

外贸英语常用词手册

天津财经学院

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外 贸 英语常用词手册



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前 言

根据我们多年来教学的体会，英语中有些词或词组在外贸函电中有其特殊含义和用法，初学者往往不易掌握，使用不当，造成误解。许多外贸业务单位也曾反映过这种困难，希望能有一本关于这方面的参考工具书。

有鉴于此，我们收集了二千余个外贸方面的英语常用词，配备英汉对照例句八千余条说明用法，并对某些特殊用法加注语法解释，以便初学者理解。

由于我们的政策水平，业务水平和工作经验所限，书中一定还存在不少缺点和错误，希望广大读者给以批评和指正。

本书仅供内部参考，不公开发行。

在编写过程中受到有关单位和一些兄弟院校的热情支持及具体帮助，对此我们表示衷心的感谢。

天津财经学院对外贸易系
《外贸英语常用词手册》编写组
一九七七年

A

abandon v. 放弃

They agree to abandon this requirement.

他们同意放弃此项要求。

The goods have been abandoned as unsalvageable.

该货作为不能抢救（保险业、航运业用语）业经放弃。

abeyance n. 搁置，缓办

It would be better for us to hold the matter in abeyance until opportunity matures.

把这个问题先放一放等到时机成熟时再说，那样对我们将会更好一些。

We have to leave your enquiry in abeyance.

我们不得不将你的询盘暂时放一放。

The matter has been left in abeyance.

此事已被搁置。

abide v. 遵守（后接介词 by）

Please feel assured that we will abide by our promise.

请放心我们一定遵守我们的诺言。

We have to insist on your abiding by the contract (agreement).

我们不得不坚持要求你方遵守合同（协议）。

ability n. 能力

We will co-operate with you to the best of our ability.

我们一定尽力与你方合作。

We look forward to your ability to offer us this article in the near future.

我们盼望你在不久的将来能向我们报此货。

able adj. 参阅 **can**

abnormal adj. 反常的，不正常的

We do not think such an abnormal phenomenon will last long.

我们认为这样的反常现象不会持续很久。

abortive adj. 不能生效的, 不能成功的

It would be an abortive effort to try to close this wide price gap.

试行缩小这样大的价格差距将是徒劳的。

This sales plan might prove abortive but it is worth trying out.

这个销售计划也许不能成功, 但仍值得一试。

about adv. 大约, 左右

We need about 200 metric tons.

我们需要大约二百公吨。

〔注〕 about 和 approximately 两字的含义在外贸函电中略有不同。虽无明确规定, 但按通常习惯 about 一般指百分之五左右, approximately 一般指百分之二左右。

above adj. 上面的, 上述的

1. above 和 above-mentioned 的意义完全相同, 可换用。在外贸函电中常见的有, the above offer, the above price, the above order, the above shipment 等。

2. above 也可用作名词, 指单数或复数均可, 前加定冠词。

The above (offer, price) includes your commission of 2%.

以上(报盘或价格)包括你方百分之二的佣金。

The above (articles) are of no interest to us at present.

我们对以上各项(商品)目前均无兴趣。

3. 在一封信的同一段中, 一般用 the foregoing 指前一句所说的东西, 不宜用 the above。

We are interested in most of your products. Right now, our interest is in your Bicycles only. The foregoing (不用 the above) is an item we used to import in large quantities.

我们对你方产品大部份都感兴趣。目前我们只对你方的自行车有意。这项商品我们过去经常大量进口。

4. the above 的反义词是 the under-mentioned, the undernoted, the following。

abrogate v. 取消, 废止

We have no intention to abrogate our obligations.

我们没有要停止履行我们义务的意思。

abrupt adj. 突然的

Buyers have withdrawn from the market in view of the abrupt turn of the trend of prices.

由于价格趋势的突然转变, 买主已退出市场。

absence n. 没有, 缺乏

We cannot ship the goods in the absence of your L/C.

