

吴之昕 张 琚 著

工程承包实用英语会话

PRACTICAL ORAL ENGLISH
FOR CONSTRUCTION
AND CONTRACTING BUSINESS



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本书为中英文对照本。根据作者在国内外从事承包经营活动的经验撰写而成。特色有:以 FIDIC 条款为依据,表达方式通俗易懂;模拟对话场景,极具实用性;覆盖了一般承包商务活动中的主要环节,囊括了所涉及的主要专业术语及几种常见表达方式。本书是从事国际承包商务专业人士的良师益友,也是专业英语学习者的一本较好的教材和参考书。

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序

20 多年来,随着中国改革开放政策的深入推行,中国建筑市场逐步发育,中国的建筑业也得以迅猛发展。中国建筑业广阔的发展空间和建筑市场的复杂性,已无法与以往同日而语。国内建筑市场发展过程中层出不穷的新情况和新问题,迫切需要借鉴国际建筑市场的成功经验予以规范和解决。尤其是在 2001 年底中国加入世界贸易组织后,中国建筑市场行将逐渐融入国际市场;同时,中国的建筑业也正走向广阔的世界建筑市场。作为国际市场的一部分,我国工程承包业务活动也需要与国际“接轨”,以国际化的用语和表述充分准确地进行沟通。国际建筑市场上,最通用、最常用的商业用语,当推英语。为了适应我国国际建筑工程承包业务的发展,编辑出版有关的中英对照的这类专用书籍,当是业界和有志于从事相关业务人员的迫切需要。

有鉴于此,本书作者,根据其多年在国内外从事建筑承包商务活动的经验和体会,撰写了《工程承包业务实用英语会话》一书。此书的特色之一是以 FIDIC 条款为依据,中英文用语准确规范,表达方式通俗易懂;特色之二是模拟对话场景极具实用性;特色之三是本

书几乎覆盖了一般建筑承包商务活动中的主要环节,囊括了所涉及的主要专用术语及几种典型的表达方式。以上这些特色,充分反映了本书作者从事建筑承包商务活动的丰富经验和撰写本书的良苦用心,同时也说明了本书作者对中英文两种语言具有深厚的功底和相当高的水平。

本书是从事国际承包商务专业人士的良师益友,也是专业英语学习者的一本较好的教材和参考书。当然随着建筑业的进一步发展和变化,本书内容今后也将需要加以补充和更新,这是很自然的事。总的来说,本书颇具新意,针对性强,又比较实用,本人有幸早先一步读到本书原稿,读后颇受教益,深有启发,故特为之序。

建设部科学技术委员会顾问
瑞典皇家工程科学院外籍院士
许溶烈

PREFACE

China's construction market has grown up gradually and the continuing reform and open policies during the past 20 years have helped develop a broader space for more complex development. New changes with attendant problems during the growth of the construction market need to be urgently addressed and solved with references to the successful international experience.

China's accession to the WTO at the end of 2001 has opened the door for China to join the international market. The continuing progression of China's construction industry towards the international market means both the contracting and construction business activities must comply with international practices. The universal business language in the construction market is English, therefore in order to compete in the international construction and contracting business the compiling and publishing of Chinese and English reference books are urgently needed for the building industry and people working in this field.

Wu Zhixin, author of *Practical Oral English for Con-*

struction and Contracting Business has utilized his own experience and understanding of the construction and contracting business both at home and abroad. The first feature of this book is that the commercial terms in both Chinese and English were carefully selected according to FIDIC clauses and expressions in common use. The second feature of this book is that the texts are given in mock dialogues and very practical. The third feature is that the texts cover all the main construction and contracting business activities and all the main terms and key expressions in general use in this industry. All the above features are based on the author's experiences in construction circles, both domestic and overseas, and on his deep belief in writing this book.

