

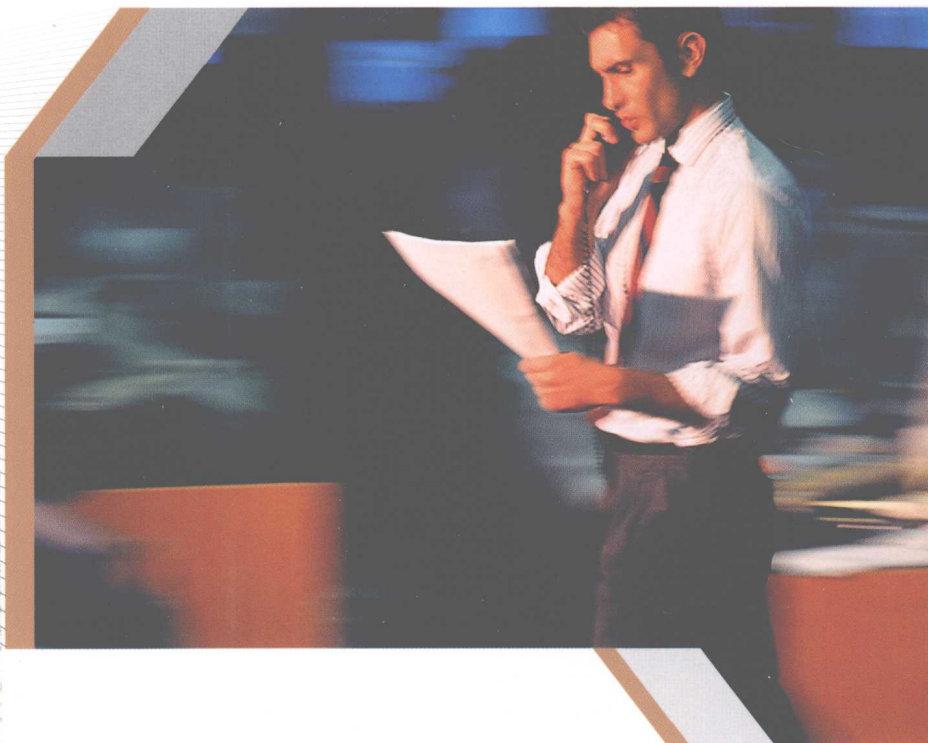
本书附
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英语单词速听速记丛书

竖起耳朵背单词 ——商务英语词汇2000

Business English Vocabulary 2000

刘哲 编著



天津科技翻译出版公司 天津外语音像出版社



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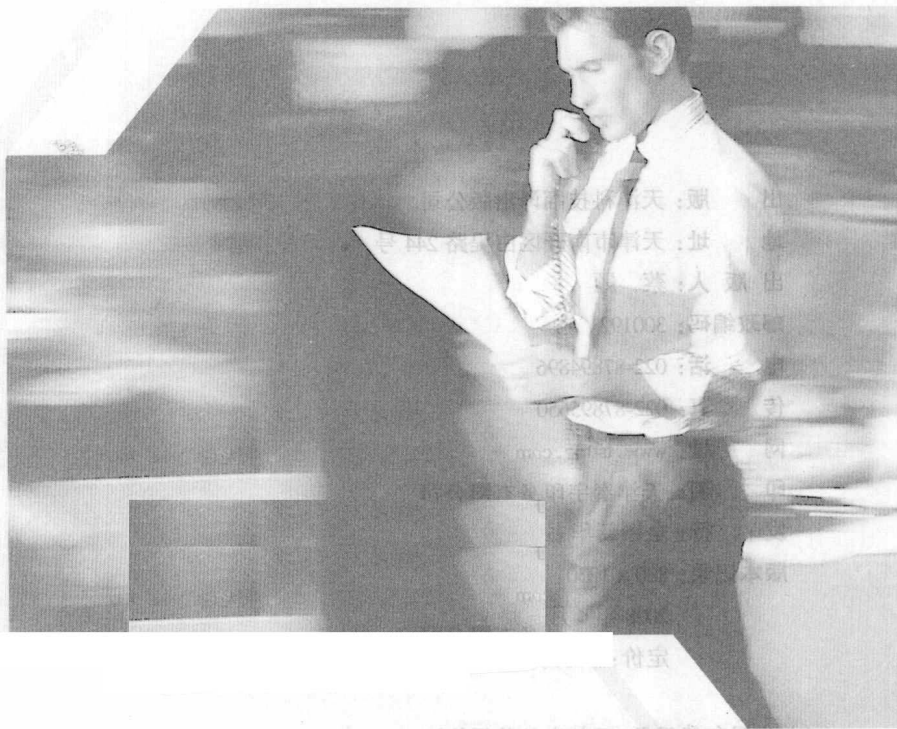
2008

