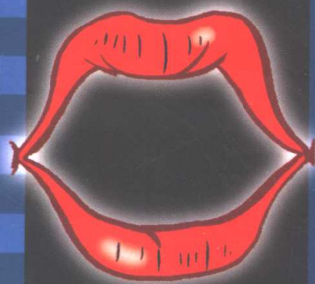


外经贸实用英语



语



对外经济贸易大学出版社

Practical Spoken English For International Business

外经贸实用英语口语

PRACTICAL SPOKEN ENGLISH FOR INTERNATIONAL BUSINESS

全国外经贸职业教育教学指导委员会外语工作委员会 编写

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前 言

外贸口语是全国各外贸中专学校和所有同类大中专院校的核心课程之一。然而多年来,这门课程没有统一的教材,各校使用的教材五花八门,缺乏规范。为解决这一问题,全国外经贸职业教育教学指导委员会外语工作委员会在大连召开的 2001 年年会上组织各学校编写这本《外经贸实用英语口语》。本教材取材新,内容全,难度适中,适用于中等专业学校的外贸专业(或国际商务专业)和外贸英语专业(或国际商务英语专业)的学生,也可供高职高专层次相关专业的学生使用。

本教材从机场迎接外宾开始,经过日常接待和各环节的业务谈判,到机场送走外宾结束,共 20 课。每课分为课文、生词、注解、练习、相关词语五部分。课文一般是三至四个对话;注解部分引用大量例句,力争让学生通过自学也能看懂课文;练习部分内容相当丰富,包括句型排练、单句口译、对话口译、情景对话或角色扮演、故事复述等五大基本部分,有些课文还根据不同情况,增加了其它内容的练习,从第十一课开始,增加了演讲练习,由易到难,旨在提高学生英语语言的口头组织能力。另外还有关于世界知名公司、品牌、港口名称以及人名的练习,以增加学生的知识面。

注解详细和练习丰富是本书的两大特色。本教材通过详细的注解,让学生在老师讲解的情况下,既能基本理解课文并学会重要语言点的用法;又通过大量练习,给教师提供各种练习素材,使学生反复训练,以真正做到口语教学中人人都强调但又很难做到的“精讲多练”。

本教材由刘洪、陈祥国主编,周树玲、李笑盈、崔卫、王淙副主编,周树玲负责总纂。参加编写的有:张熹春 栗景妆 李早暘 沈青 刘惠玲 剑军 钟立君 陈沧渊 来红旗 陈桃秀 刘杰英 胡萍 李素明 李笑盈 陈祥国 慕希琳 王珑珑 田文平 郑杰 郭磊 崔卫 秦亚农 王莉 张春玲。本书由美籍专家 Craig A. Ruhstorfer 先生审定。

由于时间仓促,更因编者的水平有限,本书不足之处在所难免,如各位专家同仁能提出宝贵意见,将不胜感激。

编 者

2001 年 9 月

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Lesson 1 Meeting Foreign Guests at the Airport

Conversation A

A: Excuse me, are you Mr. Wilson from the United States?

B: Yes, I am.

A: Welcome to China. I am Wang Lan, the secretary of Qingdao Textiles Import & Export Corporation.

B: How do you do, Miss Wang? (Handshake)

A: How do you do, Mr. Wilson.

B: I had a long flight but I'm doing well. It is very kind of you to come and meet me at the airport, Miss Wang.

A: It's my pleasure. Let us get you to your hotel so you can get some rest.

B: Yes, thank you.

A: Is this your first trip to China, Mr. Wilson?

B: Yes, the very first.

A: I hope you will enjoy your stay here in Qingdao.

B: Thanks. I'm sure I will.

A: Our car is waiting over there. Let's drive to the hotel. May I help you with your luggage?

B: No, thanks. I can manage all right.

Conversation B

A: (Handshake) Hello, Mr. Jones. It's certainly nice to meet you again.

B: Hello, Mr. Lin. Same here.

A: How is Mr. Jeffrey?

B: He is fine, thanks. And he sends his regards. How is business?

A: We've been quite busy, thanks. How was your flight? Did everything go all right?

B: It was very comfortable, except for a little bit of turbulence.

A: How long did the flight take?

B: About 12 hours.

A: 12 hours! You must be tired after such a long flight. Can I take you straight to your hotel?
 B: Yes, that would be best.
 A: May I help you with your luggage?
 B: Yes, thank you.
 A: I have a car waiting outside. Right this way, please.