没有你方的信用证我们不能装运此货。

Owing to the absence of any news from you, we have sold the goods elsewhere.

由于没有得到你方的任何消息, 我们已将该货另售别处。

absorb v. 承受, 承担

Please let us know the approximate quantity your market can absorb in a year.

请告知你方市场一年约有多大纳胃。

We will not absorb these charges.

我们不能承担这些费用。

abundance n. 丰富, 充裕 (前面用不定冠词)

There is an abundance of offers on this commodity but nobody is interested.

此货的报盘很多, 但无人感觉兴趣。

abundant adj. 丰富的, 充裕的

This article is in abundant (plentiful) supply.

此货供应充足。

accede v. 同意 (含有勉强让步之意)

After several approaches, we have talked them into acceding to your request for substitution.

经过数次联系, 我们已说服他们同意你方以它货替换的要求。

accelerate v. 加速

Please do your best to accelerate the preparation of the goods.

请尽力加快准备此货。

This has greatly accelerated the pace of production.

这就大大地加速了生产的步伐。

accept v. 接受 (宾语有时可省去)

We cannot accept your offer; the price is too high.

我们不能接受你的报盘; 价格太高了。

We accept your offer subject to August shipment.

如果八月份装船, 我们就接受你的报盘。

We cannot accept forward shipment.

我们不能接受远期装运。

We do not think we can accept your suggestion.

我们认为我们不能接受你方的建议。

We believe our price is reasonable. Please do your utmost to accept as it will lead to further business.

我们相信我们的价格是合理的。请尽力接受, 这样将会带来更多业务。

This article is in good demand. We advise you to accept for there are other buyers in the field.

此商品需要正股。由于还有别家要买, 我们劝你接受下来。

〔注〕说接受报盘时用 **accept** 或 **accepted**。如在外贸电报中说: “YC5TH **ACCEPT (ACCEPTED)**”, 不可用 **accepting** 或 **acceptable**, 因为 **accepting** 和 **acceptable** 都不是肯定接受的意思。

acceptable adj. 可接受的, 合意的

Your offer is not acceptable.

你的报盘是无法接受的。

The quality is acceptable, but the time of shipment is not.

质量可以接受, 但船期不行。

acceptance n. 接受

We look forward to your immediate acceptance.

我们盼望你立即接受。

We strongly recommend acceptance for our stocks are running low.

由于我们的存货渐少, 我们极力劝你们接受。

accident n. 意外事件, 事故 参阅 **incident**

accommodate v. 照顾, 通融

We hope you will accommodate us by accepting time L/C.

我们希望你们予以照顾, 接受迟期信用证。

We shall appreciate it if you will accommodate us in this respect.

如果你在这方面给我们以照顾, 我们将甚为感激。

We did this to accommodate your buyers.

我们这样做是为了照顾你方的买主。

accommodating adj. 照顾, 通融

It is not that we are not sufficiently accommodating but that the change proposed by you would upset our working arrangements.

不是我们照顾不够, 而是你方提出的修改将会打乱我们的工作安排。

We hope you will be accommodating enough to grant our request.

我们希望你方将充分照顾, 答应我们的请求。

accommodation n. 照顾, 通融

This is a special accommodation.

这是一项特殊照顾。

We extend to you this accommodation in view of our friendly relations.

鉴于双方的友好关系, 我们特作此项通融。

accord

1. n. 一致

Our views on this question are in accord with yours.

我们对这个问题的看法是和你们一致的。

Your shipment is not in accord with the sample.

你发来的货与样品不符。

We regret to say that your shipment and sample are not in accord.

我们很遗憾你发来的货与样品不一致。

〔注〕not in accord (with) = out of accord (with)

2. v. 符合; 给

What you are doing does not accord with your promise.

你所做的与你的诺言不一致。

Please accord our draft due protection.

