供的时尚短篇,可以使读者在检测自己口语熟练程度的同时,巩固提高自己开口说英语的能力。

相信本书能够成为众多商贸人员练习外贸英语口语和听力的有效素材,为您的事业添砖加瓦。



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## Chapter

### 1

Foreign Trade Practices

外贸实务篇

### Unit 1

### Inquiry 询盘

• 先听为主 •

#### ①

A: Which items are you interested in?

B: We're interested in item No. 8. It's attractive and eye-pleasing. How about the supply position?

A: Generally speaking, we can supply from stock.

B: Here's our inquiry list. Please quote us your lowest price, CIF San Francisco.

A: I'll look into your requirements first and let you know our formal offer tomorrow. You'll surely find our price very favorable.

B: I hope so. By the way, can you give me the time of delivery?

A: Yes. Do you have specific requirements for the delivery time?

B: I need a shipment in June. I hope you can send the goods on time.

A: We can ensure that.

B: OK. And for the payment terms, what do you usually require?

A: We usually require an irrevocable letter of credit at sight.

B: I see.

#### ②

A: So you've seen our catalogue and samples.

B: Yeah. The sample is nice, but is your catalogue the latest?

A: Yes. What is it in particular you're interested in?

B: I'm interested in your kitchenware. At the Fair I saw your exhibits, and last night I studied your catalogue. Some of your products are unique in design. They might find a ready market in my country.



A: So you're placing an order with us now?

B: Exactly. Here's a list of my requirements. You would do me a favour by giving me your lowest quotation, CIF Vancouver, yes?

A: Of course I'd give you our lowest quotation. But I'm afraid you have to tell me how large your order is going to be. Our offer depends largely on your quantity, you know.

B: I'll do that.



## 情景会话



### 丝绸询盘

### Inquiry for Silks

A: Good morning, my name is Lin Qing.

B: I'm John Smith. I'm glad to have the pleasure of meeting you here.

A: I'm glad to meet you too. Now what can I do for you?

B: I'm thinking about buying some fancy silks.

A: May I have your specific inquiry? If you make an inquiry, we can offer you firmly.

B: I'm planning to place an order for 500 yards to start with. And please make your quotations on CIF basis.

A: OK, we'll have them ready this afternoon.

B: Would you accept orders according to our designs and patterns?

A: Yes, if the order is sizable.

B: That's good. And I suppose your silks wear sunlight.

A: Definitely so. They wash well too.

A: 你好, 我叫林清。

B: 我叫约翰·史密斯, 很高兴见到你。

A: 我也非常高兴, 你需要些什么?

B: 我想买些各色花绸。

A: 可否告知我们您的详细询盘, 以便我们报实盘?

B: 我想先订 500 码, 请报 CIF 价格。

A: 好的, 我们今天下午就准备好报价。

B: 能否根据我们设计的样式接受订货?

A: 可以, 但要看订货的数量。

B: 太好了, 我想你们的丝绸很耐晒。

A: 确实如此, 而且很耐洗。





B: May I have a catalogue covering your silks? I would like to go into it just to get some idea of your silks.

A: Here you are.

B: Thank you. I'll ring you up for another talk.

A: Please call again any time you like.

B: 能否给我一张丝绸品的目录? 我想了解一下有关的情况。

A: 给您。

B: 谢谢! 我将给你打电话再谈。

A: 请随时给我打电话。

## 2 →

### 这是我所需要的清单

#### Here Is the List of My Requirements

A: Now, here is a list of my requirements. If the quality of your goods exported is as good as that of the samples and the prices are reasonable, we expect to place regular orders for fairly large numbers.

B: Thanks for your inquiry. I can assure you of our best quality and lowest prices. Here is our latest quotation sheet.

A: If your price is right, we would be prepared to place a large order.

B: Good. You will find that our prices are most competitive.

A: I'll study it later. By the way, Mr. Lin, how long does it usually take you to make delivery?

B: As a rule, we deliver all our orders within three months after receipt of the covering letters of credit. It takes longer, of course for special orders, but in no case would it take longer than six months.

A: 这是我所需要的货物清单。如果你方出口货物的质量和样品质量一样好, 并且价格合理, 我们打算经常向你公司订购大量的货物。

B: 谢谢你方的询盘。我可以向你保证最好的质量和最低的价格。这是我们最新的价格表。

A: 如果你们的价格合理, 我们准备订一大批货。

B: 好的, 你会发现我们的价格是最有竞争力的。

A: 我稍后再研究这个价格表。另外, 林先生, 你们通常要多久才能交货?

