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外贸中专全国统编教材

# 外贸英语口语

上册

经贸部教育局 编著



对外经济贸易教育出版社

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**经贸部教育局编著**  
**单其昌 审校**

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## 修订版说明

本书是一九八三年出版的《外贸英语口语》一书的修订版。和旧排一样，修订版主要为外贸中等专业学校学生学习口语而编写，同时也适用于从事经贸工作的同志自学。本书力求使学生进一步打好语言基础，提高英语口语表达能力。何时采用本书，取决于学生的英语水平和外贸业务知识，各校可根据不同情况灵活掌握。

本书一九八三年第一版出版后，在全国外贸中专学校得到广泛的使用。近几年来，在实行对外开放和对内搞活经济的方针指引下，我国对外贸易有了较大的发展，外贸中专教育也发生了很大的变化。为适应外贸教育事业发展的需要，根据许多同志提出对原书进行修订的建议，由经贸部教育局综合处决定对本书进行修订再版。

修订后全书还是分上、下两册，共五十课。本册为二十课。课文内容包括：迎送、日程安排、参观、游览、宴会等对外业务交往各环节。

在修订中，我们注重了以下几个方面：

一、内容：调整和更新了课文内容，并将相关的课文串编在一起，以利于明确单元教学这一目的。

二、语言：对原书的语言进行了大量加工。

三、注释：课文注释更为详细，课文中出现的重点词和短语增加了例句，以利学生预习和自学。

四、练习：适当增加了练习项目，更新了练习内容，以利学生对所学知识的巩固和灵活运用。

本册由周希林同志担任主编。参加编写的有朱文菊、冯子明、黄兰芳等同志。在编写过程中，承英国专家 Catherine Fear 女士阅读了英文部分，隋思忠同志通读了全稿，天津外贸学校付校长齐毅同志和曾在华中工学院任教的 Susan Bauer 女士提出了很好的修改意见。初稿完成后，承对外经济贸易大学张伯纯教授和黄震华等同志指导；又承单其昌副教授担任审校，对原稿进行了认真的润色加工。

由于编写时间仓促，加上编者水平有限，在材料的取舍和组织以及语言等方面一定有错转和不当之处，渴望读者批评指正。

编者

一九八八年八月

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## Lesson One

### Meeting Mr Michael Anderson at Beijing International Airport

Mr. Pan Hai

Mr. Michael Anderson

Mr. Zhou Degui

*(Mr. Michael Anderson arrives at the airport about nine in the morning.)*

I: Excuse me, but are you Mr. Anderson?

A: Yes, I'm Michael Anderson from London.

I: I'm an interpreter from the China International Travel Service. My name is Pan, Pan Hai.

A: How do you do, Mr. Pan?

I: How do you do? Is this all your luggage?

A: Yes, a briefcase, a travelling bag and a suitcase, that's all I have.

*(At this moment, Mr. Zhou Degui from the Machinery Corporation comes to meet Mr. Anderson.)*

Z: Mr. Anderson?

A: Yes, I'm Anderson.

Z: Welcome to China, Mr. Anderson. I'm Zhou Degui from the Machinery Corporation.

A: How do you do, Mr. Zhou? Glad to meet you.

**Z:** How do you do? I'm here to welcome you. I understand this is your first visit to our country.

**A:** Yes, it is. It's very nice of you to come out here to meet me.

**Z:** I'm glad to help you.

**A:** Thank you.

**Z:** Did you have a pleasant journey?

**A:** Yes, it was a very smooth flight. I travelled by CAAC from London. And enjoyed the trip very much.

**Z:** I'm glad to hear that.

**A:** I have heard plenty about China in London and I am very glad to be here now.

**Z:** Do you wish to go into town by taxi or by airways bus? The bus leaves in every fifteen minutes from the airport to the CAAC Building in the city centre.

**A:** I don't mind taking the airways bus, it will be fine.

*(Loudspeaker: Attention please. The CAAC bus will leave in ten minutes from Gate No. 6.)*

**Z:** That's our bus. Mr. Anderson, let me help you with your luggage.

**A:** Thank you very much.

**Z:** This way, please.

**A:** There are so many planes on the apron.

**Z:** Yes, we have a wide range of connections with the air services of the world. They include: Japan Air Lines (JAL), British Airways (BA), Royal Dutch Airlines (KLM),



Lufthansa German Airlines (LH), Pakistan International Airlines (PK), Swiss Air Transport (SR) and Pan American World Airways (Pan Am).