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前 言

随着改革开放力度不断加强,国民经济持续发展,我国与其他国家和地区的商务往来日益增多。特别是在加入了世界贸易组织以后,我国更是迎来了国际贸易加快发展的新纪元。作为世界性语言的英语,在国际商务活动中所起的作用任何其他一种语言都无法比拟的。越来越多的人希望能够熟练掌握商务英语,提高对商务英语词汇的运用能力。因此,我们编写了这本《竖起耳朵背单词——商务英语词汇 2000》。

在参考了众多中外英语辞书之后,我们从中筛选出最基本、最常用的 2000 个词汇,对其进行释义,并配以例句及常用短语,以使读者在掌握单词含义的同时,对其用法也了如指掌,从而更便于读者对单词的记忆与使用。这也是本书与其他词汇书籍的不同之处。相信本书对于从事国际商务与贸易的人士会有很大的帮助。

鉴于本人水平有限,疏漏谬误在所难免,希望广大读者批评指正。

编者

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abandon v. 放弃;抛弃

The development program had to be abandoned when the company ran out of cash.

公司用完了资金,不得不放弃那项目开发计划。

abandonment n. 放弃

This agreement will provide for the abandonment of the transaction at any time prior to consummation thereof.

本协议将规定这笔交易在成交前任何时候都可以放弃。

abeyance n. 中止;暂缓;(所有权等)未定

The proposal is in abeyance.

这个建议被搁置起来了。

abide v. 遵守

Both parties agree to abide by the award of the arbitrator.

双方当事人都同意服从仲裁人的裁决。

able adj. 能够的;有能力的;能干的

We are financially able to accept this order.

我们有财力来接受这个订单。

ability n. 能力

We have full confidence in your sales ability.

我们完全相信你方的销售能力。

abroad adv. 到国外;在国外

Most of our profits comes from sales abroad.

我们大多数利润来自国外的销售。

n. 异国;外国

Orders from abroad are rather heavy recently.

最近国外的订单相当多。

abrogate v. 取消;废除;终止

This agreement shall not be abrogated.

该协议不会被取消。

abrogation n. 废除;取消

Most members of the Board of Directors suggested the abrogation of these

董事会大多数成员建议废除这些条约。

treaties.

absence *n.* 缺席;不在;缺乏;没有

Owing to my absence from the office,
I failed to write back in time.

absent *adj.* 缺席的;缺乏的;不存在的

The penalty clause is absent in the
draft contract.

absorb *v.* 吸收;承担;接受;兼并

Most little shops have been absorbed
into big business.

absorption *n.* 合并;兼并

They are considering the absorption of
small firms into a big one.

abstract *n.* 摘要

You should make an abstract of the
company accounts every month.

abuse *v. & n.* 滥用

We should not abuse advertising in
our sales of products.

accede *v.* 答应;同意;加入

We are not in a position to accede to
your proposal of sole agency at pre-
sent.

accelerate *v.* 使加速

Please do your best to accelerate the
preparation of the goods we ordered.

accept *v.* 接受;承诺;承兑

We regret that we cannot accept your
offer at the price you quoted.

acceptable *adj.* 可接受的;可以承兑的

We considered your price is too high

由于我不在公司,没能及时回信。

合同草案中缺少惩罚条款。

大多数小店已被并入大公司。

他们在考虑把小公司合并成一家
大公司。

你每月都要做一份公司账目摘要。

在销售产品过程中我们不应该滥
用广告。

我们目前不能同意你方有关独家
代理的提议。

请尽快准备我方定购的货物。

我们很抱歉不能接受你方提供的
报价。

我们认为你方的价格太高,我们不



to be acceptable to us.

