

FOREIGN TRADE ENGLISH SERIES FOREIGN TRADE ENGLISH SERIES



BUSINESS ENGLISH 2000

国际商务英语2000句

杜 滨 罗耀明 编著
上海交通大学出版社



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内容提要

本书以对外经济贸易活动全过程为线索,编写了初次见面、在宾馆、打电话、宴请、交易会、建立贸易关系、询价、报价、谈价格、支付方式、保险、索赔、招标与投标、经济与技术合作等28个环节中2000个常见实用的英语表达句,并对每个单元中的重点部分作了注释。书末编入了很有实用价值的经贸常用词缩写、主要国家及区域电传代码、世界主要国家和地区的货币名称、世界主要港口等4个附录。

本书适宜用作已在从事或将从事国际贸易、进出口业务的人员、情报翻译、大专院校师生、英语自学者的业务参考读物。

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前 言

随着经济建设的加速发展,我国与世界各国间的经济贸易日益扩大,已成为世界上引人注目的经济技术合作与投资的热点。越来越多的社会各界人士都已经或准备投身于涉外经济活动,本书正是为那些有志于国际贸易、进出口业务的人员、情报翻译、大专院校师生以及英语自学者而编写的。

《国际商务英语2000句》按整个对外经济贸易活动的各个环节,编写了常见实用的英语表达句2000例,分为初次见面、在宾馆、打电话、宴请、交易会、参观、话别、建立贸易关系、询价、报价、谈价格、佣金、折扣、订货、支付方式、信用证、合同、包装、装运、保险、索赔、代理、合资经营、补偿贸易、加工与装配贸易、招标与投标、经济与技术合作、国际结算和信贷等28个方面,同时,对每个单元中的重点部分作了注释。为便于读者使用,本书最后编入了很有实用价值的经贸常用词缩写、主要国家及区域电传代码、世界主要国家和地区的货币名称、世界主要港口等4个附录。

在本书的编写中,各有关专业公司提供了很多素材,很多有关单位和同仁给予了支持和帮助。上海对外贸易学院陆乃圣教授对全书进行了审阅,并提出了不少宝贵建议,在此一并深表谢意。

限于编者的水平和经验,又加时间仓促,本书错误、不妥之处在所难免,切望读者批评指正。

编 者

一九九四年十二月

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Unit 1

The First Meeting

初次见面

1. Excuse me, but aren't you Mr Bill Jones from New York?
请问,您是从纽约来的比尔·琼斯先生吗?
2. Yes, I am.
是的,我就是。
3. I am from Shanghai Machinery Import and Export Corporation. My name is Luo Gang.
我是上海机械进出口公司的工作人员,我叫罗岗。
4. I am very glad to meet you.
见到您很高兴。
5. Welcome to Shanghai, Mr Jones.
琼斯先生,欢迎您到上海来。
6. Thank you, Mr Luo. It's very kind of you to come to meet me.
谢谢,罗先生。很感谢您来接我。
7. Oh, it's a pleasure. Did you have a good trip?
我很高兴来接您。您一路上好吗?
8. Not too bad, thank you.
还可以,谢谢。
9. I think you must be very tired.
我想您肯定很疲倦。
10. Yes, I am rather.
是的,我确实挺累的。
11. You must take a rest today and we can talk about our business

tomorrow.

今天您先休息休息,业务的事咱们明天再谈吧。

12. Fine.

好的。

13. Now, let's go to the hotel.

现在我们到宾馆去吧。

14. That's fine.

好。

15. Aren't you Mr William Johnson from Britain?

您是从英国来的威廉·约翰逊先生吗?

16. Yes, I am William Johnson.

是的,我就是威廉·约翰逊。

17. Shall we fix a time for a talk?

我们能约个时间谈谈吗?

18. All right.

可以。

19. I'd like to talk to Mr Jones. Is he in?

我想和琼斯先生谈谈,他在吗?

20. I was assigned to negotiate business with you.

公司委托我和您具体洽谈业务。

21. I am a foreign trade worker of Shanghai Arts and Crafts Import and Export Corporation.

我是上海工艺品进出口公司的业务员。

22. Do you think you could spare a few minutes?

您能为我抽出几分钟时间吗?

