

对外经济贸易英语精品系列教材

# 新编外经贸英语

## 自学手册

主编 隋思忠 谭燕保 丁杨

# ENGLISH

*The Handbook of New Foreign Trade  
and Economic English*



中国商务出版社  
CHINA COMMERCE AND TRADE PRESS

21世纪中国英语教育系列教材

# 新编外经贸英语

## 目 录 手 册

THE INDEX HANDBOOK

# ENGLISH

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The Handbook of New Foreign Trade and  
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主编 隋思忠 谭燕保 丁 杨

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# 前 言

外经贸英语，实际上就是商务环境中应用的英语，它是专门用途英语（EPS）的一种——是从事或将要从事商务行业的专门人才所要学习或应用的专门用途英语。其中，国际贸易函电是指对外贸易双方的来往信函及电文，是国际贸易业务中普遍采用的信息交流方式，属于应用文的范畴。国际贸易具有固定性、正规性、长期性、程序性和模式化等特点，所以贸易双方的信息交流方式在文体上也有相应的特点。它的许多独特的语言现象，包括词汇用语、结构、文体风格等，需要经过专门训练才能掌握。

近年来，中国经济的国际化使英语在商务上的应用远远超越了贸易领域，已渗透到我们经济生活的各个方面。20世纪80年代以来，我国的外经贸事业发生了天翻地覆的变化，单一的货物贸易已发展为涵盖货物贸易、服务贸易与技术贸易的“大经贸格局”。随着国际经济贸易的发展，中国正从贸易大国逐渐转变成贸易强国。在这一进程中，我国外经贸业务对从业人员提出了更新、更高的要求。为了应对这一变革，我们急需一大批优秀的外经贸从业人员（缺口高达几十万人之多）。要多快好省、保质保量地完成人才培养的任务，我们需要多方面的保证，而一部优秀、实用的教材是必不可少的。

《外经贸英语》一书把基础英语和外经贸专业知识结合起来，以精讲多练为原则，力图满足读者的需要，是一部“实用”同时也是“够用”的书。该书自修订本出版以来，受到广大外经贸工作者和在校学生的普遍欢迎。近年来，随着我国外经贸事业的迅速发展，广大外经贸工作者的外语水平也有了很大提高，加之国际商务通信方式的不断更新，计算机的广泛应用，电子商务、网上贸易的

方兴未艾，这一切促使我们再次对该书进行修订，更名为《新编外经贸英语》我们的宗旨仍然是：“面向现代化，面向世界，面向未来。”

此次修订有以下五个特点：

1. 基础英语起点拔高，删去最低日常交际用语；
2. 对课文作了某些调整，进一步体现“实用”和“够用”；
3. 对语法部分重新做了精心设计，对外经贸英语中的难点及重点问题着墨较多；
4. 删去常用基本词汇训练，增加了外经贸常用词汇及常用句型；
5. 对原“习题册”的练习题进行了精练，书名改为《新编外经贸英语自学手册》。

本书可供广大外经贸工作者及有志于从事这方面工作的在校学生使用，也是准备外销员岗位证书考试、国际商务英语考试、外贸经理人考试的必备教材。

此次修订，《新编外经贸英语》由隋思忠、陈国新、何畏任主编，《新编外经贸英语自学手册》由隋思忠、谭燕保、丁杨任主编。欢迎广大读者提出宝贵意见。

编者  
2008年1月

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# 练 习 题

## Unit 1

### I. Answer the following questions according to the text:

1. In what area has China made great achievements in the past?
2. What does China aim at?
3. What policy has China adopted in recent years? And for what purpose?
4. What do businessmen from various parts of the world wish to negotiate with Chinese partners?
5. What attract tourists from different parts of the world?
6. What will people see if they go on a tour to some big cities of China?
7. What do you know about service trade?
8. What is the open-door policy giving rise to?