A: I see. Which bus shall we get on?

Z: The one with the CAAC emblems on it.

A: It is made in China, is it?

Z: Yes, it is made by Chang Chun No. 1 Automobile Factory.

(Both get in the bus.)

## Words, Expressions and Notes

Michael 迈克尔 (男子名)

Anderson 安德森 (姓)

the China International Travel Service (CITS) 中国国际旅行社

briefcase n. 扁平型公事皮包

travelling bag 旅行包

CAAC = the General Administration of Civil Aviation of China 中国民用航空总局

apron n. 停机坪

include vt. 包括, 包含

e.g. The price includes your commission of 2%.

Royal Dutch Airlines (KLM) 荷兰航空公司

Lufthansa German Airlines (LH) 德国汉沙航空公司

Pan American World Airways (Pan Am) 美国泛美航空公司

emblem n. vt. 标志, 符号; 用图案 (或符号) 表示

## Variation of Expressions

1. Excuse me, but are you Mr. Anderson from London?  
Excuse me, but which of you gentlemen is Mr. Anderson?  
Excuse me, but aren't you Mr. Anderson from London?  
Excuse me, you are Mr. Anderson from London, aren't you?
2. You have checked in at the Counter, haven't you?  
Have you checked in at the Counter yet?  
Have you shown your ticket and passport at the Counter?
3. How do I go about it?  
What shall I do about this procedure?  
Please assist me in going through these formalities.  
Please tell me what to do in this matter.  
Please show me how to do it.
4. Did you have a pleasant journey?  
Did you have a good journey?  
Did you have a smooth flight?  
Did you have a nice trip?  
Did you spend your nice time on your way here?
5. The in-flight service was very good.  
The air service was very pleasant.  
The air service was satisfactory.  
The air service was indeed helpful.
6. Do you wish to go into town by taxi?

Do you wish to get to town by airport limousine?

Do you wish to take an airways bus to town?

7. Let me help you with the luggage.

Let me carry the luggage for you.

Let me take them for you.

8. I can manage it.

I can do it myself.

I can use a hand-barrow instead.

## Exercises

- I. Fill in the blanks with appropriate words or phrases:

1. Now, will you write your names \_\_\_\_\_ these \_\_\_\_\_ tags, one \_\_\_\_\_ each bag?
2. Have you \_\_\_\_\_ at the counter yet? The plane will leave \_\_\_\_\_ twenty minutes.
3. Take your passport and ticket \_\_\_\_\_ there. The Customs officer \_\_\_\_\_ want to \_\_\_\_\_ your some questions.
4. When you've got your \_\_\_\_\_ pass, you can go \_\_\_\_\_ the immigration and customs controls.
5. I \_\_\_\_\_ CAAC \_\_\_\_\_ London to Tokyo and Beijing.
6. I \_\_\_\_\_ heard a lot \_\_\_\_\_ China in the U.S.A. and now I have seen it \_\_\_\_\_ my own eyes.
7. Great changes have \_\_\_\_\_ place in China since 1978.
8. I'm going to \_\_\_\_\_ a few days in this beautiful city \_\_\_\_\_ sight-seeing.

## II. Make a dialogue based on the following situations:

Suppose you are an interpreter who accompanies Mr. Zhou to meet Mr. Anderson at the airport, whom you've never seen before.

- 1) Making a self-introduction and introduce Mr. Zhou to Mr. Anderson;
- 2) Helping your guest to go through the entry formalities;
- 3) Showing Mr. Anderson to have his luggage examined;
- 4) Having a talk with your guest about his journey;

## III. Act as interpreter between the two:

A: I'm Michael Anderson from London.

P: 我是中国旅行社的。我姓潘。

A: How do you do, Mr. Pan?

P: 您好! 安德森先生。欢迎您到中国来。您办了手续吗?

A: How do I go about it?

P: 把护照及种牛痘证给那边的官员看一下, 海关检查一下您的行李。

A: Is that all I have to do for the entry formalities?

P: 对。您的行李都在这儿吗?

A: A briefcase, a carry-on bag and a suitcase, that's all.

P: 请到第三候车室等候海关检查。来, 让我帮您拿行李。

A: No, thank you. I can manage it.

P: 您是第一次来中国吗?