B: 通常而言, 在收到信用证后 3 个月可以全部交货。当然, 特殊订货时间要长一些, 但绝不会超过 6 个月。



A: OK. One more question if you don't mind.

B: Never. Please go ahead.

A: All your prices are on CIF basis. We'd rather have you quote us FOB prices.

B: That can easily be done.

A: 好的。如果你不介意的话,我想再问一个问题。

B: 毫不介意。

A: 你们报的是 CIF 价,而我们希望你们报离岸(FOB)价。

B: 那很容易办到。

3 →

### 出示样品

### Showing the Sample

A: Our Tokyo customers want to buy Chinese tea. I'm thinking of placing an order with you.

B: Which do you prefer, black tea or jasmine tea?

A: I like both. Could you show me some samples?

B: Of course, here you are. These are Black Tea from Qimen, Oolong Tea from Guangdong and Fujian and Longjing Tea from Xihu. The new products are Roled Strips and Curls Black Tea, Crushed Black Tea and so on. They are the best sellers in many countries.

A: Oh, such a variety. They are excellent both in color and flavor. No wonder our people like Chinese tea better than any other kind. Could you give me some idea of the prices?

B: Here is our price list. All the prices on the list are subject to our final confirmation. You can see the prices are reasonable.

A: 我们的东京客户要买中国茶叶,我在考虑向您订货。

B: 红茶和茉莉花茶,您喜欢哪一种?

A: 两种都喜欢,您能给我看些样品吗?

B: 当然可以。这些是样品,有祁门红茶、广东乌龙茶、福建乌龙茶、西湖龙井茶。条形红茶、红碎茶等是新产品,在很多国家都很畅销。

A: 品种真多。这些茶叶色好味香,难怪我们国家的人更喜欢中国茶叶。请您报出估计价格好吗?

B: 这是我们的价目单。所有的价格以我们最后确认的为准。您可以看出价格是合理的。



A: I'd like you to quote me CIF Tokyo.

B: Right. Could you tell us the quantity you require so that we can work out the offer?

A: Yes, I want 500 kgs of Black Tea from Qimen, 200 kgs of Jasmine Tea from Hangzhou and 100 kgs of Crushed Black Tea, first grade.

A: Good. We'll make the offer tomorrow afternoon. Is that all right?

B: Yes, see you tomorrow afternoon.

A: 请您报 CIF 东京价格。

B: 好的, 为了便于我方提出报价, 能否请您谈谈贵方所需的数量?

A: 可以, 我要 500 千克祁门红茶, 200 千克杭州花茶, 100 千克红碎茶, 要一级品。

A: 好的, 明天下午向您报盘, 可以吗?

B: 好的, 明天下午见。

4 →

精密机床询盘

Inquiry for Precise Machine Tools

A: We are interested in some precise machine tools. We have some inquiries on hand.

B: That's fine. We can supply all kinds of precise machine tools. Our products are much admired in the world market and enjoy wide acceptance in modern industry.

A: Can I have a look at your catalogue and the corresponding technical data?

B: Why, of course. Here are some that will show you our latest developments. You may select whichever you need.

A: I think our users have the impression that your prices are always much too high, compared with those of other suppliers.

A: 我们对一些精密机床很感兴趣, 我手头有些询价。

B: 太好了! 我们能供应各种精密机床, 我们的产品在世界市场上是很受欢迎的, 在现代工业中也被广泛应用。

A: 我能看一看你们的样本目录和有关的技术资料吗?

B: 当然可以。这是些有关我们最新技术发展情况的样本, 从中可选择你需要的产品。

A: 我想我们的用户认为你们的价格与其他供应商所出价格相比太高了。



B: Excuse me. It's true that our products do cost slightly more than the other makers, but it's only due to our technological superiority.

A: Your products may have certain advantages, but your prices are too stiff.

B: If you give us your inquiry, I shall go very carefully into the price and try my best to put you on the best of terms.

A: OK, I'll come back to discuss it in some details after our users have studied your catalogues and price list.

B: Yes, surely. We hope to do some substantial business with you.

B: 请原谅, 我们的产品是由于具有高技术性能而比其他厂家的产品贵一点儿。

A: 你们的产品可能有一定的优势, 但你们的要价确实太高了。

B: 如果你把询价给我们, 我们愿把价格好好算一算, 尽最大努力给你们最优惠的条件。

A: 好的。等我们的用户研究了你们的目录和价目表以后, 再详细谈。

B: 好吧, 我们希望同你们大量成交。

5 →

询问实盘

Asking for the Firm Orders

A: We are thinking of placing an order. Were you able to quote all the items we need?