### II. True or False:

1. China is a developing country. (      )
2. China has made a little achievements in the past ten years. (      )
3. The Chinese people are working hard to modernize their country by the end of this century. (      )
4. China's open-door policy has helped to increase its economic intercourse with other countries in recent years. (      )
5. Businessmen from different countries and regions are coming to China with the sole purpose of negotiating joint venture projects. (      )
6. There are many enterprises jointly run by Chinese and foreign partners. (      )
7. In China, there are a few modern hotels for foreign tourists. (      )
8. Most of the markets in China are thriving. (      )



**III. Fill in each of the blanks in the following sentences with the given verbs in its proper tense.**

1. I \_\_\_\_\_ (leave) home at six this morning, but I \_\_\_\_\_ (not go) far when I \_\_\_\_\_ (remember) that I \_\_\_\_\_ (forget) to shut the windows.
2. When I \_\_\_\_\_ (go) to see him, his mother \_\_\_\_\_ (tell) me that he \_\_\_\_\_ (leave) .
3. While I \_\_\_\_\_ (write) a letter, my brother \_\_\_\_\_ (listen) to the recorder.
4. It \_\_\_\_\_ (rain) when I went to bed last night.
5. When she \_\_\_\_\_ (come) to see me, I \_\_\_\_\_ (type) a contract.
6. We \_\_\_\_\_ (play) football the whole afternoon, what \_\_\_\_\_ you \_\_\_\_\_ (do)?
7. Our office \_\_\_\_\_ (buy) three computers by the end of last year.
8. I was very glad that my lost radio \_\_\_\_\_ (find).
9. When I went into the classroom, I found that all the desks \_\_\_\_\_ (clean) .
10. Thomas \_\_\_\_\_ (not go) to the Great Wall because he \_\_\_\_\_ (be) three times.
11. By the end of 1990, we \_\_\_\_\_ (learn) nearly 2,000 English words.
12. The meeting \_\_\_\_\_ (already begin) when we \_\_\_\_\_ (get) to the hall.
13. Since 1980, China \_\_\_\_\_ (open) its door to the outside world.
14. We \_\_\_\_\_ (wait) for Xiao-Liu all the time. \_\_\_\_\_ you \_\_\_\_\_ (see) him?
15. Last time, I \_\_\_\_\_ (go) to Nanjing by ship. Next time I \_\_\_\_\_ (go) by air.
16. He \_\_\_\_\_ (live) in our country for many years but he still can't speak our language.
17. Who \_\_\_\_\_ you (speak) to on the phone when I \_\_\_\_\_ (bring) you water?
18. My sister usually \_\_\_\_\_ (go) to the films on Saturdays. She \_\_\_\_\_ (do) that for more than five years. But tonight she \_\_\_\_\_ (stay) at home.

19. He \_\_\_\_\_ (write) letters all morning. So far, he \_\_\_\_\_ (write) six.  
20. She \_\_\_\_\_ (study) English for two years before she came to the company.

**IV. Complete the following dialogs in English:**

1. Is China a developed country?  
—中国是一个发展中国家。
2. Why do we adopt the policy of opening to the outside world?  
—因为我们要发展经济, 与世界各国人民进行贸易。
3. What does Mr. Johnson intend to do with us during his visit this time?  
—他打算和我们讨论在中国建立一家合资企业的可能性。
4. Where do you think is a suitable place for our investment?  
—上海或南京也许是你方比较合适的投资地方。
5. By what time do you expect to complete this guest hotel?  
—我们预期在今年年底建成这家宾馆。
6. Where do these businessmen come from?  
—他们中大多数来自非洲。
7. Are there scenic spots and places of historic interest in your city?  
—是的, 我们城市有许多名胜古迹, 它们吸引着来自世界各地的旅游者。
8. What's the result of China's open-door policy?  
—中国与外国的经济交往和贸易正日益扩大。

**V. Make sentences of your own, using the following phrases:**

1. to live a happy life
2. aim at
3. as a matter of fact
4. with each passing day
5. a number of
6. in development
7. of interest
8. to go on a tour to
9. quite a few
10. to give rise to