Conversation C

A: If I'm not mistaken, you must be Mr. Peter Johnson from America.
 B: Yes I am, but
 A: I'm Li Mei from Pacific Import & Export Company. Nice to meet you. (Handshake)
 B: How do you do? Thank you so much for meeting me here.
 A: My pleasure. May I introduce Mr. Zhou to you? Mr Zhou is our sales manager.
 B: How do you do Mr. Zhou?
 C: How do you do Mr. Johnson? I've heard so much about you.
 B: Thank you. Call me Peter.
 C: And I'm Zhou Jian. We've been expecting you ever since you faxed us the date of your arrival.
 B: Thank you, Zhou Jian.
 A: Have you had a pleasant journey?
 B: Yes, well, it was uneventful. I guess that's the best thing you can say about a flight, isn't it?
 A: Yes, of course.
 B: I have heard a lot about China in the USA. Now I'm seeing it with my own eyes.
 A: Yes, this is a good chance to know more about China. I hope you'll enjoy your stay here.
 B: Thank you. I'm sure I'll have a wonderful time here.
 A: Well, you must be tired after the long flight. Our car is out in the parking lot.
 B: Fine.
 A: Shall we go, then?

New Words and Expressions:

- | | | |
|----------------|------|-----------|
| 1. airport | n. | 机场 |
| 2. secretary | n. | 秘书 |
| 3. textiles | n. | 纺织品 |
| 4. corporation | n. | 公司 |
| 5. enjoyable | adj. | 令人愉快的;有趣的 |
| 6. manage | v. | 设法 |

7. flight	n.	飞行;航班
8. comfortable	adj.	舒适的
9. luggage	n.	行李
10. turbulence	n.	气流;湍流
11. long-expected	adj.	盼望已久的
12. introduce	v.	介绍
13. appreciate	vt.	欣赏;感激
14. fax	n. v.	传真
15. arrival	n.	到达
16. uneventful	adj.	平安无事的
17. import and export		进出口
18. sales manager		销售经理
19. parking lot		停车场

Notes:

1. Excuse me.

这是口语中最常用的客套语之一,在很多场合下都可以使用。可根据不同情形翻译为:“对不起”;“请问”;“劳驾”等。后常跟 but 以引出问题,如:

Excuse me, but would you perhaps be Mr. and Mrs. Jones?

请问,你们大概就是琼斯夫妇吧!

2. How do you do?

您好!

这是口语中较正式的问候用语,用于初次见面并介绍相识的场合。回答时虽也说: How do you do? 但句子重音有别于问候者;问候者的主重音放在 how 上,最后的 do 为降调,被问候者用的句子重音则落在最后的 do 上。

3. Handshake

握手是初次见面时一个很重要的礼节。一般在刚见面时和分手之前握手。男士之间握手要有力,与女士握手时要轻一些。

4. It's my pleasure.

My pleasure.

It's a pleasure.

Pleasure.

不客气,不用谢。(用于回答他人的致谢语),如:

A: Thank you for your help. 多谢你的帮助。

B: **My pleasure!** 不客气。

注意: My pleasure 不要和 With pleasure 混淆。

With pleasure 用于答应对方的请求;很愿意。

A: Quick! Come and lend a hand, John! 约翰,快来帮一把!

B: **With pleasure!** 好的,就来!

A: Could you pass me the salt, please? 请您把盐瓶子递过来好吗?

B: **With pleasure!** 当然可以。

回答别人的致谢时还可用:

Don't mention it.

You're welcome.

Not at all.

Any time. 等

5. The very first.

的确是第一次。

very adj. 真正的;适合的

You're the **very** man I want to see.

你正是我想要见的那位。

6. Same here.

表示与刚说话的人有同感,意为:我也是。也可说:Me, too. 如:

A: This job really bores me! 我可真烦这工作。

B: **Same here!** 我也烦哪!

7. How was your flight?

旅途怎样?

用于问候对方旅途情况。类似情况下还可以说:

I hope you've had a pleasant flight/trip/journey. 旅途愉快吧!

How about the flight/trip/journey? 旅途如何?

8. It was very comfortable, except for a little bit of turbulence.

除了有点气流,飞行还是挺舒服的。

except for 除了,只是

The detective discovered that all of the inhabitants have been killed **except for** one couple.

探长发现除了一对夫妇之外,其他居民全部遇害。

Except for her lack of experience she would be the ideal person for the job.

她倒是这份工作的理想人选,只是有点缺乏经验。

There is nothing to indicate the building's past, **except for** the fireplace.

除了壁炉之外,没有东西能说明这座大楼过去的样子。

9. straight adv. 径直地,直接地

He went **straight** to England without stopping in France.

