

高等职业技术教育 工程造价管理专业系列教材

GAOJING ZHIYE JISHU JIAOYU GONGCHENG ZAOJIA GUANLI ZHUANYE XILIE JIAOCAI

# 工程造价管理专业英语

晏生宏 张宜松 主 编

GONGCHENG ZAOJIA GUANLI

YINGYU



重庆大学出版社

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## 内容简介

本书是根据工程造价管理专业的培养目标、教学计划及课程的教学基本要求编写的,系高等职业技术教育工程造价管理专业系列教材之一。

本书针对工程造价管理专业的学生及从事建筑、房地产行业的相关人员,循序渐进,逐层展开,注重学习的实用性和趣味性。每个单元有一篇课文,一篇会话,一篇阅读,内容涉及建筑管理的基础知识、招标投标管理、合同管理、现场管理、项目管理、索赔、FIDIC 条款中有关工程造价的内容、WTO 与工程造价等方面。书后附有投标书、协议书、投标保函、履约保函等中英文格式。

本书适合作为工程造价管理专业的教材使用,也可以作为其他建筑管理专业的教材参考书,还可以供建筑企业在职人员学习参考。

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### 工程造价管理专业英语

张宜松 晏生宏 主编

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社址: 重庆市沙坪坝正街 174 号重庆大学(A区)内

邮编: 400044

电话: (023)65102378 65105781

传真: (023)65103686 65105565

网址: <http://www.cqup.com.cn>

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# 序

国家教育部教高[2000]2号文《关于加强高职高专教育人才培养工作的意见》中指出：“高职高专教育要全面贯彻第三次全国教育工作会议和《中共中央国务院关于深化教育改革全面推进素质教育的决定》的精神，抓住机遇，开拓进取。今后一段时期，高职高专教育人才培养工作的基本思路是：以教育思想、观念改革为先导，以教学改革为核心，以教学基本建设为重点，注重提高教学质量，努力办出特色，力争经过几年的努力，形成能主动适应社会经济发展需要、特色鲜明、高水平的高职高专教育人才培养模式。”为全面贯彻文件精神，决定在工程造价管理专业进行教学改革试点，以期办出高职高专特色，培养出高质量的，适应生产、建设、管理、服务第一线需要的，德、智、体、美等方面全面发展的高等技术应用性人才。

工程造价管理专业系国家教育部确定的全国高等职业技术教育教学改革试点专业。按照国家教育部的要求，专业教学改革试点的主要内容是：对专业的培养目标、人才规格、教学模式、课程设置、教学内容和教材建设等方面进行全面、系统的研究与改革试验；并且要在研究专业知识结构、改革现有课程设置体系、建立新的教学模式、加强动手能力培养的同时，还应进行与之相适应的专业系列教材建设。正是根据上述要求，在教学改革领导小组的指导下，成立了系列教材编审委员会，并由重庆大学出版社具体组织，对原专业系列教材进行修订和改版。修订改版后的专业系列教材包括《安装工程定额与预算》、《装饰工程定额与预算》、《工程招投标与合同管理》、《建设工程造价管理》、《建筑识图与房屋构造》、《建筑工程施工工艺》、《电气工程识图与施工工艺》、《管道工程识图与施工工艺》、《工程建筑技术经济》、《工程成本会计学》、《工程造价管理专业英语》11本主要教材。系列教材编委会主任由武育秦教授担任，副主任由杨树清副教授、张鸽盛社长、廖天平副教授担任。参加系列教材编写工作的，除部分特邀的外校教师外，其余均为本校教改试点专业具有多年教改经验的授课教师。

本专业系列教材主要是为满足工程造价管理专业教改的需要而

编写的,与原系列教材相比,本系列教材作了较大的增删和改写,如原系列教材中的《建筑工程材料》未列入本系列教材,但同时增加了《建筑工程造价管理》和《建筑技术经济分析》课教材;又如将原《安装工程识图》和《安装工程施工工艺》教材,改为《电气工程识图与施工工艺》和《管道工程识图与施工工艺》教材,使教材内容衔接更加紧密和切合实际。总之,增删改写后的本系列教材进一步突出了理论知识的应用,加强了对学生实践能力的培养,体现了高等职业技术教育和高等工程专科教育的特色。由于这次改版编写时间仓促,专业水平有限,教材中的不妥和错漏之处在所难免,敬请广大读者与同行专家批评指正。