Wu Zhixin's book is a very helpful manual for professionals working in the international construction and contracting business, and an excellent reference book for people learning construction business English. Further development and changes in the construction market will necessitate this book being supplemented and reviewed. The book is innovative, pertinent and relatively practical. I had the honour to read the manuscript in advance and was greatly enlightened by its content. I hereby write the preface.

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Xu Ronglie

前 言

经济全球化已经成为新世纪不可逆转的潮流。

中国加入 WTO 以及北京申办 2008 年奥运会取得成功,表明中国正以积极的姿态迎接世界经济全球化的大潮。

中国政府逐步出台一系列政策,鼓励和支持有能力的建筑公司走上国际工程承包市场。中国经济持续、高速的增长也吸引了世界各国大批投资商、设计师和承包商来华开拓业务。无论是“走出去”,还是“引进来”,中国建筑业需要一大批具有基本外语沟通能力并了解国际工程承包惯例的工程业务人员。为了满足这一需要,我们编写了这本《工程承包业务实用英语会话》。在本书的策划、编写中,我们力图贯彻以下几个原则:

1. 突出国际工程承包惯例的原则。本书以 FIDIC 合同条件为依据,针对合同前期和合同实施过程中的主要环节,设定场景,编写对话,以便读者在进行语言训练的同时,了解国际工程承包业务中的一些通行做法。

2. 突出工程承包商务用语的原则。不同类型的建设工程在技术层面上千差万别,但在商务层面上却

有共同遵循的准则。本书尽量减少涉及特别专门的工程技术,以便读者能把注意力集中在工程承包惯例和商务用语上。在市场经济的条件下,工程承包业务绝不能单纯地理解为项目实施,还必须涵盖项目前期的市场营销和投标报价这两项非常重要的业务活动。为此,本书第一、二章各以五课的篇幅为读者提供这两方面的会话片段。

3. 少而精的原则。英语会话,难在起步入门。很多工程业务人员数年甚至数十年在英语会话上没有进展,究其原因往往是在于起步的第一个台阶目标设定得太高,结果是望而却步,或是半途而废。其实掌握英语会话的惟一途径是运用英语直接与外国人进行口头交流,在沟通中学习,在沟通中提高。我们精选了工程承包业务中最基本的英语会话片段,希望本书能够帮助读者张开口、用英语与外国同行开始第一次对话,成为帮助广大读者跨入英语会话华丽殿堂的一块小小的垫脚石。

4. 袖珍的原则。英语会话,贵在持之以恒。为了能让英语会话与读者相伴相随,我们把本书做成袖珍本,并配上 CD 录音,使广大读者随时随地可读可听。如果读者是自学的话,我们建议把每一课都分成以下三个步骤来学:第一步,不打开书本,只是反复地听同一课对话和关键词汇的录音,直到实在不能听懂更多内容时才告一段落;第二步,打开书本阅读课文,查对自己是对哪几句对话听不懂,分析一下原因,是因为不

知道某一句型还是没有见过某些单词,抑或是自己对英语语音的感觉有问题,然后有针对性地加强对薄弱环节的练习;第三步,在此基础上反复朗读课文,直至朗朗上口,能够背诵。

根据我们的经验,我们相信具备英语四级水平的读者,利用业余的零星时间,通过上述的听、读、背三个步骤,按每星期学习一课的速度,完全能够在不到半年的时间里学完并掌握本书,达到运用英语跟外国同行面谈交流的目的。

本书由吴之昕策划,由吴之昕、张琚合作编著,由来自澳大利亚的 Belecky 夫妇、美国的何荣先生(Mr. Ronald Hollmeier)审定,由何荣先生(Mr. Ronald Hollmeier)、柯嘉勤先生(Mr. Michael Conen)、周思敏女士(Ms. Michelle Chew)朗诵录音,张勇先生录制。鉴于我们自身的水平和阅历有限,本书一定存在着不少错误和缺失,恳请业内的专家和广大读者给予批评指正。

参与本书策划、编著、审定和录音的全体人员,谨将本书献给全国广大建筑企业工程业务人员、设计院的设计师、监理公司的工程师、国外来华的发展商、咨询公司和国际承包商的中方工作人员以及工程建设类大专和大学本科的在校学生,献给我国对外承包工程这一宏伟的事业。

FOREWORD

Economic globalization has become an irresistible trend in the new century.