11. as a result  
12. in the past few decades

## VI. Multiple Choice:

1. Do you know the visitor \_\_\_\_\_ in the next room?  
A. is reading a newspaper      B. read a newspaper  
C. reading a newspaper      D. was reading a newspaper
2. The students to \_\_\_\_\_ you spoke yesterday are studying international trade.  
A. who      B. that      C. whom      D. whose
3. In the hotel there are many businessmen, \_\_\_\_\_ come from all over the world.  
A. which      B. that      C. who      D. what
4. Our teacher said that \_\_\_\_\_ with his son.  
A. he went to Beijing      B. he would have been to Beijing  
C. he is going to Beijing      D. he would go to Beijing
5. I told him that \_\_\_\_\_ in five minutes.  
A. our school bus had arrived  
B. our school bus arrived  
C. our school bus would be arriving  
D. our school bus would arrive
6. Tom is tall; \_\_\_\_\_, he is very good-looking.  
A. beside      B. besides      C. except      D. except for
7. It is \_\_\_\_\_ to everybody that practice makes perfect.  
A. true      B. clear      C. clean      D. aware
8. When the teacher came in, I saw the students \_\_\_\_\_ from their seats.  
A. rose      B. raise      C. raised      D. rise
9. Lesson One is very important. Try to learn it \_\_\_\_\_ heart.  
A. at      B. with      C. by      D. to
10. Mr. Simpson's secretary did not \_\_\_\_\_ about her family.  
A. say      B. tell to him  
C. speak to him      D. speak him
11. What \_\_\_\_\_ to do if he wants that computer?  
A. can he      B. he'll have      C. will he have      D. did he have

12. They want the letter of credit \_\_\_\_\_ as soon as possible.  
A. to open                      B. to have been opened  
C. to be opened                D. being opened
13. Can you \_\_\_\_\_ to carry the suitcase by yourself?  
A. arrange      B. manage      C. offer              D. prepare
14. We ask him to advertise our goods but he will not \_\_\_\_\_ to it.  
A. accept      B. take      C. agree              D. allow
15. There was much noise and the speaker couldn't make himself \_\_\_\_\_.  
A. hearing      B. to hear      C. heard              D. being heard
16. It was found upon examination that nearly 15% of the packages \_\_\_\_\_, which was obviously attributed to improper packing.  
A. was                              B. broken  
C. had been broken              D. been already broken
17. We have the goods you asked for in stock and will deliver as soon as we \_\_\_\_\_ your order.  
A. receive      B. received      C. receiving              D. will receive
18. We regret keenly this delay and can only hope it will not have seriously \_\_\_\_\_ you.  
A. trouble                              B. inconvenient  
C. inconvenienced                  D. damaging
19. In most cases, goods are ordered on \_\_\_\_\_ order forms.  
A. printed      B. printing      C. print              D. to print
20. We expect certain sizable orders \_\_\_\_\_ for within the next two months and ask if we may defer payment of your account from August 2 to October 30.  
A. to be paid                              B. to be paying  
C. paying                                  D. for being paid
21. In mass media, big advertising dollars rule. But by doing business on the Net, a small firm might just as effectively \_\_\_\_\_ through search engines.  
A. get itself know                      B. get himself know  
C. get itself known                      D. get known himself
22. We regret having received your offer too late, because we \_\_\_\_\_ our needs elsewhere.

- A. already cover                      B. already covered  
C. have already cover                D. have already covered
23. We have asked them to contact you directly, and you may approach them, if that \_\_\_\_\_ you better.  
A. suit              B. suits              C. will suit              D. suitable
24. We, \_\_\_\_\_ in the export of medical equipment and medicinal herbs, wish to get into direct contact with firms in your country \_\_\_\_\_ in the import of such products.  
A. deal, interest                      B. dealing, interested  
C. dealt, interesting                  D. dealing, interesting
25. Their balance sheets of recent years will show you that their import business in cosmetic products \_\_\_\_\_ under a satisfactory condition.  
A. has managed and operated  
B. have managed and operated  
C. has been managed and operated  
D. have been managing and operating