B: No, not all of them.

A: Oh? Why not?

B: We regret that the tape-recorders you inquire about are not available for the time being. We can only offer other items from stock. If there is such a possibility in future, we will offer you the price of tape-recorder.

A: Please quote the price including insurance and freight to our port.

B: Our offer is RMB 1,500 per set of TV

A: 我们正在考虑订货。你能给我们所需要的所有商品报个价吗?

B: 不行, 不能报所有的。

A: 噢? 为什么不能?

B: 我们很抱歉, 你们询盘的录音机目前缺货。我们只能根据库存对其他商品报价。如果将来有可能, 我们将向你们报录音机的价格。

A: 请报包括保险费和到我们港口的运费在内的价格。

B: 我们的报价是每台电视机 1 500 元人



set and RMB 1,200 per set of camera.

A: Are the prices your firm offers?

B: Yes. We're willing to make you a firm offer at these prices. We believe the prices are highly competitive.

A: I'll consult our corp. and inform you the result as soon as possible.

B: We look forward to your initial order very soon.

民币, 每架照相机 1 200 元人民币。

A: 这些价格是你们的实盘吗?

B: 是的。我们愿意以此价格向你们报实盘。我们认为这些价格具有很强的竞争力。

A: 我将与我们公司商量一下, 并尽快通知你们结果。

B: 我们期待尽快收到你们的首次订单。



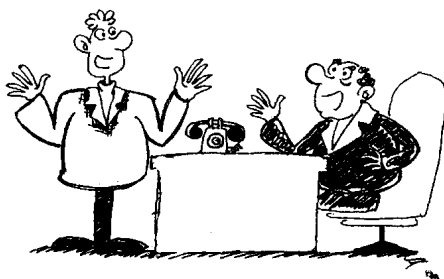
•• 熟背生巧 ••

## Asking for the Rates

An old gentleman went to a dude ranch and asked for the rates. "Well," began the ranch director. "for people your age who can't handle horses very well, we have to charge an extra 50 dollars a day."

"50 dollars a day!" yelled the old-timer. "You must be putting me on!"

"No," explained the director. "That would be an additional 20 dollars."





Unit 2

Offer 发盘



••先听为主••>



A: Could you make offers for the items listed in your catalogue?

B: Yes. Here's the price list. But the prices are subject to our final confirmation.

A: Item No. 3898 seems to be the thing I want to have a try.

B: What's the quantity you're likely to take?

A: 200 tons for a start.

B: How soon do you want the goods to be delivered?

A: Early October.

B: And the port of destination?

A: New York.

B: Just a minute. Now we offer you firmly for 100 tons of Item No. 3898 at 180 US dollars per metric ton CIF New York, to be delivered in early October.

A: How long will you leave your offer open?

B: It's valid for two days.



A: Would you give me an offer for Item No. 88?

B: Here it is. But the price is subject to your confirmation before Friday.

A: May I have your offer of Model ZX303?

B: Here you are. But the offer is subject to immediate acceptance.

A: How long will you keep your offer valid?

B: It's good for twenty-four hours only.

A: Does the price include any commission for us?

B: It includes a commission of five percent for you.

A: Will you quote us the price CIF three percent Marseilles?

B: Here it is. I'm sure you'll find our price worth accepting.

A: All your quotations CIF?



B: Yes. But we can make them FOB if you like.

A: Could you provide some samples free of charge?

B: I'm sorry we can't. But we can make a discount on the samples.



## 情景会话

### 1 →

#### 羊毛的报价

#### Offer to the Wools

A: I've come about your wools. According to our market survey, wools are likely to find a ready market in our country.

B: Wonderful! We can meet your requirements and the offer is ready for you. Here it is, the unit price is USD 20 per kilogram.

A: Do you quote CIF or FOB?

B: It's FOB Shanghai.

A: Could you quote us the price CIF Hamburg?

B: Certainly. That's easy. We'll work out our CIF offer this evening. Could you come again tomorrow, say, at 10:00 am?

A: OK, see you tomorrow.

A: 我是为了你们的羊毛而来的。根据我们的市场调查,羊毛在我们国家很容易找到一个稳定的市场。

B: 好极了! 我们能够满足你们的要求, 报价单已经为您准备好了。在这儿, 单位价格是每千克 20 美元。

A: 你所指的是 CIF 价格还是 FOB 价格?