China's accession into WTO and Beijing's successful bidding for Olympic '2008 indicate that China is positively participating in the significant trend of economic globalization.

The Chinese government has issued a series of policies encouraging and supporting competent construction enterprises to develop their business in the overseas construction market. The high-speed sustained economic growth of China has been attracting more and more investors, designers and contractors from different countries of the world. To support both Chinese construction companies' going abroad and foreign companies entering China, the Chinese construction industry needs a great number of personnel who have a basic ability to communicate in a foreign language and to understand the international common practices in the contracting business. In order to meet this need, we have compiled the ***Practical Oral English for Construction and Contracting***

Business .

During our initial design and compilation of this book, we have tried to adhere to the following principles:

Emphasis on international common practices in the contracting business. Being designed on the basis of FIDIC Conditions of Contract, the book presents scene dialogues focusing on the main activities in pre-contract stages as well as the contract implementation stage, so that readers can acquaint themselves with the common practice of international contracting business while practicing language.

Emphasis on construction and contracting business terms. The technologies adopted vary a lot from project to project, but the business rules are common or similar in different projects. The book tries to avoid special engineering technology in order that the readers can pay more attention to contracting conventions and business terms. Under the market economy, contracting activities can't be simply regarded as project execution; they also cover two other important activities i. e. marketing and tendering in pre-contract stage. Thus, 5 lessons each were designed in Chapter I and Chapter II providing scene dialogues with regard to marketing and tendering respectively.

Small is beautiful. It is quite difficult for the beginners

to cross the threshold in learning oral English. Many engineers and managers make no progress in oral English even after several years. They usually have set too high a standard for themselves in their initial step. As a result, they give up halfway. The most effective way of learning oral English is to talk to foreigners in English. In this book, we have selected basic English dialogue segments related to the construction and contracting business. We expect it can help the readers have their first dialogue with foreign colleagues. We hope this book will be a small stepping-stone for our readers to become familiar with oral English.

Pocket edition. Perseverance is the key to learning oral English. In order to make our oral English book friendly to the readers, we have designed a pocket edition attached with a CD. In this way, the readers can read and listen anywhere and anytime. If the readers are self-learners, we'd like to suggest the following steps: firstly, start by listening to the CD player repeatedly until you become familiar with the dialogue and the key words. Secondly, open the book and read the text, identify which sentence or word you did not grasp. Analyze the reasons and be clear if you have never seen a certain pattern of sentence or you don't know a certain new word. Maybe you have difficulties in listening to

spoken English. As per different situation, work on your weakness by practicing. Try reading aloud the dialogues until you can recite them fluently.

According to our experience, we believe that the readers with the 4th level of CET can master oral English following these steps (listening, analyzing, reading aloud and reciting) in about half a year, at a learning rate of one lesson a week, you should be able to accomplish the aim of face to face communication with a foreign colleague in oral English.

The book was planned by Wu Zhixin, compiled by Wu Zhixin and Zhang Jun, examined by Mr. Franz Belecky and Mrs. Judy Belecky of Australia and Mr Ronald Hollmeier of the USA, read for recording of CD by Mr. Ronald Hollmeier, Mr. Michael Cnen, and Ms Michelle Chew, and recorded by Mr. Zhang Yong.

Because of our limited experience and capability, there are certainly a lot of errors and defects in the book. The corrections and comments from experts and all the readers are highly appreciated.

All the members who planed, compiled, examined and recorded this book would like to dedicate it to all the engineers and managers in construction enterprises, designers and supervisors, to Chinese people working for foreign developers, consultancy companies and interna-

tional contractors, to the students who major in construction engineering and contracting and to China's magnificent international contracting cause.

Wu Zhixin Zhang Jun