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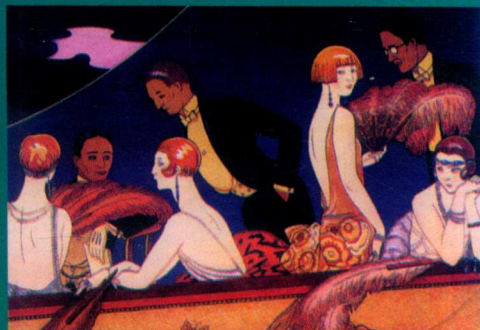
I'm so
外贸英语会话

兰天 编著
曲清德 审定



(修订版)

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总编室:(0411)4710523

营销部:(0411)4710525

网 址:<http://www.dufep.com.cn>

读者信箱:dufep@mail.dlptt.ln.cn

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前言

从事高校的商务英语教学工作多年,我始终认为我们的学生是优秀的,他们勤奋、刻苦、求知欲强。每当面对他们的时候,我都会觉得身上肩负的责任重大。如何指导学生,让他们掌握标准、地道的英语进行未来的商务活动,这不仅仅体现说者的英语水平,更主要的是展示中国学生的深厚的文化内涵。商务沟通只是国际交流的一个侧面,通过流利的语言表达,让我们的学生走进世界,让世界了解中国。

此书的编写凝聚了几代教育工作者的心血。已故的韩勃教授在临终前完成了第一版,随后曲清德老师又修订出版。作为他们的学生,我感谢恩师的培养,牢记他们的嘱托,以加倍努力的学习和工作来报答他们对我的厚望。但愿恩师能首肯此部拙作。

在编写本书的过程中,我参考和借鉴了大量的相关书籍,在此向这些前辈和同仁表示衷心的感谢。

本书的编写原则很明确:

涉及内容较广。共有十三章的关于国内外商务活动的不同主题,有介绍、引荐、参观工厂、价格磋商、投诉、举办商展、广告、董事会议、财务审计、法律事宜、在中国投资、银行业务,还有指导学生找工作的面试。

全新的、应用性极强的注释。编者在这部分做了大胆的尝试,并在教学中进行了试验,取得了令人满意的效果。注释中商务常识部分重点归纳介绍与业务有关的背景知识;最具特色的部分是情景语言的归纳;英式英语和美式英语用法;用语及词汇的比较;流行英语口语;英语同音异义字;特定词语的综述;词语掌故。

练习部分的特点还设有规定场景小组口语训练,并编辑有最流行的英语口语的翻译练习。

在书的最后附录部分,编者收入了一些与国际商务活动有关的国际组织的名称以及财富 2000 年世界 500 强企业名录。

编者所有的努力都是为了读者。真的希望亲爱的读者们能够通过本书的学习,掌握标准、地道的英语,让这门语言艺术为您插上事业腾飞的翅膀。

兰 天

2002 年 1 月于大连

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Unit One

Introductions

Section One Meeting at the Airport

- Li Li: Excuse me, are you Mr. John Phillis?
- Phillis: Yes, I am.
- Li Li: I am Li Li with Dalian Import and Export Corporation. Mr. John Phillis, welcome you to Dalian.
- Phillis: Glad to meet you. Thank you very much for coming here to meet me.
- Li Li: You are welcome. Mr. John Phillis, please allow me to introduce Mr. Zhang Wei to you. Mr. Zhang Wei is the deputy manager of our company. Mr. Zhang, this is John Phillis. He is from American Unitedtrade Co., Ltd. He is the director of Far East Department.
- Zhang Wei: It is nice to meet you, Mr. Phillis. I'm very glad that we finally have the opportunity to meet.
- Phillis: Glad to meet you, too. We have communicated on line for quite a long time, I have been looking forward to paying a visit to your company and meeting you personally.

Zhang Wei: I have been expecting this moment. Mr. John Phillis, how is your trip?

Phillis: Oh, the journey was so good. I had a good sleep and I enjoyed the food they served on the plane.

Li Li: You know, you took the airplane of China International Airline, which is one of the best Airlines with satisfactory services.

Section Two At the Hotel

Operator: Good morning. Hilton Hotel.

Li Li: Good morning. Please connect me with Mr. John Phillis in room 2305.

Operator: A second, please.

Phillis: Hello, This is John Phillis, who is calling, please?

Li Li: Good morning. Mr. Phillis, this is Lili speaking. I am sorry for interrupting you. I call you to make an appointment for you and our General Director, Mr. Wang Tao.

Phillis: Great! I am thinking about meeting him as soon as possible. How about 10 o'clock in this morning at the coffee bar in this hotel.

Li Li: Sure! I am going to tell Mr. Wang.

Wang Tao: Good morning. Mr. Phillis. Welcome you to Dalian.