23. Let me introduce you. This is Mr Smith.

我先给您介绍一下,这位是史密斯先生。

24. I am very glad to know you.

认识您非常高兴。

25. Welcome to China.

欢迎你们来到中国。

26. I would like all of you to feel at home here in China.

希望大家在中国就像在自己家里一样。

27. Thank you very much indeed.

多谢, 多谢。

28. It's very kind of you.

您太客气了。

29. It's a great pleasure to meet you today.

今天能见到您非常荣幸。

30. I'd like to have a chance to talk to you sometime.

我希望有机会和您谈谈。

31. We've heard a lot about you.

我们对您非常熟悉。

32. How shall I get in touch with you?

怎么和您联系?

33. I'm in Rm. 304 of Jinjiang Hotel. If you need anything, just give me a call.

我住锦江饭店304房间, 有事给我打电话好了。

34. See you tomorrow then.

明天见。

35. Mr Hill is expecting you.

希尔先生在等候您。

36. Have you met Mr Smith?

您认识史密斯先生吗?

37. Yes, we've met before.

是的, 我们认识。

38. No, we haven't met before.

不, 我们不认识。

39. Sit down, please. Do you smoke?
请坐,您抽烟吗?
40. What would you like to have?
您喝点什么?
41. Is this your first visit to Shanghai?
您是第一次来上海吗?
42. Where are you staying?
您下榻何处?
43. Do you like the hotel?
您喜欢这个饭店吗?
44. It's one of the best hotels in Shanghai.
这是上海最好的饭店之一。
45. Have you been here long?
您来好久了吗?
46. How long are you here for?
您打算呆多长时间?
47. Have you seen Shanghai?
您来过上海吗?
48. What's your impression of Shanghai?
上海给你的印象怎么样?
49. How do you like the weather here?
您喜欢这里的天气吗?
50. I'm sure you'll enjoy seeing Shanghai.
我相信您会喜欢上海的。

Notes

- (1) Excuse me, but aren't you Mr Bill Jones from New York?

Excuse me 是口语中使用十分频繁的短语,常用于向人请教、

问路和打断别人说话等场合。向别人询问一件事时, 先说
Excuse me, 相当于汉语的“请问”。

- (2) Welcome to Shanghai, Mr Jones.

welcome to (接表示地点的名词), 表示欢迎某人到某地来。

- (3) It's very kind of you to come to meet me.

It's very kind of sb. to do sth. 是常用句型, 表示非常感谢某人做某事。

- (4) I think you must be very tired.

must be 可用来表示我们对某事确有把握的推测。

- (5) Yes, I am rather.

rather 在这里的意思相当于 certainly (当然, 确实如此), 用于答话中。

- (6) Now let's go to the hotel.

let's 是 let us 的缩写形式, 后接动词原形, 用来招呼对方一起做某事。

- (7) I'd like to talk to Mr Jones.

I'd like to 是 I should like to 的缩写形式 like 一词常与 should 或 would 连用, 后面接名词、代词或不定式短语, 表示“想要”, “愿意”, “希望”。

Unit 2

In the Hotel

在宾馆

1. How do you do, sir? What can I do for you?

先生, 您好。我愿为您效劳。

2. How do you do? I'd like to have a double room with a private bath.

您好! 我想要一个带浴室的双人房间。

3. How much does this room cost?

这种房间多少钱?

4. The daily rate for this room is sixty dollars.

这种房间一天收费60元。

5. Meals are included.

伙食费包括在内。

6. What kind of room would you like?

您要什么样的房间?

7. Would you like a single room or a double room?

您要单人房还是双人房?

8. Would you like smoking or non-smoking?

您喜欢吸烟间还是无烟间?

9. How long do you intend to stay?

您打算住多久?

10. I'll stay here for a week.

我打算住一周。

11. Could you fill in this form, please?

请填写这份表格。

12. May I see your passport, please?
请把护照给我看看。
13. Could you sign your name, please?
请签上您的姓名。
14. Just put your signature down here.
请在这下面签名。
15. Please leave your name and telephone number.
请留下您的姓名和电话号码。
16. Would you care to follow me?
请跟我来。
17. Your room is on the fifth floor, facing the garden. It has a lovely view.
您的房间在5楼, 面向花园, 景色宜人。
18. Here are the keys to number 508.
这些是508号房的钥匙。
19. This is your room. How do you find it?
这是您的房间。您觉得怎样?
20. Oh, what a lovely room!
啊, 多么舒适的房间呀!
21. Here is the bathroom.
这是浴室。
22. Good evening, I've made a reservation here.
晚上好, 我在这儿预订了房间。
23. Is it possible to book a room for one night, please?
我想预定住一宿的单间, 有吗?
24. I'd like to book two rooms, please.
请给我预定两个房间。
25. You phoned us last Monday. Your room is on the second floor. Will that be all right?