他直接前往英国,没在法国停留。

10. expect 期待,期望

We're **expecting** your reply.

我们期盼您的答复。

I **expect** your opinion of it quite soon.

希望你对这件事早点发表意见。

When can we **expect** your new book?

你的新书什么时候出版?

Exercises:

1. To many Chinese students, foreign names don't make as much sense as Chinese names. Say the following names and try to get familiar with them:

1) Contemporary well-known names:

Michael Jordan

Kobe Bryant

Tiger Woods

Allen Iverson

Marilyn Monroe

George W. Bush

Tom Hanks

Mike Tyson

2) Difficult names:

Louis Armstrong

Julius Caesar

Geoffrey Chaucer

Winston Churchill

William Shakespeare

Franklin Roosevelt

Ludwig van Beethoven

Franz Peter Schubert

2. Pattern drills. Make sentences with the following *italicized* expressions:

1) *Excuse me, are you Mr. Peter Wilson from the United States?*

Now you try:

a. 对不起,您是英国来的 Steven Hendry 先生吗?

b. 对不起,您是法国来的 Pierre 先生吗?

c. 对不起,您是意大利来的 Alexandra 小姐吗?

d. 对不起,您是韩国来的 Park 先生吗?

2) *I am Wang Lan, the secretary of Qingdao Textiles Import & Export Corporation.*

Now you try:

a. 我是张山,兰州食品公司的采购部经理。

b. 我是 Bill Gates, Microsoft 公司的董事长。

c. 我是 Ian Schroeder, Volkswagen 公司的生产部经理。

d. 我是 Mark Williams, Exxon 公司的售后服务(After-sales)部经理。

3) *It is very kind of you to come and meet me at the airport, Miss Wang.*

Now you try:

a. 非常感谢你替我拿行李。

b. 非常感谢你提醒我时间。

c. 非常感谢你帮我叫了一辆出租车。

d. 非常感谢你把我送到医院来。

4) *May I introduce Mr. Zhou to you? Mr. Zhou is our sales manager.*

Now you try:

- a. 我可以向您介绍 Tony Kukoc 先生吗? Kukoc 先生是 Citron 公司的财务部经理。
- b. 让我向您介绍 Lillian Wang 小姐,她是 Shell 公司的研发部(R&D)经理。
- c. 请允许我介绍 Kobe Bryant 先生,他是 Philip Morris 公司的人事部经理。
- d. 请让我介绍 Roger O'Neal 先生,他是 Tina.com 的首席执行官(CEO)。

3. Translate the following sentences into English orally:

- 1) 威尔逊先生,您好! 我叫林华,是山东机械进出口公司的业务员,我公司李经理派我来机场接您。
- 2) 希望您在此过得愉快。
- 3) 我们的经理李先生前来迎接您,我来向您介绍一下。
- 4) 这是我第一次来中国,感谢您来机场接我。
- 5) 你办完所有的机场手续了吗?
- 6) 旅途愉快吗? 长途飞行一定很累,我现在带您到旅馆好吗?
- 7) 我们的车正在门外等候。我替您拿行李吧!
哦,没关系,我能提得动。
- 8) 我每到一个新地方总是感到很兴奋。
- 9) 我们都有飞行时差反应(jet-lag),所以对新时间还没有适应过来。
- 10) 有什么事需要我帮忙吗?
- 11) 久闻大名,今日相见荣幸之至。
- 12) 让我把您介绍给张先生。

4. Translate the following dialogue into English orally:

- A: 威尔逊先生,咱们又见面了,我很高兴。
B: 到这里来真是令人愉快。
A: 我想你还没见过姚先生,我上次去纽约,他没和我一块去,姚先生是我公司进出口部的外销员。
C: 非常高兴与您见面。
B: 我也很荣幸。这个地方真漂亮,我上次来北京时,这座楼还没盖好呢。
A: 是啊,这是座繁荣的城市,为举办奥运会,北京作了充分的准备,发生了天翻地覆的变化。
B: 我们签下合同后,我要好好看看北京城。
A: 好呀,我会为您做好安排的。
C: 威尔逊先生,不知道你晚上有没有安排?
B: 没有安排。
C: 我们设宴为您洗尘,怎么样?
B: 你们太客气了。我很愿意去。
A: 那好,我们现在送你去饭店,你稍作休息。七点钟来接你,行吗?
B: 好吧。七点钟我在大厅等你们。

5. Situational conversation (1) Compose a conversation with your partner based on the follow-

ing situation:

You are a sales manager of China National Machinery Import and Export Corporation. You are now at the Guangzhou Baiyun Airport to meet Mr. Tyler, a businessman from the United States coming to attend the Chinese Export Commodities Fair. This is his first visit to the Fair. You have never met each other before. You exchange greetings, talk about his journey and say something about the Fair (and the city, if possible) on the way to the hotel.