**系列教材编委会**

2002 年元月

# 前 言

建筑业是我国经济的重要支柱产业,对于拉动内需、繁荣市场、增加就业,保持国民经济快速、持续、健康地发展具有显著的作用。随着我国对外开放的不断扩大,特别是加入 WTO 后,我国同世界各国之间的人员往来、学术交流、信息传播、经济活动以及工程承包等业务日益频繁,这对人才的需求和培养提出了更高的要求,要求培养的人才既是既懂专业知识,又懂国际惯例,更要会英语的复合型人才,以适应我国建筑市场国际化和我国建筑承包商参与国际竞争的趋势。本教材正是为满足这样的需要而编撰的。

在编写工程造价管理专业《专业英语》时,力求使这本教材具有以下 3 个特点:(1)循序渐进。低起点,逐层展开,由易到难。凡是高职高专学生或具有同等英语程度的读者,都可以较好地掌握。(2)针对性。主要针对工程造价管理专业的学生以及从事建筑业、房地产业的相关人员。(3)应用性。结合专科生和高职生对学习专业英语的目的:“使学生能够利用外语这个工具,通过阅读和交流去获取国外的与本专业有关的信息”。注重阅读的同时,强调会话(Conversation),涉及到出国、工程谈判、签约、施工、付款、索赔等方面的日常用语。

本教材一共有 14 个单元(Unit),每个单元有 1 篇课文(Text),1 篇会话(Conversation),1 篇阅读(Reading),平均每个单元有 2 500 个词。内容涉及建筑管理基本知识、招标投标管理、合同管理、现场管理、项目管理、索赔、FIDIC 条款中有关工程造价的内容、WTO 与工程造价等方面,以语言训练为主并具有一定的趣味性和渐进性。书后附有投标书、协议书、投标保函、履约保函等中英文格式。

本书由张宜松、晏生宏担任主编,负责全书总纂定稿,周世武参与了编写工作。具体分工如下:张宜松、晏生宏负责课文、会话、阅读材料的选编,课文后面的生词和阅读材料的注释由张宜松负责;课文

后面的练习、会话的注释由晏生宏负责；课文后面的注释由周世武、晏生宏共同完成。

该教材由武育秦教授负责主审，提出了许多宝贵意见，并得到了杨树清、廖天平两位副教授的大力支持和帮助，对此表示衷心的感谢。

目前，尚未见到紧密结合高职高专特点，适合工程造价管理专业的英语教材，我们只是做了初步尝试。由于编写者水平及经验有限，教材中不妥之处在所难免，敬请广大读者批评指正。

**编 者**

2002 年 4 月



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# Unit One

## Text

### Construction Project

[1]Construction projects involve much time and expense, and close management control of them is required if they are to be completed within the established time and cost limitations<sup>①</sup>.

[2]Effective management of a project requires a considerable background of general knowledge about the construction industry. So the purpose of the unit is to familiarize the reader with<sup>②</sup> certain fundamentals of construction practice.

[3]Construction projects are intricate and time-consuming undertakings. The total development of a project normally consists of several phases requiring a diverse range of specialized services<sup>③</sup>. In progressing from initial planning to project completion, the typical job passes through successive and distinct stages that demand inputs from such disparate directions as financial organizations, governmental agencies, engineers, architects, lawyers, insurance and surety companies, contractors, and building tradesmen<sup>④</sup>.

[4]During the construction process itself, even a structure of modest proportions involves many skills, materials, and literally hundreds of different operations.

[5]To some degree each construction project is unique, and no two jobs are ever quite alike. In its specifics, each structure is tailored to suit its environment, arranged to perform its own particular function, and designed to reflect personal tastes and preferences. The vagaries of the construction site and the possibilities for creative and utilitarian variation of even the most standardized building product combine to make each construction project a new and different experience<sup>⑤</sup>.

[6]The construction process is subject to the influence of highly variable and sometimes unpredictable factors. The construction team, which includes architects, engineers, tradesmen, subcontractors, material dealers, and others, changes from one job to the next. All the complexities inherent to different construction sites such as subsoil conditions, surface topography, weather, transportation, material supply, utilities and services, local subcontractors, and labor conditions<sup>⑥</sup> are an innate part of construction.

[7]As a consequence of<sup>⑦</sup> these circumstances, construction projects are typified by their complexity and diversity and by the non-standardized nature of their production . The use of factory-produced modular units may diminish this individuality somewhat, but it is unlikely that field construction will ever be able to adapt itself completely to the standardized methods and product uniformity of assembly-line production.