能接受。

acceptance *n.* 接受; 承兑

They indicated their acceptance by raising their hands.

他们举手表示接受。

access *n.* 接近(或进入)的机会; 接近(或进入)权

Acquisitions provide a quick and easy way to gain access to new markets.

企业兼并为进入新的市场提供了一条便捷的途径。

accessible *a.* 可接近的; 可进入的

This is the only accessible port in the area.

这是该地区唯一可以进入的港口。

accommodate *v.* 照顾, 适应

We regret that at present we cannot accommodate you in this respect.

很遗憾, 我方暂时不能在此方面满足你方。

accommodation *n.* 住地; 住处; 调和; 和解; 通融

The two sides hoped to reach some sort of accommodation on the pay issue.

双方希望在工资问题上取得某种程度的和解。

accommodation address

临时通信地址

accommodation bill

融通票据; 融通汇票

accord *v.* 给予; 符合; 一致

We believe you will accord this proposal of ours your serious attention.

我们相信你方会认真考虑我方提议的。

accordance *n.* 符合; 一致; 给予

You may take it that the quality of our shipment will be in exact accordance with that of the sample.

请放心, 我方所交货物的质量将与样品完全一致。

account *n.* 账目; 账户

Have you kept an account of expenses?

各种开支你都记账了吗?

v. 认为……是; 报账

The representatives have to account for

推销员们必须向销售部经理说明

all their expenses to the sales manager.

accumulate *v.* 积累; 累积

Please calculate losses accumulated over the past year.

accurate *adj.* 准确的

The sales department made an accurate forecast of sales.

achieve *v.* 实现; 完成

We plan to achieve completion of this project by the end of this year.

acknowledge *v.* 确认; 承认; 认可

The high quality of our product is universally acknowledged.

acknowledgement *n.* 确认; 确认通知; 回执

I didn't receive an acknowledgement of my application.

acquire *v.* 购入; 兼并; 获得

They acquired two US companies after they bought several European enterprises.

active *adj.* 活跃的; 积极的

Oil shares are very active.

adapt *v.* 使适应; 使适合

We should adapt our terms of trade to the new circumstances.

additional *adj.* 添加的; 附加的; 额外的

Additional duty will have to be paid.

adequate *adj.* 足够的; 充分的

The supply was not adequate to the demand.

他们的开支情况。

请计算过去一年的累积亏损。

销售部门对销售量做出了准确的预测。

我们计划年底完成该项目。

众所周知, 我方的产品质量高。

我没有收到我申请书的确认信。

他们继买下几家欧洲企业之后又兼并了两家美国公司。

石油股票十分活跃。

我们应该使交易条件适应新的情况。

必须支付附加税。

供不应求。



adhere v. 遵守;坚持

We always adhere to the contract.

我们一贯遵守合同。

adjourn v. 休会;使休会

The chairman adjourned the meeting until two o'clock in the afternoon.

主席宣布会议休会至下午两点钟继续进行。

adjust v. 调节;调整;使适应

Owing to the sharp advance in cost, we have to adjust our selling prices to the new situation.

由于成本猛涨,我们不得不调整销售价格以适应新情况。

adjustment n. 调整;调节

The present price fluctuation in the world market has necessitated the adjustment of our price.

目前世界市场上的价格发生波动,我们必须调整价格。

admit v. 承认;容许;接纳

They admitted that they didn't perform the contract.

他们承认他们没有履行合同。

adopt v. 采纳;采用;通过(决议、决定);采取

The proposal was adopted unanimously at the board meeting.

该提议在董事会上被一致通过。

advance v. 提前;提出;建议;预付;提高(价格等)

It is impossible for us to advance the shipment of your order.

我们不可能提前装运你方的订货。

n. 预付;预付款;(数量、价格、价值等的)增加;贷款

We require you to pay an advance of 30% of the price before supplying your order.

我们要求你方在我方供货之前预付30%的货款。

advantage n. 优点;优势;有利条件;利益;好处

You will agree that our price is reasonable when you come to know the advantages of our products.