Phillis: Good morning. Mr. Wang Tao. I have been planning to visit your company and Dalian, now it comes true. Mr. Wang, thanks so much for the city tour you arranged yesterday. I did enjoy it. Dalian is a wonderful city. It deserved its name "one

of the most beautiful cities in China." The green grass and a profusion of flowers everywhere makes me feel at home. The gentle breeze from the sea, the cool weather of the day, all these let people feel comfortable being here. Dalian is indeed a glamorous city.

Wang Tao: Thank you very much for saying so. I have been living in Dalian for more than 20 years since I graduated from the university. I love this city and I am very delighted to have friends here. Hope your stay a pleasant one.

Phillis: Yes, I do. Thank you and I am sure it will.

Wang Tao: I will invite you for dinner this evening with all Dalian specialities. You love fresh seafood, don't you?

Phillis: Yes, I do. I am crazy about seafood. Thank you. You know, I was born in a small coastal town.

Wang Tao: Mr. Phillis, we would like to ask you to visit our company and I will arrange Miss Li to pick you up at 2:30 this afternoon. Then we can come to our business talk.

Phillis: OK, see you in the afternoon.

Section Three In the Restaurant

Wang Tao: Mr. Phillis, we had a good talk this afternoon, didn't we?

Phillis: Yes, very good talk. I have personal impression of your company. We are very lucky to do business with your company. Your company is a well-organized one, the staff members are well-trained and they work efficiently.

- Wang Tao: It is very kind of you to say so.
- Li Li: Mr. Phillis, our company has been paying much attention to the administrative management, we have strict standards to guide the work.
- Zhang Wei: We hold a business creed "Efficiency is life, time is money."
- Phillis: Yes, it is true. Good companies, efficient operation, good gains.
- Wang Tao: Mr. Phillis, this is the best seafood restaurant in Dalian.
- Phillis: What a beautiful restaurant! I like the decorations. It seems that the Chinese people love red.
- Zhang Wei: Mr. Phillis, Would you mind drinking some wine?
- Phillis: Of course not. May I see the wine list?
- Li Li: Here you are, Mr. Phillis.
- Phillis: How about a bottle of Dalian beer?
- Wang Tao: Good idea! Bangchui Island beer is a well-known brand in China. You have a better taste. Shall I propose a toast to welcome Mr. John Phillis to Dalian?
- Phillis: Thank you, for our successful business talk.
- Li Li, Zhang Wei: Cheers!
- Wang Tao, Phillis: Cheers!

Words and Expressions

glamorous

adj.

富有魅力的

| | | |
|------------|----|--------|
| speciality | n. | 特色品 |
| decoration | n. | 装潢, 装饰 |

Business Terms

| | |
|---|-----------|
| state - operated corporation | 国营公司 |
| state - owned corporation | 国营公司 |
| state - run corporation | 国营公司 |
| state - designated second grade enterprise | 国家指定的二级企业 |
| collective - owned enterprise | 集体企业 |
| individual - owned enterprise | 私营企业 |
| private - owned enterprise | 私营企业 |
| merchandising enterprise | 商业企业 |
| township/rural enterprise | 乡镇企业 |
| enterprise of joint venture, for cooperative and with sole foreign capital/investment | 三资企业 |

Notes

Part 1 Basic Expressions

(A)

Allow me to introduce Mr. Johns to you.

请允许我向你介绍约翰斯先生。

Let me introduce Mr. Johns to you.

让我向你介绍约翰斯先生。

May I introduce Mr. Johns to you?

我向你介绍约翰斯先生好吗?

I'd like to introduce Mr. Johns to you.

我想向你介绍约翰斯先生。

I want you to meet Mr. Johns.

我想让你认识约翰斯先生。

(B)

How do you do?

你好!

Response: How do you do? (It is nice to see you.)

答:你好!(见到你很高兴。)

How are you doing?

你好吗?

R: Good, thanks. How about you?

答:很好,谢谢。你好

吗?

How's it going?

你好吗?

R: All right.

答:挺好。

How are things?

你(情况)好吗?

R: Everything's fine.

答:一切都好。

Hi, Paul.

保尔,你好。

R: Hi, Jane.

答:你好,珍。

(C)

(It's) good to meet you.

很高兴认识你。

Nice to see you.

看见你很高兴。

It's a pleasure to meet you.

很高兴认识你。

How nice to have met you!

能认识你真高兴。

It's been very nice talking with you.

同你谈话真愉快。

It's been a pleasure meeting you.

很荣幸认识你。

I hope I'll see you again.

希望能再见到你。

(D)

Question: May I speak/talk to Miss Li, please? 请找李小姐听电话。

Answer: This is she. / This is she speaking. 我就是。

Q: May I speak/talk with Mr. Li, please? 请找李先生听电话。

A: This is he. / This is he speaking. 我就是。

Q: I like to talk to Mr. Li, please. 请找李小姐听电话。

A: Just a moment, please. 请稍候。

Q: Is Mr. Li in? 请问李先生在吗?

A: He is not available now. 他不在,他一会儿就回来。

He should be back in a few minutes.

Would you care to leave a message? 你要留口信吗?

