

对外经济贸易英语精品系列教材

新编外经贸英语

主编 隋思忠 陈国新 何畏

ENGLISH

*New Foreign Trade And
Economic English*



中国商务出版社
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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经济贸易中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，我国对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

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,并更名为《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,删去日常交际用语;
2. 对课文做了某些调整,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等着墨较多;
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”的练习进行了精练,更名为《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。

此次修订中,《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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Unit 1

Text

China's Reforms and Open-door Policy

As a developing country, China is still backward economically although it has made great achievements in the past few decades. In order to speed up the development of its economy, it decided to open its door to the outside world and invigorate the national economy through reform. Since then, great reform movement has been well under way in all fields and China has embarked on a gradual switch from the planned economy to what we now call the socialist market economy.

As a result, China's economic intercourse with other countries has been increasing with each passing day. Businessmen from various parts of the world are coming to China one after another to seek cooperation with Chinese partners. Some of them wish to negotiate joint venture projects. Some intend to invest in industrial units. Others inquire about the possibility of transfer of technology. As a matter of fact, there are already a number of enterprises jointly run by Chinese and foreign partners.

As an important channel to earn foreign exchanges, China's tourism is in development. In China, there are many scenic spots and places of historic interest, which attract tourists from different parts of the world. When you go on a tour to some big cities of China, you will see quite a few guest hotels which are designed specially for foreign tourists. Beijing's successful bid for the 2008 Olympics Games will undoubtedly make China the most attractive place in the world.

Everywhere in China, markets are thriving. Service trade has sprung up like bamboo shoots after a spring rain. The reform and open-door policy is giving rise to the prosperity of China's economy.

Useful Phrases & Expressions

open-door policy	对外开放政策
make great achievements	取得很大成就
in the past few decades	在过去的几十年中
in order to (do)	为了
speed up	加速
(be) under way	在进行中
in all fields	在所有领域
planned economy	计划经济
market economy	市场经济
as a result	作为……结果
with each passing day	一天天地
from various parts of the world	从世界各地
one after another	一个接一个
joint venture	合资经营
transfer of technology	技术转让
as a matter of fact	事实上
foreign exchange	外汇
(be) in development	在发展中
scenic spots and places of historic interest	名胜古迹
go on a tour (to)	旅游; 参观
quite a few	相当多
service trade	服务业
spring up like bamboo shoots after a spring rain	雨后春笋般地涌现
give rise to	引起; 使发生

Notes

- As a developing country, China is still backward economically although it has made great achievements in the past few decades.

作为一个发展中的国家, 中国经济在过去的几十年中虽然取得了很大成就, 但仍然还是比较落后。

◆ 注意, 在句中出现 in the past (or: last)、few decades (or: days/years...) 等时间状语时, 谓语动词一般要用现在完成时。如:

Where have you been in the past days?

这几天你上哪儿去了?

I haven't heard from him in the last few years.

这几年我一直没有他的音信。

In the past few months we have been making our efforts in pushing the sale of your products.

过去几个月中，我们一直都在努力推销你方产品。

2. In order to speed up the development of its economy, it decided to open its door to the outside world and invigorate the national economy through reform.

为了加快经济建设，中国决定打开国门，实行改革，搞活国民经济。

3. Since then, great reform has embarked on a gradual switch from the planned economy to what we now call the socialist market economy.

从此，一场伟大的改革在各行各业兴起。中国也逐渐走上由过去的计划经济向社会主义市场经济的转轨。

4. As a result, China's economic intercourse with other countries has been increasing with each passing day.

结果，中国与其他国家的经济往来与日俱增。

- ◆ as a result (作为……的结果) 是连词词组，只能与句子搭配。如：

We have improved our packing and as a result, our products have enjoyed wide popularity in the market.

我们改进了包装，因此我们的产品在市场上普遍受到欢迎。

- ◆ as a result of... (作为……的结果) 是介词词组，只能与名词搭配。如：

As a result of limited supply, we can't accept any fresh orders.

由于供应有限，我们不能接受新订单。

- ◆ with the result that...(结果是;因此)也是连词词组，that 后面也只能接句子。不过，这种词组往往只出现在句中，而 as a result 常出现在句首。如：

We have contacted them again with the result that they accept your counter-offer.

我们再次与他们联系，结果他们接受了你方的还盘。

5. Other inquire about the possibility of transfer of technology.

有些询问技术转让的可能性。

- ◆ inquire 表示“询问”，常与 about 搭配。在商务英语里 enquire 表示“询问”或“询盘”常与 for 搭配。如：

The company you inquire about is a newly-established one.

你们打听的那家公司是新成立的。

They enquire for Men's Shirts.

他们询购男式衬衫。

We have conveyed their enquiry for Men's Shirts to our Shanghai Branch.

我们将他们的男式衬衫询盘转给上海分公司。

6. As a matter of fact, there are already a number of enterprises jointly run by Chinese and foreign partners.

事实上已经有了许多中外合作经营的企业。

- ◆ 类似的表达方法还有 in fact (事实上)、in reality (事实上)、actually (实际上)、practically (实际上) 等。

7. Beijing's successful bid for the 2008 Olympics Games will undoubtedly make China the most attractive place in the world.