**VII. Fill in the blanks with the conjunctions given below:**

(*as, after, as soon as, before, till, but, when, if, since, though, because, and, while*)

1. It was very dark \_\_\_\_\_ I got up this morning.
2. I shall wait for you \_\_\_\_\_ the bell rings.
3. \_\_\_\_\_ they talked for a while, they began to do their work.
4. Many days have passed \_\_\_\_\_ they haven't replied to our letter.
5. Don't worry. I'll write to you \_\_\_\_\_ I get there.
6. It is almost ten years \_\_\_\_\_ I left home-town.
7. Our meeting has to put off \_\_\_\_\_ we'll have an English Evening tonight.
8. She can speak English fluently \_\_\_\_\_ she has only studied it for half a year.
9. Air freight is quick, \_\_\_\_\_ it is expensive.
10. \_\_\_\_\_ it's fine day tomorrow, we'll go outing \_\_\_\_\_ have some pictures taken.
11. They couldn't stay here long \_\_\_\_\_ they were all very busy.
12. What was your boss doing \_\_\_\_\_ you went into office.

13. \_\_\_\_\_ you were reading newspapers I was preparing my lessons.
14. Had you heard of the book \_\_\_\_\_ you read it?
15. \_\_\_\_\_ I came here I'd written three letters to my friends in Beijing.

**VIII. Translate the following into Chinese:**

There is a factory in the city specializing in the manufacture of electric refrigerators. Most of its products are for export. To meet the needs of foreign buyers, the factory has been trying everything possible to improve the quality of its products. Recently it has been in negotiation with a foreign company for setting up a joint venture in China to manufacture refrigerators of the model similar to that of that foreign partner's product. There is no doubt that the joint venture, once set up, will help the factory not only improve the quality of its existing products but also raise its production.

As many details yet need to be discussed between both parties, it will take some time to reach an agreement.

**IX. Translate the following sentences into English:**

**(A)**

1. 近年来我国的对外经济贸易有了很大的发展。
2. 自从引进新设备以来, 那家工厂的产量与日俱增。
3. 小王自毕业后一直在该公司工作。
4. 从上午9点以来, 我们一直在讨论这个问题。
5. 1995年以来, 他一直在本校教书。
6. 年初以来, 我们在写一本关于外贸方面的书。
7. 自1997年以来, 我们一直经营这项商品。
8. 我国的对外开放政策正在促进国内市场的繁荣。

**(B)**

9. 看, 他们已经都来了。
10. 你看上去很累了。休息一会儿好吗?
11. 请设法改进一下包装。

12. 我不明白你想说什么。
13. 我们好久没有收到你们的信了。
14. 你听说过她的姐姐吗?
15. 我们与世界上一百多个国家进行贸易。
16. 我们已经按这个价格与他们达成交易。