## New Words and Expressions

1. considerable /kən'sidərəbl/ *a.* 值得考虑的,相当多的
2. familiarize /fə'miliəraiz/ *vt.* 使熟悉,使通晓
3. intricate /'intrikət/ *a.* 复杂的,错综的,难懂的
4. time-consuming /'taimkən,sju:miŋ/ *a.* 花费大量时间的
5. undertaking /ˌʌndə'teikiŋ/ *n.* 所承担的工作、任务
6. diverse /daɪ'və:s/ *a.* 不一样的,多种多样的
7. specialized /'speʃəlaɪzd/ *a.* 专门的,专科的
8. initial /'ɪnɪʃəl/ *a.* 最初的,开始的
9. successive /sək'sesɪv/ *a.* 连续的,接连的
10. distinct /dɪ'stɪŋkt/ *a.* 独特的,明显的
11. disparate /'dispərɪt/ *a.* 不同的,全异的
12. financial /faɪ'nænʃəl, fɪ'nænʃəl/ *a.* 财政的,金融的
13. surety /'ʃʊəti/ *n.* 担保,保证
14. tradesman /'treɪdzmən/ *n.* 商人,店主,手艺人
15. modest /'mɒdɪst/ *a.* 谦虚的,不过分的,中等的
16. literally /'lɪtərəli/ *ad.* 逐字地,确实地
17. specific /spɪ'sɪfɪk/ *a.* 特有的,具体的; *n.* 特性,细节
18. preference /'prefərəns/ *n.* 偏爱,优先
19. vagary /'veɪgəri/ *n.* 难以预测的变化,奇想
20. utilitarian /ˌju:tɪli'teəriən/ *a.* 功利的,以实用为主的
21. variation /ˌvæəri'eɪʃən/ *n.* 差异,变化
22. dealer /'di:lə(r)/ *n.* 商人,贩子
23. inherent /ɪn'hɪərənt/ *a.* 生来的,固有的
24. topography /tə'pɒgrəfi/ *n.* 地形;地志;地形学
25. innate /ɪ'neɪt/ *a.* 天生的,生来的,固有的
26. typify /'tɪpɪfaɪ/ *vt.* 具有……的特征,代表
27. modular /'mɒdjulə(r)/ *a.* 以组件为基础的,以模组成单体为基础的
28. individuality /ˌɪndɪvɪdʒu'æləti/ *n.* 单独性,个性,特性
29. uniformity /ˌju:nɪ'fɔ:məti/ *n.* 一样,一致
30. to be subject to 易于,以……为条件,可以
31. as a consequence of 由于……的(结果)
32. to adapt oneself to 适应于……,习惯于……

## Notes

①be to do 表示按计划进行的动作。

The established time; the fixed time

- ②... to familiarize the reader with ...

familiarize = familiar + ize = to make ... familiar

adj. + ize = verb

Americanize = to make American      standardize = to make standard

- ③ The total development of a project normally consists of several phases requiring a diverse range of specialized services.

consist of; be composed of ; be made up of

phase; stage

requiring a diverse range of specialized services 是现在分词短语作定语。

- ④ In progressing from initial planning to project completion, the typical job... and building tradesmen. 句中 that demand inputs... and tradesmen. 是定语从句修饰 stages.

such... as 表例举。

- ⑤ The vagaries of the construction site... different experience.

vagaries 和 possibilities 并列, creative 和 utilitarian 并列修饰 variation。可译为:施工现场难以琢磨的变化和最标准化建筑产品的创造性、实利性变化共同使每一建筑项目成为一次崭新的、与众不同的经历。

- ⑥ inherent to... labour conditions 是形容词短语作定语。

- ⑦ as a consequence of; as a result of

## Exercises

### I. Choose the best answer according to the text.

- If contractor wants to finish the project within the fixed time and cost limitations, it is necessary for him to make \_\_\_\_\_.  
A. a close management control of time  
B. a close management control of expense  
C. a close management control of material  
D. both A and B
- According to the text, which statement is not true?  
A. To manage a project effectively demands remarkable general knowledge of the construction industry.  
B. Construction projects are complicated and quick tasks.  
C. In the process of a construction project, inputs from various parties are demanded.  
D. Each construction project is a different one to some extent.
- The construction team will not include the following \_\_\_\_\_.  
A. designers and engineers  
B. contractors

C. government officials

D. material dealers

4. Which is not mentioned in all the complexities?

A. underground water conditions

B. utilities and services

C. transportation

D. weather

II. Decide the following statements are true or false.

1. During the construction process itself, even a building of ordinary proportions includes many skills, materials, and literally hundreds of different operations.