A: Yes, this is my first visit to China. Thank you for coming to meet me at the airport.

P: 不客气。您旅途愉快吗?

A: Yes, it was a very smooth flight

P: 我很高兴听到您一路上愉快。您打算乘出租车进城还是乘机场接送旅客交通车?

A: I won't mind taking the airways bus. When does it leave?

P: 交通车每隔十五分钟从机场开往市内民航大楼。

A: That's fine. Where shall we go out?

P: 从第六号门出。请往这边走。

A: Here we are at Gate No. 6. Which bus shall we get on?

P: 乘有 CAAC 标记的大客车。

A: Is it made in China?

P: 是。它是长春第一汽车制造厂生产的。咱们上车吧!

IV. Translate the following into English orally:

甲: 安德森先生, 您好! 我是周德贵, 是机械进出口公司的业务员。我公司李经理派我来机场接您。

乙: 周先生, 您好! 谢谢您专程来接我。

甲: 不用谢。

乙: 李经理近来好吗? 去年我在伦敦见到他。

甲: 他一切很好。他今天下午就到饭店去见您。

乙: 那太好了。看样子你们一切都安排好了。

甲: 这是您第一次来中国做生意, 我们一定使您一切都满意。

乙: 谢谢。在伦敦我听说过许多有关中国的情况, 现在我亲自来到中国, 可以亲眼看看中国的发展情况。

甲: 是啊! 百闻不如一见。在您一周的旅行中, 您会看到很

多东西。

乙：我想也是这样。

甲：这是我们的车，请上车吧。

乙：谢谢。

## Lesson Two

### Meeting a Foreign Businessman at the Railway Station

Mr. Zhou Degui from the Machinery Corporation  
Mr. Michael Anderson, a businessman from London

Z: Excuse me, but which of you gentlemen is Mr. Anderson?

A: I'm Anderson, Michael Anderson from London.

Z: I'm Zhou Degui from the Machinery Corporation.

A: How do you do, Mr. Zhou?

Z: How do you do, Mr. Anderson? I'm pleased to meet you here.

A: It's very kind of you.

Z: Have you gone through all the formalities required at the station?

A: I don't think I have much to do here as I've already gone through all the entry formalities in Guangzhou.

Z: Well, let's go to the passport check and have your passport examined first, then I'll take you to the hotel.

A: That's fine.

Z: When did you leave London?

A: I left London by the British Airways on Monday and stopped at Hongkong for two nights on business and then I took the plane to Guangzhou.

- Z:** Then you must be rather tired after such a long trip.
- A:** Not very. I travel a lot, I'm quite used to trips like this.
- Z:** Do you like travelling?
- A:** As a matter of fact, I do. As a businessman I'm ready to go anywhere that business calls me. I like to come to China because I have heard and read so much about China. I have been waiting for a chance to come here to do business and to see China. I hope I can see China as much as I can before I go home.
- Z:** I'm sure you will.
- A:** What about my luggage? I gave them to the travel agency in Guangzhou.
- Z:** How many pieces of luggage have you brought?
- A:** Besides this briefcase I am carrying myself, I've got one suitcase and a travelling bag.
- Z:** The Travel Service will send them to the hotel and the attendants in the hotel will deliver them to your room.
- A:** That's fine.
- Z:** Well, Mr. Anderson, here comes our car. Please get in.
- A:** Thank you.

## Words, Expressions and Notes

Have you gone through all the formalities required at the station? 你办完火车站所需的手续了吗?



entry formalities 入境手续

stopped at Hongkong for two nights on business 因公事在香港停留两夜

to be used to 习惯于……的

e.g. I'm used to air travelling.

I'm ready to go anywhere that business calls me. 只要业务需要，无论哪里我都去。

travel agency 旅行社

deliver vt. 送，移交，交付（信件或货物）

e.g. The documents have already been delivered to the bank.

## Variation of Expressions

1. May I introduce myself? My name is...

May I introduce you to our manager, Mr. Ma?

May I introduce our managing director Mr. Wang?

Allow me to introduce you to my colleagues.

I would like you to meet my friend, Mr. Yang.

2. I am a staff member from the Machinery Corporation.

I am an interpreter from the China Council for the Promotion of International Trade.

I am a department chief from the Chemical Corporation.

3. Thank you for coming to meet me at the airport.

Thank you for meeting me here at the station.