**X. Fill in the blanks with proper tenses of the given verbs:**

1. We're glad you \_\_\_\_\_ (make) such great progress.
2. \_\_\_\_\_ you \_\_\_\_\_ (meet) my sister at the party yesterday?  
Yes, I \_\_\_\_\_. We \_\_\_\_\_ (dance) together.
3. He \_\_\_\_\_ (study) physics in France in 1992. He \_\_\_\_\_ (come) back to China in 1995 and \_\_\_\_\_ (work) in Wuhan University ever since.
4. When he woke up, he \_\_\_\_\_ (find) that it \_\_\_\_\_ (be) already ten o'clock in the morning. He couldn't believe that he \_\_\_\_\_ (have) a good ten hours' sleep.
5. There was dust all over the house. It was clear that no one \_\_\_\_\_ (live) in it for a long time.
6. \_\_\_\_\_ you \_\_\_\_\_ (see) that man at the corner? He \_\_\_\_\_ (keep) stopping people and asking questions. \_\_\_\_\_ you \_\_\_\_\_ (think) he \_\_\_\_\_ (ask) the way?
7. Peter said that he \_\_\_\_\_ (come) this morning, but it \_\_\_\_\_ (be) now half past twelve and he \_\_\_\_\_ (not come) yet.
8. When I \_\_\_\_\_ (arrive) at the station, Roger \_\_\_\_\_ (wait) for me. As soon as he \_\_\_\_\_ (see) me, he \_\_\_\_\_ (put) up his hand and \_\_\_\_\_ (shout) something, but I couldn't hear what he \_\_\_\_\_ (say) because everybody \_\_\_\_\_ (make) such a noise.
9. Father usually buys a toy car for John when he \_\_\_\_\_ (go) shopping. I hope he \_\_\_\_\_ (not forget) it today because John \_\_\_\_\_ (wait) for him at the door.
10. When I arrived, he \_\_\_\_\_ (still eat) his lunch, so I \_\_\_\_\_ (wait) until he \_\_\_\_\_ (finish).
11. If all goes well, we \_\_\_\_\_ (be able to) reach the town before supper.
12. I \_\_\_\_\_ (walk) down the street when I heard him calling me. He said that he \_\_\_\_\_ (run) a long way to catch up with me.

13. Jenny wants to know if you \_\_\_\_\_ (finish) it yet. She says she \_\_\_\_\_ (finish) it ten minutes ago.
14. I \_\_\_\_\_ (get) a letter from my sister yesterday. She \_\_\_\_\_ (live) in Beijing. In her letter, she said that she \_\_\_\_\_ (come) to Wuhan next month. If she \_\_\_\_\_ (come) to my home, she \_\_\_\_\_ (be) surprised. We \_\_\_\_\_ (now live) in a nice new house.
15. Mr Wang is not so strong as he \_\_\_\_\_ (be) years ago. In the past he \_\_\_\_\_ (can work) long hours without rest, but now after every two hours' work he \_\_\_\_\_ (have) to stop for a short break.

## Unit 2

### I. Answer the following questions according to the text:

1. Why do countries of the world engage in international trade?
2. What goods do Columbia and Brazil usually export?
3. What can a country produce if it is advanced in science and technology?
4. Advanced countries enjoy favorable conditions in international trade, don't they? Why?
5. How many forms of trade have we learned from the text?
6. Do you know what invisible trade means? Can you give some examples?

### II. True or False:

1. Most nations of the world just export goods to other countries but not import goods from other countries. (     )
2. Columbia and Brazil export the surplus coffee beans so that they can earn foreign exchange. (     )
3. Malaysia has an abundance of rubber and some Middle East countries have an abundance of oil. (     )
4. If a country has an abundance of natural resources, it can keep them and does not export them. (     )
5. If a nation is advanced in science and technology, its manufactured goods are usually sold at low prices in international market. (     )



6. Computers, jet airplanes and electric generators are simple equipment and machinery. (     )
7. Transportation, insurance, financing and tourism are not forms of trade. (     )

### III. Make sentences according to the following sentence patterns:

#### Pattern One:

It is common for a country to export some surplus products.

1. easy, him, do such a job
2. difficult, us, run this machine
3. important, all of us, help each other
4. necessary, you, finish reading the book before the week-end

#### Pattern Two:

Invisible trade is as important as the export of goods.

1. this building, tall, that one
2. your classroom, bright, ours
3. his room, big, his brother's
4. our export, much, theirs

### IV. Analyze the following sentences and put them into Chinese:

1. Shirts made in Hongkong may be sent to the Mainland.
2. The method used depends on time and cost.
3. If we operate on CIF terms which we've agreed upon, this will mean a substantial increase in our expenses.
4. Payment by an irrevocable letter of credit was agreed upon by both parties.
5. If a country has an abundance of natural resources, it is common for it to export some of these resources.
6. Through an advertisement you can learn what product is available.
7. People usually think that the aim of a manufacturer is merely to produce goods.
8. In order to speed up the development of its economy, China has in recent years adopted the policy of opening to the outside world.
9. Tourism is an important channel to earn foreign exchange for China.