6. Situational conversation (2) Compose a conversation with your partner based on the following situation:

Work in groups of three. One acts as a foreign visitor Miss Catherine Higgins, the Marketing Manager of the American chain store Wal-Mart, who is here to discuss the possibility of setting up a store in your city. The second one plays Mr. Robert Zhang, also Marketing Manager of a Chinese investment company. Miss Higgins and Mr. Zhang know each other. The third one is Ms. Michelle Liu, Mr. Zhang's colleague and the R&D Manager, who's never met Miss Higgins before. The two Chinese are meeting Miss Higgins at the Beijing International Airport. You exchange greetings, ask about the flight, make introductions and drive to the hotel.

7. Read the following stories and retell them:

Telling Time by Piano

"Did you know I could tell time by the piano?" asked one friend of another.

"You are kidding," replied his companion doubtfully.

"I'll show you," said the first man, as he sat down at the piano and started to hammer out (敲) a martial tune (进行曲).

Within seconds came a pounding on the wall, and an angry voice shouting, "Hey, you idiot, don't you realize it's 3:00 o'clock in the morning?"

Walking with Me

Aunt Hattie, putting on her hat after a Sunday afternoon visit to one of her married nephews (侄子), said to eight-year-old Johnny, "And, young man, would you like to walk with me to the bus stop?"

"No," Johnny said.

"Why not?" asked Aunt Hattie.

"Because we're going to start having dinner as soon as you go."

Related Expressions:

terminal building 机场大楼
waiting hall 候机大厅

luggage/baggage claim 行李提取处
information/inquiry desk 问讯处

taxi stand/rank	出租车候租处	incoming passenger	入境旅客(入港旅客)
to host/receive sb.	接待某人	outgoing passenger	出境旅客(出港旅客)
entertain	招待	anti-quarantine station	卫生检疫站
entry	入境	health certificate	健康证书
passport	护照	HIV	艾滋病毒
visa	签证	HIV test	艾滋病检测
cabin/compartment	机舱	resident permit	居留许可证
economy class cabin/compartment	经济舱	customs declaration form	海关申报单
first class cabin/compartment	头等舱	customs formalities	海关手续
checked luggage	托运行李	personal belongings	个人物品
hand luggage/carry-on luggage	手提行李	personal effects	个人物品
luggage tag	行李签	green channel	绿色通道
luggage check/bill	行李票	red channel	红色通道
route	航线	on schedule	准点
flight	航班	ahead of schedule	提前
airline	航空公司	behind schedule	晚点

Lesson 2 On the Way to the Hotel

Conversation A

- A: Do you still play golf very often, Mr. Kidman?
- B: Not quite. I'm too busy these days. But I do play a lot of tennis. I go and play tennis with my wife almost every weekend.
- A: It's good to keep in shape. What about you, Miss Monroe?
- C: I like swimming and jogging. I go jogging everyday at lunchtime.
- A: Good.
- B: Look, what a different city from five years ago when I was first here!
- A: Yes, you're right. Every province is speeding up their economic construction, and we don't want to lag behind. Five years is a long time, and anything can happen. Everybody says that Nanning looks like a brand-new city today. There are modern hotels, office buildings and residential areas just like any other big city in China.
- B: Yes, the change is really amazing.
- C: If I were not told, I'd think that I was in Guangzhou or somewhere else.
- A: Thank you for saying so but I think there's still a lot we need to do to catch up. The Guangxi Zhuang Autonomous Region was declared open by the State Council in 1991. Since then, we have opened a number of cities along the coast, rivers and boundaries. We have built finance and trade zones, export processing zones and bonded areas where foreign businessmen enjoy such preferential policies as tax reduction and exemption.
- B: This is a good chance for foreign investors. I hope I'll have time to go and see these cities myself.
- A: I can arrange that.
- C: Are there any good places to see in Nanning?
- A: There's not a lot to see in Nanning, but it's an interesting place to walk around. Oh, Nanning is an important transit point for travelers moving on to Vietnam. You can get a Vietnamese visa here.
- B: Sounds interesting.
- A: Do you like shopping, Miss Monroe?
- C: Yes, I'm fond of it.
- A: Then we can take you shopping before you leave. Besides the modern department stores, chain stores and shopping malls, Nanning has many night markets and bazaars with inexpen-

sive gifts. And since this is a subtropical city, you will have chances to taste many kinds of fruits, such as mango, litchi and longan.