2. To some degree each construction project is unique, and two jobs are often quite alike.

3. Planning is the first step in the process of construction time control.

4. The construction process is likely to be influenced by some unpredictable factors.

III. Add a suffix to the following words to form verbs and write down the Chinese meanings.

a. public

b. normal

c. modern

d. mechanic

e. fertile

f. general

g. industrial

h. special

i. summary

j. utility

IV. Match the words in closest meaning.

1. normal

a. need

2. fundamental

b. considerable

3. diverse

c. regular

4. requirement

d. important

5. completion

e. basic

6. change

f. various

7. remarkable

g. finish

8. vital

h. variation

9. diminish

i. born

10. innate

j. decrease

11. suit

k. meet

V. Put the following English into Chinese.

1. In its specifics, each structure is tailored to suit its environment, arranged to perform

its own particular function, and designed to reflect personal tastes and preferences.

2. To some degree each construction project is unique, and no two jobs are ever quite alike.

3. It is unlikely that field construction will ever be able to adapt itself completely to the standardized methods and product uniformity of assembly-line production.

VI. Put the following Chinese into English.

- |         |         |        |         |
|---------|---------|--------|---------|
| 1. 政府机构 | 2. 承包商  | 3. 分包商 | 4. 建筑师  |
| 5. 保险公司 | 6. 担保公司 | 7. 材料商 | 8. 施工现场 |

## Conversation

### Settling Down

After such a long-distance international flight, the construction crew has finally arrived at the destination. Despite the jet lag and the inconvenience of their stay in the hotel, everyone is busy making preparations for the commencement of the big job, studying the technical data and specifications, discussing the construction plan, and so on.

#### 1) Renting a House

(Mr. Zhang, assistant of the project manager, is making telephone calls, trying to rent a house for the crew.)

Zhang: Hello, is Mr. Carter there?

Woman: Just a minute. He's coming.

Carter: Hello. Carter speaking. Who is calling, please?

Zhang: My name's Zhang. I have been told that you have a house for rent. Is it still available<sup>①</sup>?

Carter: Yes. It's a two-storey building with six bed-rooms on the first floor<sup>②</sup> and two on the ground floor. It has two bathrooms, one on each floor. There's a good kitchen where you can do some cooking. We also have a cable TV and a telephone that you can use in the house.

Zhang: Perhaps it's just what we need. What's the monthly rent?

Carter: How long will the lease be?

Zhang: About four months.

Carter: Then two thousand dollars. And the rent is due at the end of each month. You can use all the utilities, but you have to pay all the bills including the telephone service, cable TV, water, gas and electricity. By the way, you also have to pay a security deposit of one thousand dollars.

Zhang: Is there any space for office work in the house?

Carter: There is a big sitting room on the ground floor. I think it's where you can do your



office work there.

Zhang: One more thing, are we allowed to install a fax machine in the house if we take it<sup>③</sup>?  
Probably we will need one.

Carter: Yes, if you like. But you have to pay all the costs for it.

Zhang: Good. Would it be possible for us to go there and have a look tomorrow?

Carter: Any time before four o'clock in the afternoon. You can come to my Okis Restaurant in Benque, Cayo District. It's on George Street. Benque is a small town. Everyone here knows Okis. I can wait for you here.

Zhang: OK. We will go there tomorrow, around ten o'clock in the morning. Will that be all right for you?

Carter: OK. See you tomorrow, sir.

Zhang: Thank you, Mr. Carter. See you tomorrow morning.

## 2) Subletting the Construction Camp

(Mr. Yang from COCC has made an appointment by telephone with Mr. Howell, President of World Shelters, a local company which specializes in residential buildings. They are going to talk about the possibility of subletting the construction camp to World Shelters.)

Receptionist: Good morning, sir. Can I help you?

Yang: Good morning. I have an appointment with Mr. Howell at 9 o'clock.

Receptionist: Your name, sir?

Yang: Yang, from COCC, the Hydro<sup>④</sup>.

Receptionist: Yes. Mr. Howell is expecting you in his office. Let me show you in<sup>⑤</sup>. This way, please<sup>⑥</sup>.

Yang: Thank you.

(Entering Mr. Howell's office)

Howell: Hello, Mr. Yang. Very pleased to meet you in person.

Yang: Very pleased to meet you, too, Mr. Howell.

Howell: Take a seat, please.

Yang: Thank you.

Howell: Well, how is everything going, Mr. Yang?

Yang: Not too bad. Just busy. We're quite new here<sup>⑦</sup>, you know.

Howell: What's your first impression of our country?

Yang: It's a beautiful country with plenty of primeval forests. People here are friendly and very easy to get along with. It seems to me that most of the people here speak quite different English. It's hard to understand them sometimes.

Howell: You will soon get used to it. Only officials, teachers and businessmen speak standard English.

Yang: So it seems.