请对我们的汇票及时照付。

We trust you will accord this matter your serious attention.

我们相信你会对此事予以认真的考虑。

Any courtesy you may accord to our representative will be highly appreciated.

我们将感谢你方给与我们代表的任何礼遇。

accordance n. 一致 (常用于 in accordance with 这一习语中, 作“与……一致”, “按照、根据”解, 在后种解释里, 和 according to 同义, 但语气较重, 如指往来电报、合同、规定, 用 in accordance with 较合适。)

In accordance with cables exchanged, we are glad to have sold you 50 tons Castorseeds.

按照双方往来电报, 我们很高兴卖给了你们五十吨蓖麻籽。

We trust you will execute our order in accordance with the contract.

我们相信你将按照合同执行我们的订单。

The order will be executed in accordance with the terms agreed.

订单将按商订的条款执行。

It is in accordance with the rise of international market that we have increased our prices to this extent.

我们将价格提高到这样的程度, 这是与国际市场的上升趋势相符合的。

The quality must be in strict accordance with the sample.

质量必须与样品严格相符。

The stipulations in your L/C are not in accordance with the contract.

你方信用证的规定与合同不一致。

〔注〕in accordance with 是英国用语, 美国用 in accordance to。

accordant adj. 一致的 (后接介词 with 或 to)

On receipt of your L/C accordant with (to) contract, we will arrange to ship the goods.

我们将在收到你方与合同一致的信用证时安排装运此货。

according 只用于下列两个习语中,

1. **according as** conj. 依据, 根据

Generally speaking, we pay commission or no commission according as the goods are industrial products or traditional products.

一般说来, 我们付佣与否根据是工业品还是传统商品而定。

2. **according to** prep. 按照, 依据

According to what the buyer says, the price will go down further.

据买主说, 价格将进一步下跌。

According to information received, there are more buyers than sellers.

根据所得消息, 买主多于卖主。

According to your market report, demand seems to be returning.

根据你方市场报道, 需求似乎正在恢复。

〔注〕**according to** 通常不能引导表语短语, 不能说: This information is according to their market report.

accordingly adv. 因此, 于是, 所以 (在句首或句子中间); 按照要求, 按下述 (在句尾)

Accordingly, we have to ask you to extend your offer 3 days.

因此我们不得不请求你将报盘展期三天。

We have accordingly asked you to extend your offer 3 days.

于是我们请求你将报盘展期三天。

We have extended our offer accordingly.

如所要求, 我们已将报盘展期。

We have amended the credit accordingly.

我们按照要求修改了信用证。

account

1. n.

(1) 帐目, 帐 (略号 a/c) 外贸书信中常见的短语有, for the account of ..

(出或收某人的帐), for one's account (由某人支付)

We bought the goods for the account of Messrs. Peterson & Co.

这货是我们代彼得生公司买的。

We bought the goods for our own account.

这货是我们自己买的。

The additional charges will be for our account.

附加费由我方负担。

The additional charges are to be for your account.

附加费由你方负担。

The extra freight is to be for buyers' account.

额外运费由买方负担。

(2) 理由, 原因 (on account of 由于, 因为)

We cannot accept fresh orders on account of heavy sales.

由于大量的售出, 我们不能再接受新订单。

On account of lack of direct steamer, please allow transshipment in your L/C.

因为没有直达轮船, 在你的信用证中请注明准许转船。

On account of difference in taste, your designs do not suit this market.

由于趣味不同, 你的图案不适于此间市场。

The price has dropped on account of large offerings from other sources.

由于来自其他方面的大量报盘, 价格已下跌。

(3) 考虑 (take ... into account 对……加以考虑或注意)

Price is not the only factor; you have to take the quality into account.

价格不是唯一因素, 你方也必须考虑到质量。

We agree to your request, taking into account our good relations.

考虑到我们之间的良好关系, 我们同意你方的要求。

2. v. 解释, 说明; 占(多少数量百分比)

We cannot account for the delay.