B: 是 FOB 上海的价格。

A: 您能报给我们到汉堡的 CIF 价格吗?

B: 好的, 这不难。我们今晚就计算出我们的 CIF 报价。您明天再来一次可以吗? 比如, 上午 10 点?

A: 好的, 明天见。

### 2 →

#### 炊具的报价

#### Offer to the Cookers

A: Suppose we get down to business now.

B: Yes, that will be fine. I've come about your offer for Triangle Double

A: 我们来谈谈生意吧。

B: 好的, 我来听取三角牌复合底压力锅的报盘。



Bottomed Pressure Cookers.

- A: We have the offer ready for you. It's something like that: 1,000 Triangle Double Bottomed Pressure Cookers, at 20 pounds Sterling per cooker, CIF European main ports, for shipment in June, 2007. Since the market is advancing today, the price we offer you is the best, I believe.
- B: But, 1,000 is not enough, I'm afraid. Last year I ordered 1,000, but the whole thing was rapidly sold out in less than three months. As I'm sure we can do better this year, I hope you can offer me at least 3,000 cookers.
- A: As the cookers are in great demand both at home and abroad, 1,000 is the most I can offer at present.
- B: If you can't supply my need to the full, our customers will turn to other suppliers for their requirements. Can you supply me another 1,000 cookers?
- A: Well, we'll try our best to satisfy your demand for the additional 1,000 cookers.
- B: All right, I'll take 2,000 cookers this time. But I hope you could supply the other 1,000 when the next supply comes in.
- A: We'll get in touch with you when our supply position improves.
- A: 我们的报盘准备好了, 报价是这样的: 1 000 个三角牌复合底压力锅, 单价 20 英镑, CIF 欧洲主要港口, 2007 年 6 月启运。目前市场价格上涨, 相信我们报的价格是最好的。
- B: 可是 1 000 个恐怕不够, 去年我们订购了 1 000 个, 不到 3 个月就售完了。我们相信今年生意能做得更好些。因此希望你们至少供应 3 000 个。
- A: 由于国内外需求量都很大, 目前我们最多只能供应您 1 000 个。
- B: 如果你们不能完全满足我的需要, 我们的顾客就会转向其他的供货商购买所需。你们能再给 1 000 个吗?
- A: 嗯, 我们尽最大努力满足您的需要, 再给您 1 000 个。
- B: 好吧, 这次就要 2 000 个, 但是我希望一旦有货可供, 你们能再给我们 1 000 个。
- A: 一旦我们的供货情况改善, 我就会与您联系的。





## ③→

## 估计价格

## An Indication of the Price

- A: Would you please tell us the quantity you inquire so as to enable us to work out the offer?
- B: Can you give us an indication of your price?
- A: The price for this commodity is US \$ 400 per piece.
- B: Is this your CIF quotation?
- A: This is our FOB quotation sheet.
- B: Are the prices on the list firm offers?
- A: All the quotations on the list are subject to our final confirmation.
- B: I wonder whether there are any changes in your price?
- A: The price for this commodity has changed somewhat compared with that of last year.
- B: When can I have your CIF firm offer?
- A: We can work out this evening and give it to you tomorrow morning.
- B: How long does your offer remain valid?
- A: Our offer remains open for 3 days.
- B: If your price is favorable, we can book an order right away.
- A: We may consider our price if your order is big enough. All these articles are our best selling lines. These patterns are relatively popular in the international market.
- A: 为了便于报价, 能不能请您谈谈贵方所需要的数量?
- B: 请你们先提出一个估计价格吧。
- A: 这种产品的价格是每件 400 美元。
- B: 你们报的是 CIF 价吗?
- A: 这是我们 FOB 价格单。
- B: 上面的价格是实盘吗?
- A: 单中所有价格以我方的最后确认为准。
- B: 不知你们的价格有没有变化?
- A: 这种产品的价格和去年相比有些变化。
- B: 我们什么时候可以得到 CIF 的实盘?
- A: 我们在今天晚上可以算出来, 明天上午交给你方。
- B: 你们的报价几天内有效?
- A: 我们的报价 3 天内有效。
- B: 如你方价格优惠, 我们可以马上订货。
- A: 如你们订货量大, 价格还可以考虑。这些产品都是我们的畅销品种。这些产品的花色在国际市场上比较流行。