北京的申奥成功无疑会使中国成为世界上最具吸引力的地方。

Grammar

时态小结 (The Summary of Tenses)

时态是英语动词的一种重要形式, 用来表示动作或状态发生的时间。英语有十六种时态, 最常用的有九种。现列表如下:

1. 要记住这几种时态的基本用法及构成:

一般现在时: 经常习惯性动作	(动词现在式: 第三人称单数, 动词后 + s)
一般过去时: 过去某时发生的动作或状况	(动词过去式: 规则动词为原形 + ed)
一般将来时: 从现在看来将要发生的动作	shall (第一人称) + 动词原形 will (第二、第三人称) + 动词原形
一般过去将来时: 从过去某时看来将要发生的事	should (第一人称) + 动词原形 would (第二、第三人称) + 动词原形
现在进行时: 现在或现阶段正在进行的动作	to be (am, is, are) + 现在分词
过去进行时: 过去某时刻正在进行的动作	to be (were, was) + 现在分词
现在完成时: 过去某时发生并持续到现在; 过去某时发生但其影响直至今日	(to have + 过去分词)

续表

过去完成时：“过去的过去” (过去某时前已发生)	(had + 过去分词)
现在完成进行时：过去某时发生，一直进行到现在。(可能仍然在进行) (可能刚刚停止)	(to have been + 现在分词)

2. 要记住几个词尾的变化：

- A) 第三人称单数一般现在时，在动词原形后 + s;
 B) 规则动词过去式及过去分词，动词原形后 + ed;
 C) 现在分词构成，动词原形 + ing。

英语的四种词尾变化（即上述三种及形容词、副词词尾加 -er、-est 的变化）我们都已学过，为便于记忆，在此特做一小结。见下表：

	去 y 改 i (注 1)	双写 (注 2)	其他
+ s	有	(无)	丝音结尾：+ es; 辅音字母 + o 结尾：+ es
+ ing	(无)	有	e 结尾：去掉 + ing; ie 结尾：变 y + ing
+ ed	有	有	
+ er, est	有	有	

(注 1)：去 y 改 i：指辅音字母加 y 结尾的词，需要改 y 为 i 再加 -es、-ed 或 -er (-est)。如：

study—studies, studied
 busy—busier, busiest

(注 2)：指重读闭音节以一个辅音字母结尾的词，需要双写后再加 -ed、-ing 或 -er (-est)。如：

plan—planned, planning
 big—bigger, biggest

3. 要记住它们的区别，尤其是：

(1) 一般过去时与现在完成时的区别：

现在完成时强调过去的动作与现在的关系，而一般过去时只表示动作在过去发生的情况，不强调与现在的关系。如：

Has Mary got up?

玛丽已经起床了吗？(问现在的情况)

When did Mary get up?

玛丽何时起床的?(问起床的时间)

The ship has arrived at the port.

船已到达港口。(说明已停泊在港口)

The ship arrived at the port last week.

船上周抵达港口。(说明过去到的。现在可能仍在,也可能不在了)

(2) 一般过去时与过去完成时、过去进行时的区别:

A) 过去进行时强调过去动作正在进行,而一般过去时只表示过去某段时间发生了某事。如:

I was reading a book at this time last night.

昨晚这个时候我在看书。

I read a book last night.

昨晚我看了一本书。

B) 过去进行时可表示赞美、厌烦等情绪,带有感情色彩。一般过去时只叙述事实。如:

She was always working like that.

她总是像那样工作。

He was constantly crying.

他老在哭。

C) 过去完成时表示到过去某一时刻为止已完成的动作(或状态),也可表示一直持续到这一时刻的动作(或状态)。因此,句中往往会有一个过去的时间作参照。如:

The film had already started when we got there.

我们到达时,电影已经开始了。(表示“过去的过去”)

(3) 现在完成时与现在完成进行时的区别:

A) 现在完成进行时表示动作仍在进行;现在完成时则往往表示动作已完成。如:

They have been learning Book IV this term.

他们本学期一直在学第四册。(表示现在还在学)

They have learned Book IV this term.

他们本学期已学完了第四册。(表示完成)

B) 现在完成进行时表示动作在到现在为止的一段时间内反复进行,此时一般不用现在完成时。如:

I have been meeting her in the hospital all the morning.

整个上午我在医院老是碰见她。

You have been making fun of them again.

你又在取笑他们了。

- C) 在表示动作延续时间长久时，现在完成进行时比现在完成时的语气强烈，这时多用现在完成进行时。如：

Why are you so hot?

你怎么这样热？

I have been running round the sports ground.

我一直在运动场上跑步呢。

Why are your shoes wet?

你的鞋怎么湿了？

I've been washing my clothes.

我一直在洗衣服！

Word Study

business n.

1. 商业；贸易；业务

We have done business with ABC Company for many years.

我们与 ABC 公司已做了多年生意。

Business prospects are likely to turn better.

商业前景可能会有所好转。

What's your line of business?

你们经营什么业务？

2. 交易；买卖（不可数名词）

（“两笔交易”应该说：two items of business 或 two deals 或 two transactions）

Business has been closed at this price.

已按此价达成交易。

We are not sure of the business possibility.

对交易的可能性我们没有把握。