你们了解了我方产品的优点以后就会承认我方的价格是合理的。

advertise v. 做广告

They are advertising their goods extensively and heavily.

advertisement *n.* 广告

We put an advertisement on television.

advice *n.* 通知;意见;劝告

The shipping advice has already been faxed to you.

advisable *adj.* 可取的;明智的

We consider it advisable to allow partial shipments in the contract.

advise *v.* 建议;劝告;通知;告知

They strongly advised me to accept the offer.

advocate *v.* 主张;提倡;拥护

We advocate adopting the reasonable international practice in a more flexible way.

affiliate *v.* 使紧密联系

The two banks are affiliated by a common ownership of stock.

n. 分公司

The L/C is to be opened by us or our affiliate in Hongkong 30 days before the shipping schedule.

affiliation *n.* 联营;附属机构;联营公司

We have a number of affiliations throughout the country.

affirmative *adj.* 肯定的;赞成的

We hope you can give us an affirmative reply.

他们在为推销他们的商品而到处大做广告。

我们在电视上登了一则广告。

装船通知已给你方传真过去。

我们合同中还是允许分批装运为好。

他们竭力劝我接受这个报盘。

我们主张更灵活地采用合理的国际惯例。

这两家银行因共同拥有股权而联系在一起。

信用证将由我公司或香港分公司于装运期前30天开立。

我们在全各地有很多家联营公司。

我们希望你方能给我们一个肯定的答复。



afford *v.* 买得起;承担费用;承受得住

I can't afford to lose the goodwill of our customers. 我承担不起失去顾客信任的后果。

agency *n.* 代理行;经销处;代理业务;代理权;代理关系

The firm has agencies all over the world. 这家公司在全世界都设有代理机构。

agent *n.* 代理人;代理商

The agent is not normally liable on the contract. 代理人通常对合同没有法律责任。

aggregate *n.* 总数;合计

The aggregate of the expenses in this department was \$ 2 500 last month. 上个月这个部门的支出总额为 2 500 美元。

adj. 合计的

What was the aggregate number of the orders we received last month? 上个月我们总共收到多少订单?

v. 合计;合计达

Our overseas sales aggregated to \$ 7 million last year. 去年我们海外的销售额总计达 700 万美元。

agree *v.* 同意;达成协议;核准;相符;一致

The auditor's figures do not agree with those of the accountants department. 审计员所提供的数字与会计科的数字不相符合。

agreement *n.* 意见一致;协定;协议;契约

The supermarket chain has signed an agreement with a Japanese trading company. 该连锁超市与一家日本商行签订了协议。

aim *n.* 目标;目的

The company has achieved all its sales aims. 该公司已实现所有的销售目标。

v. 致力于;旨在;目的在于

We aim for high quality and a good 我们旨在提高质量,打开销路。

sale.

allocate *v.* 分配;分派;分摊

They are allocated an exchange quota of \$ 100 000 for the current year.

allocation *n.* 分配;配给;拨给

We've already spent our allocation for the year.

allow *v.* 允许;给予;承认;接受

We can allow 3% discount at most.

allowance *n.* 津贴;补贴;折扣;减价

We are prepared to grant you a generous allowance off the price.

alter *v.* 改动;更改

You cannot alter the terms of the contract after you have signed it.

alteration *n.* 修改;更改;变化

We made some alterations to the terms of the contract.

alternative *n.* 选择;供选择的方法;供选择的事物

If you cannot meet the delivery date, we will have no alternative but to cancel this order.

adj. 供替代的;选择性的

Party A shall have the right to offer the agency to other clients or take alternative measures without being bound by this agreement.

amend *v.* 修改

Please amend your L/C to allow partial shipments and transshipment.

amendment *n.* 修改;修改书;修订

本年度他们分到 10 万美元的外汇配额。

我们已用完今年划拨的款项。

我们最多可以打 3% 的折扣。

我们愿给你方大幅度减价。

你方签过合同之后就不能再更改合同条款了。

我们对合同条款做了一些修改。

如果你方赶不上交货期,我们只能撤销订单。

甲方有权向其他客户提供代理权或采取类似措施而不受本协议约束。

请修改信用证以允许分批装运和转运。



If you find it necessary to make amendments to the contract, please contact us without any delay.