我们无法解释迟延的原因。

It is difficult to account for this sharp rise.

对价格的急剧上升, 很难解释。

Rubber accounts for 70% of their exports.

橡胶占他们的出口货的百分之七十。

accumulate v. 积累

We are accumulating stocks and will make you an offer as soon as possible.

我们正在组织货源并将尽快给你方报盘。

As stocks are accumulating rapidly, we expect to make you an offer in a week or so.

由于存货正在迅速积累,我们预计大约一星期后给你报盘。

accustomed adj. 习惯于(和介词 to 连用,后面再接名词或动名词,在较长的句子里接动词不定式较好。)

We are accustomed to L/C payment.

我们习惯于信用证付款办法。

We are accustomed to buying on C & F basis.

我们习惯于按成本加运费价格买货。

We are accustomed to sell against L/C available by draft at sight.

我们习惯于按即期汇票信用证出售货物。

acknowledge v.

1. 告知(收到)

We acknowledge your letter of March 5.

你三月五日信收到。

We acknowledge receipt of your letter of March 5.

(同上)

We acknowledge the receipt of your letter of March 5.

(同上)

[注]以上三句以第二句最常用,第三句比较不常用。

Your remittance was received some time ago, but, owing to oversight, we did not acknowledge it.

你的汇款已于日前收到,但是由于疏忽,我们没有通知你。

Please acknowledge (receipt of) the above.

请告知收到以上各件。

2. 承认

It is generally acknowledged that the quality is up to standard.

一般公认这种质量合乎标准。

This is done by you unilaterally. We do not acknowledge it.

这是你单方面做出的，我们不承认。

acknowledg(e)ment n. 告知收到

We have for acknowledg(e)ment your letter of March 5.

你三月五日信收悉。

〔注〕这里的 for acknowledg(e)ment 是状语短语，用来修饰 have。

We make acknowledg(e)ment to your letter of March 5.

(同上)

Acknowledg(e)ment is made to your letter of March 5.

(同上)

acquaint v. 使知道，使熟习，使认识

You will have to acquaint us with the details.

你必须让我们了解详情。

We are not acquainted with those people.

我们不认识那些人。

We are quite acquainted with the market conditions at your end.

我们对你方的市场情况很了解。

We are not acquainted with these articles.

我们对这些商品不熟习。

As we are now only at the get-acquainted stage, we cannot consider your proposal for sole agency.

由于我们只不过在初交阶段，我们不能考虑你方关于独家代理的建议。

act v. 做，行动

We trust you will act accordingly.

我们相信你方将会照办。

Please act immediately or the opportunity will be lost.

请抓紧，否则将失去机会。

Please act quickly as there are other parties in the field.

请抓紧，因为在这方面还有别家在等待着。

activate v. 使活动，使活跃

We trust you will co-operate with us in activating business.

我们相信你将与我们合作以推动业务。

We make this suggestion in order to activate our relations.

我们提出这个建议是为了活跃我们双方的业务关系。

active adj. 活跃的; 积极的

Buyers (Sellers) are active.

买(卖)货者活跃。

The market is quite active.

市场十分活跃。

This material is now in active demand.

这项货物需要正股。

Your suggestion is now under active study.

你方的建议正在积极研究中。

activity n.

1. 活动; 活动力

There is little activity in the market.

市场不大活跃。

As buyers prefer to wait and see, there is hardly any activity at present.

由于买主宁可暂时观望, 目前业务几乎停顿。

2. 活动范围(用复数)

This article falls (comes) within our business activities.

此项商品在我方业务经营范围之内。

Our activities cover a wide range of commodities.

我们的经营范围包括多种多样的商品。

adamant adj. 坚决

Our suppliers are adamant on this point.

我们的供货人坚持这一点。

add v.

1. 加上, 增加

The price is net. Please add your commission.