您是上周一电话里预订的, 您的房间在二楼, 行吗?

26. Yes, that's fine.

行, 很好.

27. Hello, could I reserve a single room with a TV set from Monday to Wednesday?

你好, 我想预订一间带有电视机的单人房, 从星期一到星期三, 有吗?

28. Can I see it please?

我能看一下房间吗?

29. Certainly, would you come with me?

当然可以. 请跟我来.

30. Could I have the bill please?

请结帐.

31. How will you be paying?

您用什么支付?

32. Could you charge it to my room?

请把帐记在我的名下.

33. Can I change money here?

能在这里兑换钱吗?

34. Yes, the banking counter is over there.

可以, 那边就是银行办事处.

35. By the way, can I get a city map in the hotel?

请问, 我能在宾馆里买到本市地图吗?

36. Yes, you can get it at the service counter.

可以, 在服务台就能买到.

37. Does this hotel run its own laundry?

这家宾馆经营洗衣业务吗?

38. Does this hotel have a launderette for hotel guests?

这家宾馆有自动洗衣房供旅客使用吗?

39. Yes, it gives guests a laundry service.
宾馆给旅客提供洗衣服务。
40. Excuse me, is there a restaurant in the hotel?
请问, 宾馆有餐厅吗?
41. Yes, our restaurant serves both Western and Chinese food.
有, 我们的餐厅既有中餐又有西餐。
42. You can enjoy traditional Shanghai delicacies in our restaurant.
在我们的餐厅, 您可以品尝到传统的上海风味。
43. Foreign guests are very interested in Chinese traditional delicacies.
外国客人很喜欢中国的传统风味。
44. Shanghai Hua Ting Sheraton Hotel is a five-star hotel.
上海华亭宾馆是一家五星级宾馆。
45. We are satisfied with the service here.
我们对这里的服务很满意。
46. If you want anything, just ring for the attendant.
如果您要什么, 就按铃叫服务员。
47. If you need anything, please call us.
如果您需要什么, 请打给我们打电话。
48. Mr Jones, if there is nothing else, I think I have to go.
琼斯先生, 如果再没别的事, 我想我得走了。
49. I think that's all. You've thought of everything.
我想再没别的事了, 您想得很周到。
50. Good-bye, I'll be seeing you tomorrow morning.
再见, 明天早上我们再碰头。

Notes

- (1) private *a.* 私人的
(2) How do you find it? 您觉得怎样?

How do you find it? 是征求对方对某一事物看法的用语。

(3) banking counter 银行办事处

(4) By the way, can I get a city map in the hotel? 请问, 我能在宾馆里买到地图吗?

By the way 通常用来提起与先前谈话无关的题目。

(5) satisfied *a.* 满意的

be satisfied with... 对.....满意

(6) I'll be seeing you tomorrow morning. 明天早晨我们再碰头。

shall (will) + be + -ing 是将来进行时, 口语中常常用来表示预计即将发生或一定要发生的动作。

Unit 3

Telephone Call

打电话

1. Good morning. Shanghai Arts and Crafts Import and Export Corporation.
早上好! 这儿是上海工艺品进出口公司。
2. Good morning. May I speak to Mr Luo, your manager?
早上好! 能找您的经理罗先生讲话吗?
3. This is Jones from EAC Company.
我是EAC公司的琼斯。
4. I'm sorry, Mr Jones, he is not in for the moment. Would you like to leave a message?
很抱歉, 琼斯先生, 他不在, 您是否有什么话要留下?
5. Yes, please. Could you tell him that Jones from EAC Company phoned? I'll call again in the afternoon.
请转告他, EAC公司的琼斯来过电话, 下午我会再打一次电话。
6. Certainly, sir. If you call again at 3, he will be here.
好, 请在3点来电话, 那时他肯定在。
7. Thank you, good-bye.
谢谢, 再见。
8. I'm sorry, Mr Luo is speaking on another line. Will you wait?
对不起, 罗先生正在接另外一个电话, 您能等一下吗?
9. Yes, I will.
好, 我等着。
10. Luo speaking. How are you, Mr Jones?