

全国外经贸院校

21世纪

高职高专统编教材

# 外贸英语 口语

ORAL ENGLISH FOR FOREIGN TRADE  
(修订本)

主编 王乃彦

随书附赠MP3  
光盘一张



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(修订本)

主 编 王乃彦

副主编 钟晓菁 李富森

中国商务出版社

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## 出版说明

中国加入世界贸易组织后，必将以更快的步伐融入全球化的浪潮中。中国将在众多的领域特别是在经济和贸易领域全面与国际接轨。为了适应这一新的形势，为我国对外经济贸易事业培养更多既懂得新的国际经济贸易法律和规则，又了解国际贸易运作的具体程序和惯用做法的实用型高职高专人才，在外经贸部有关司局及教育部有关司局的直接指导和帮助下，我们组织了全国主要的外经贸高职高专院校编写了这套教材。

这套教材暂定为 38 本，涉及外经贸的各个主要学科，是外经贸高职高专教育的主干教材。这套教材的编著者大多数是从事外经贸职业教育多年的教师，他们有着丰富的教学经验，同时我们还邀请了一些外经贸教育方面的权威专家和教授对本套教材进行了审定。另外，我们还请了一些外经贸公司和金融系统的专家加入了这套教材的编写，使得这套教材的可操作性更强。我们将结合各有关院校的实际使用情况不断修订、增补和完善这套教材。由于时间紧，任务急，书中难免出现疏漏和不足，恳请广大读者及时提出宝贵意见，以便充实和完善。

全国外经贸院校 21 世纪高职高专统编教材编委会  
2002 年 6 月

## 前 言

随着我国对外经济贸易的发展和我国加入 WTO, 国际商务活动日趋频繁, 为了培养具有一定经贸英语水平的应用型人才, 满足目前从事或即将从事涉外经贸人员进行商务活动与贸易洽谈的需要, 我们编写了此书。

本教材适应外经贸院校外贸英语口语教学的要求, 以技能训练为主, 突出交际实用性, 通过课文中的多种情景素材, 介绍了外事接待和商务谈判活动中常用的对话和表达语句。

全书分为两个部分, 共 24 个单元。第一部分为日常活动及外事接待, 如: 接送、参观、宴请、购物等; 第二部分为外经贸业务活动的具体环节, 如: 询盘、报盘、付款、合同、保险、索赔及贸易方式等。每单元由对话、精选常用句型、词汇、翻译、角色扮演、分组讨论等内容组成。

编写工作是在全国外经贸院校 21 世纪高职高专系列教材编委会的指导下进行的。本书由王乃彦同志任主编, 钟晓菁、李富森同志任副主编, 参加编写工作的有王家民、王琳、刘长声同志。

本书承蒙我院客座教授悉尼大学奥兰治学院的 Tony McKenzie 先生审阅并提出宝贵意见, 在此深表谢意。

由于对外经贸活动内容广泛、谈判复杂, 本书难免有考虑不周和安排不当之处。另外限于编者的水平及经验, 书中纰漏在所难免, 恳请专家、同行和广大读者指正。

编 者

2002 年 4 月

## 修订说明

本教材适应了外经贸院校外贸英语口语教学的要求，以技能训练为主，突出商务交际实用性，通过课文中的多种情景对话，介绍了外事接待和商务谈判活动中常用的词汇和表达语句。

本教材第一版自2002年问世以来，受到社会各界普遍好评。在两年多的教学实践中，我们吸取了社会各方面（尤其是全国各外经贸院校教师和学生）的意见和建议，不断补充内容，使教材内容与教学实践同步，最终方便学校的教学工作。

为了使本教材更加完善，我们在广泛听取专家意见基础上，对本教材进行了全面修订。不但对各单元的生词加注了国际音标，而且邀请外国专家为本书配录了MP3光盘一张。本光盘语音纯正、语速适中，是学生锻炼会话、提高听力的理想版本。

本教材的修订也是为了配合全国各外经贸院校的教材建设，增加教材实训内容的指导思想而展开的。我们希望本教材的修订能够为各外经贸院校的教材建设发挥应有的作用，同时希望更多的专家、教师为我们的教材修订提出更多、更好的意见和建议，以便我们将来的修订工作中不断完善，真正使本书成为外贸英语口语教学的经典范本。

王乃彦

2005年2月

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## Unit 1 Travelling by Air

### Conversation A Making a Flight Reservation

*Mr. Wilson, a businessman from Manchester, is going to China by air to attend Tianjin Import & Export Commodity Fair. He makes a flight reservation for his trip to Tianjin.*

Agent: May I help you, sir?