amount *n.* 数量;总数;金额;总金额

You can pay in one amount or by installment.

v. 合计;共计

Their investment amounts to \$ 5 million.

analysis *n.* 分析;分析报告

Please write an analysis of the present market situation.

announce *v.* 宣布;宣告

The shipping company announced to us the estimated time of arrival of the steamer.

announcement *n.* 宣布;宣告;通告;公告;启示

The manager made an announcement to the staff.

annual *a.* 每年的,年度的

The total annual turnover of our store is \$ 90 000.

answer *n.* 答复

Our enquiry about office equipment has got no answer.

v. 回答;反响;响应

I am sorry for not answering your letter in time.

anticipate *v.* 期望;预料;预先考虑并满足;提前

We anticipated a delay of three weeks in supplying your order.

如果您方发现有必要修改合同,请速与我们联系。

你可以一次付款,也可以分期付款。

他们的投资总额达 500 万美元。

请就目前的 market 情况写一份分析报告。

航运公司宣布了该轮船估计到达的时间。

经理向全体员工宣布了一项通告。

我店的年营业总额为 9 万美元。

我们关于办公设备的询价还没有回音。

很抱歉没有及时给你方回信。

我们预计要推迟 3 周供应你方订货。

anticipation *n.* 预料;估计

In anticipation of your order, we have reserved stock for you.

估计到你方会订货,我们为你们保留了库存品。

apology *n.* 抱歉;歉意

Please accept our sincere apologies for the inconvenience caused to you by this error.

这一错误给你们带来许多不便,请接受我们真诚的歉意。

appealing *adj.* 有吸引力的

We have improved the packing of our goods so as to make them more appealing to customers.

为了使我方产品更加吸引顾客,我们已经改进了产品的包装。

appear *v.* 出现;看起来好像;似乎

The company appeared to be doing well.

公司经营状况似乎不错。

application *n.* 申请;申请书;申请表;适用;应用

First, you should fill out an application for a job.

首先,你应填写求职申请表。

apply *v.* 申请;请求;适用

You must apply to a bank for an L/C to be opened as soon as possible.

你必须尽快向银行申请开立信用证。

appoint *v.* 任命;指派;指定;约定;给……提供设备

The company have appointed Mr. Smith to go to England for more orders.

公司已委派史密斯先生去英国争取更多的订单。

appointment *n.* 任命;职位;约会;约定

The firm was having a hard time on his appointment as manager.

正值公司不景气的时候,他被任命为公司的经理。

appraisal *n.* 估价;估计;评估

His appraisal of the stock is too high.

他对这批货估价太高了。

appraise *v.* 估计;评估;估价

He asked the expert to appraise the

他让专家给他这块地估了价。



land.

appreciate *v.* 为……表示感谢;欣赏;喜欢

We appreciated your confidence in our products. 感谢你们对我方产品的信任。

appreciation *n.* 感激;感谢;升值;增值

These shares show an appreciation of 10%. 这些股票已升值10%。

approach *v.* 临近;即将到来

As the selling season is approaching, prompt shipment is absolutely necessary. 销售季节即将到来,即期装运就极为重要了。

n. 取得联系;提出建议

We have had an approach from a Japanese company to buy our car division. 日本公司与我们联系,提出要购买我们公司的汽车部。

approval *n.* 赞成;满意;批准;认可;核准

The board of directors has given their approval to the proposal. 董事会批准了这一提案。

approve *v.* 赞同;同意;称许;满意

The sales representatives do not approve of interference from the accounts division. 销售代表对财务部门的干预表示不满。

arbitrate *v.* 仲裁;提请仲裁

The two parties hereby agree to arbitrate their disputes if any. 双方同意,如有争端将提请仲裁。

arbitration *n.* 仲裁

They decided to settle the dispute by arbitration. 他们决定通过仲裁解决争议。

argue *v.* 争论;争辩;提出理由

We argued him out of his decision to invest in Japan. 我们说服他放弃了在日本投资的决定。