这是净价, 请加上你方的佣金。

Please add a sufficient quantity of spare parts to this order.

请在此订单中加上足够数量的备件。

This will add to the difficulty.

那会增加困难。

The mounting requirements add to the firmness of the market.

需要量日增，致使市况更坚。

2. add up to 总和是，总起来是

The weights add up to 9,800 lbs.

这几笔重量合计为九千八百磅。

All these add up to a reluctance to buy at present.

所有这一切使买主目前不愿进货。

addition n. 增加 常用于介词短语 in addition to 中，表示“除……外”，“加在……上”。在同一句中，使用了 in addition to 就不可再用其它含有“增加”意义的词，如下面前两句中方括弧里的词都应删去。另外，这个短语中的 to 是介词，后面只能接名词或动名词，不能接动词不定式。

In addition to this order, please offer us [another] 50 tons.

在这笔订单之外，请再报给我们五十吨。

In addition to this order, please offer us [a further quantity of] 25 tons.

在这笔订单之外，请再报给我们二十五吨。

In addition to offering this item, please send us samples of other products.

在报给我们这项产品之外，请再寄给我们其他产品的货样。

address

1. n.

(1) 地址，通讯处

Please write to them at the following address:

请按如下地址给他们写信，

(2) cable address 电报挂号; special (exclusive) cable address 专用电报挂号

We have registered the following cable address for your exclusive use:

我们登记了为你方专用的电报挂号如下：

We have registered for your use a special cable address as follows:

(同上)

2. v. 寄给; 说

Your letter of February 6 addressed to our Head Office in Peking has been passed on to us for attention and reply.

你方二月六日寄给我们北京总公司的信已交给我们来处理并答复。

You fail to address the key question.

你没有谈到主要问题。

adequate adj. 足够的

We hope the result will be an adequate compensation for your efforts.

我们希望结果将使你的努力得到足够的补偿。

The supply is not adequate to the demand (needs).

供不应求。

50 tons is adequate for our requirements.

五十吨足够我们的需要。

50 tons is adequate to meet our requirements.

五十吨足够满足我们的需要。

adhere v. 忠于, 坚持 (和介词to连用)

We always adhere to our commitments.

我们一贯忠实履行我们的义务。

We have tried to talk them round, but they adhere to their position (opinion, views).

我们曾试图说服他们, 但他们仍坚持他们的态度 (意见, 看法)。

We always adhere to the principle of equality and mutual benefit.

我们一向坚持平等互利的原则。

adjust v. 调整, 修改

Prices have been adjusted upward (downward).

价格已上 (下) 调。

We have adjusted the L/C as requested.

我们已按照要求修改了信用证。

adjustment n. 调整, 修改

It is necessary to make an adjustment in the price.

调整价格是有必要的。

The wording of the agreement needs adjustment.

这个协议的措词需要修改。

adopt v. 采取, 采用

Buyers seem to have adopted a wait-and-see attitude.

看来买主采取了观望态度。

It would be better to adopt a different approach.

采取另一种方法也许会更好一些。

advance

1. v. 上涨, 提前

The price has advanced.

价格已上涨。

Please do your best to advance shipment.

请尽最大努力提前装船。

It would help us a great deal if you could advance shipment from August to July.

假如你能由八月提前到七月装运, 将对我们有很大帮助。

2. n. 上涨, 事先, 预先

We do not expect any further advance in prices.

我们预计价格不会进一步上涨。

We wish to tell you in advance that we could use about 500 tons in the next three months.

我们愿提前告诉你, 在今后三个月中我们可能使用五百吨。

Please keep us fully advised as far in advance as possible.

请尽早事先详细通知我们。

We thank you in advance.

先此致谢。(这是陈腐客套语, 我对外写信不宜用。)

advantage n. 优点, 好处

1. advantage in ... 在某方面的好处

There is a good deal of advantage in attractive packing.

吸引人的包装好处甚多。