Could I take a message?

Q: Is this Mr. Paul's residence? 请问是保尔府上吗?

A: What number did you call/dial? 你打几号?

Q: 919 - 760 - 2190 919 - 760 - 2190

A: I'm sorry, but you must have the wrong number.

抱歉,你一定是打错了。

Please look it up in the telephone directory.

建议你查阅电话号码簿。

(E)

Cheers! 干杯!

Let's kill it! 干杯!

Down in one! 干杯!

Here's to the new manager! 敬新经理!

Let's toast the new president. 我们敬新董事长一杯。

I'd like to propose a toast to the new chairman.

我建议向新董事长敬酒。

Let's give a toast to the new groom. 我们向新郎敬酒。

Let's make a toast to Johns's new house.

让我们为约翰斯的新居干杯。

To you and to me! 为我们两人干杯!

To our health! 为我们的健康干杯!

(F)

I pick up the bill/ tab. 我来买单。

I take care of the check. 我来买单。

I stand treat for dinner. 我请客。

I'll give the dinner for you all. 我请客。

I get it. 我来买单。

I treat you all. 我请客。

It is on me! 我来付!

My treat! 我请客!

Part 2 American English and British English

美语、英语单词拼写差异

1. 改变字母拼写顺序

| | Am. E | Br. E | |
|--------|---------|---------|----|
| er——re | theater | theatre | 剧场 |
| | center | centre | 中心 |

2. 改变字母

| | | | |
|-------------|-------------|------------|--------|
| ction——xion | complection | complexion | 肤色, 局面 |
| e——oe | diarrhea | diarrhoea | 痢疾 |
| ed——t | burned | burnt | 燃烧 |
| | smelled | smelt | 嗅 |
| er——ar | pedler | pedlar | 小贩 |
| f——ph | sulfur | sulphur | 硫 |
| i——e | dispatch | despatch | 派遣 |
| i——y | tire | tyre | 轮胎 |
| | sirup | syrup | 糖胶 |
| in——en | inquire | enquire | 询价 |

| | | | |
|--------|-----------|-----------|----------|
| | insure | ensure | 保险 |
| o——ou | mold | mould | 铸模, 性格 |
| se——ce | license | licence | 执照 |
| | practise | practice | 练习 |
| z——s | analyze | analyse | 分析 |
| | cozy | cosy | 舒适的, 舒服的 |
| | apologize | apologise | 道歉 |

3. 省略元音字母

| | | | |
|-------|----------|-----------|---------|
| 省略 a | medieval | mediaeval | 中世纪的 |
| 省略 e | story | storey | 层 |
| 省略 i | aluminum | aluminium | 铝 |
| 省略 o | mustache | moustache | 胡须 |
| 省略 u | honor | honour | 荣誉 |
| 省略 ue | catalog | catalogue | 目录, 一览表 |

4. 省略辅音字母

| | | | |
|------|---------|----------|--------|
| 省略 h | must | musth | 交尾期中的象 |
| 省略 k | shellac | shellack | 虫胶 |

5. 省略词尾的辅音和元音字母

| | | | |
|-------|---------|-----------|----------|
| 省略 me | program | programme | (计算机) 程序 |
| 省略 te | cigaret | cigarette | 香烟 |
| | omelet | omelette | 菜肉蛋卷 |

6. 把双写的辅音字母省略为单写

| | | | |
|-------|--------|---------|-----|
| g——gg | fagot | faggot | 一捆 |
| l——ll | instal | install | 安装 |
| | woolen | woollen | 羊毛的 |
| t——tt | mut | mutt | 庸人 |
| z——zz | whiz | whizz | 嗖嗖风 |

7. 无 e 结尾——有 e 结尾

| | | |
|-------|--------|----|
| ax | axe | 斧子 |
| blond | blonde | 金发 |
| peas | pease | 豌豆 |

8. 其他

| | | | |
|-------------|-----------|-----------|-----------|
| c/k/ck——que | check | cheque | 支票 |
| | cue | queue | 排队 |
| | bark | barque | 三桅帆船 |
| kee/ki——qui | palankeen | palanquin | 4/6 人抬的轿子 |
| k/ck——c | disk | disc | 唱片, 铁饼 |
| | socket | soccer | 足球 |
| | skeptic | sceptic | 怀疑的 |

Part 3 Current English Usage 流行英语口语

| | |
|----------------|-------|
| Baloney! | 荒谬! |
| Behave! | 放尊重点! |
| Bingo! | 中了! |
| Bravo! | 太棒了! |
| Brilliant! | 棒极了! |
| Check! | 买单! |
| Cool! | 酷! |
| Damn! | 该死! |
| Drat! | 讨厌! |
| Encore! | 再来一个! |
| Fantastic! | 绝了! |
| Fifty - fifty! | 对半分! |
| Foul! | 犯规! |
| Gosh! | 天哪! |
| Gorgeous! | 美极了! |
| Hurray! | 万岁! |