Wilson: Yes. I'd like to book one seat from Manchester to Beijing.

A: Sorry, I'm afraid there aren't any direct flights. You'll have to change in London.

W: That's all right.

A: When are you flying?

W: Next Tuesday.

A: There is a flight leaving Manchester for London next Tuesday at 10:30 a. m. and the earliest connecting flight is at 12:45 p. m. .

W: Will I have enough time in London to transfer flights?

A: Don't worry, sir. There will be plenty of time left. You will

be landing in London at 11:25 a.m..

W: Fine.

A: May I have your name, please?

W: Mark Wilson, M - A - R - K, W - I - L - S - O - N.

A: Do you want to fly first or economy class?

W: Economy, please.

A: One way or round trip?

W: Round trip. How much is the air fare?

A: The air fare for a round trip is 730 pounds.

W: OK. Here you are.

A: Thanks. Here is your ticket. I book you on British Airways Flight 1391 leaving Manchester Airport for London Heathrow Airport and Flight 039 from London to Beijing. You will arrive in Beijing at 5:30 a. m. local time next Wednesday.

W: Thank you.

### Conversation B Confirming the Flight

*Mr. Wilson confirms his flight by phone.*

Agent: British Airways. May I help you?

Wilson: Yes, I'd like to confirm my flight.

A: May I know your flight number, please?

W: Yes, they are Flight BA1391 leaving Manchester at 10:30 in the morning and BA039 departing London at 12:45 in the afternoon on April 6.

A: Right. Your name, please?

W: Mark Wilson.

A: Oh, yes. You are flying economy class, aren't you?

W: Right.

A: Please arrive at the airport at least one hour before departure time. Thank you for calling. Goodbye.

### Conversation C At the Check-in Counter

*At the check-in counter at Manchester Airport*

Clerk: Good morning! Can I help you, sir?

Wilson: Yes, I'm going to be travelling to China by BA Flight 1391.

C: Can I have a look at your passport and ticket?

W: Sure, here you are.

C: Thanks, sir. Um... about the seat... smoking or non-smoking, sir?

W: Er, non-smoking, window seat, please.

C: OK, your seat is 10A, non-smoking, window.

W: Thank you.

C: How many pieces of baggage do you want to check in, sir?

W: I want to check these three pieces and I'll take this travelling bag on board.

C: Would you please put all your baggage on the scale?

W: Sure... How about this travelling bag?

C: It doesn't need to be weighed, sir... I'm sorry, sir, your baggage is 10 kilos overweight. I'm afraid there'll be an excess baggage charge, sir.

W: That's OK. Well, how much will it be?

C: The excess charge for 10 kilos is 20 pounds, sir.

W: OK. Here you are.

C: Thank you, sir. And here is your boarding pass. Your claim check is stapled on the back of your ticket jacket. Your baggage will be transferred directly to Beijing Airport. Boarding is at Gate 34 at 9:50 and your flight leaves at 10:30.

W: Thank you very much.

### Conversation D On the Connecting Plane

Flight attendant: Good afternoon, sir!

Wilson: Good afternoon!

A: What is your seat number?

W: It's 34A.

A: That will be three rows up on the right. It's the window seat.

(Ready to take off)

A: Excuse me, sir. Is this your bag?

W: Oh, yes. Can't I put it at my feet?

A: Well, when the plane takes off, it might slip somewhere and hurt someone. Could you place it under your seat?

W: Sure.

(After taking off)

A: Excuse me, sir. What would you like to drink, tea or coffee?

W: Tea, please. Thank you.

(Mr. Wilson talks with John who is sitting next to him.)



W: Hello! I'm Mark.

J: Hello! I'm John. Nice to meet you.

W: Nice to meet you, too. Are you a student?

J: Yes, I'm going to Beijing University to study Chinese. It's my first time to go abroad, so I feel very excited. Do you often travel by air?

W: Yes, I go on business by air all year round.

J: Could you tell me what all these buttons and plugs in the arm rest are?

W: Well, this one is the seat-recliner button. If you push the button, the seat of your chair slides out and the back reclines so you can relax and be comfortable. But for take-off and landing, the seat must be in an upright position.

J: What about these little plugs?

W: The one on the end is the headset plug. If you want to listen to music or see the movie you can put on the plastic headset plug, then turn this dial and you can get different kinds of music. One station is for the movie.

J: It's really nice. Thank you very much. I'll try.

## New Words and Expressions

depart /di'pa:t/

离开, 启程

passport /'pa:spɔ:t/

护照