C: I look forward to it.

A: Oh, here we are. This is the International Hotel. It's a very nice hotel, and I'm sure you'll have a pleasant time here.

C: Thank you, Mr. Li. With your help, I believe I'll enjoy my visit to Guangxi.

Conversation B

A: Qingdao is really a beautiful city from what I can see. The sky is exceptionally clear and I find the beaches and all the greenery rather charming.

B: Yes, they are. Do you know "Qingdao" means "Green Island"? There is actually an ongoing "Greenery Project" to make the city greener. They're constantly planting more shrubs and bushes. This is Haier Road, one of our main roads.

A: Where shall I be staying?

B: You'll be staying at the Shangri La Hotel.

A: Good. I like the Shangri La Hotel.

B: Among all the five star hotels in this city, it is one of the best. We've reserved a room with a private bathroom on the sunny side, overlooking the sea. The hotel has 24-hour room service. You'll find a nice restaurant, a bar and laundry services there. And services such as e-mail, fax, copying and typing are available at the Business Center. It even has a complete convention service if you need to organize conferences there.

A: Sounds great. But is it conveniently located?

B: Absolutely! It is located downtown. We'll get there soon. It's only about 10 minutes away.

A: So what about tomorrow's arrangement, Miss Wang?

B: Ah, yes. I'll pick you up at the hotel at 9:00 am, and our General Manager will be meeting you at our company at 9:30. There is also a news conference which we'd like you to attend in the afternoon, if that's all right.

A: Yes, that's fine.

B: Here we are. Shall we go to the reception desk and check in, Mr. Wilson?

A: Sure. That's very kind of you, Miss Wang. Thank you for everything.

Conversation C

Receptionist: Good morning. Do you have reservations?

A: Yes. I believe China Telecoms has reserved two single rooms for us. The name is Roy Kid-

man.

B: And I'm Cathy Monroe. We're from Canada.

R: One moment please. Let me check. . . . Yes, that's right. Two single rooms for a week.
Now would you please fill out these registration forms?

A & B: Sure.

R: Thank you. Miss Monroe, your room is 1110, and Mr. Kidman, yours is 1112. Here are your key cards.

A: Thank you. By the way, how much is the room?

R: Sixty US dollars each night, including tax and service charges.

A: Good.

R: Your rooms are on the 11th floor. The porter will take you there.

Porter: May I help you with your luggage?

A & B: Yes, thank you.

(They take the elevator up to the 11th floor.)

P: This is your room, Ma'am. And this is yours, Sir.

A: Thank you very much. Here you are.

P: That's very kind of you, but in China we don't accept tips.

A: Really? That's amazing!

B: By the way, where can we have meals?

P: The restaurant is on the second floor. Breakfast is free. And you can charge lunch and supper to your account.

B: Thank you.

P: Enjoy your stay here. Goodbye.

New Words and Expressions:

1. golf	n.	高尔夫
2. tennis	n.	网球
3. jogging	n.	慢跑
4. to speed up:		加快
5. construction	n.	建设
6. brand-new	adj.	崭新的
7. coast	n.	海岸线
8. boundary	n.	边境线
9. investor	n.	投资者
10. Vietnam	n.	越南
11. visa	n.	签证
12. bazaar	n.	集市, 巴扎
13. mango	n.	芒果
14. litchi (lychee)	n.	荔枝
15. longan	n.	龙眼

16. ongoing	adj.	正在进行的
17. shrub	n.	灌木
18. bush	n.	灌木
19. reserve	vt.	预订
20. reservation	n.	预订
21. overlook	vt.	眺望,俯瞰
22. laundry	n.	洗衣店
23. e-mail	n.	电子邮件
24. convention	n.	会议
25. porter	n.	行李员
26. elevator	n.	电梯
27. tips	n.	小费
28. to lag behind		落后
29. residential area		住宅区
30. autonomous region		自治区
31. the State Council		国务院
32. finance and trade zones		金融贸易区
33. export processing zone		出口加工区
34. bonded area		保税区
35. preferential policies		优惠政策
36. tax reduction and exemption		税收减免
37. transit point		中转地
38. department store		百货商店
39. chain store		连锁店
40. shopping mall		购物中心
41. night market		夜市
42. subtropical region		亚热带地区
43. the Shangri La Hotel		香格里拉饭店
44. business center		商务中心
45. room service		客房服务
46. General Manager		总经理
47. news conference		新闻发布会
48. reception desk		总服务台
49. check in		(旅馆入住)登记手续
50. China Telecoms		中国电信
51. single room		单人间
52. registration form		登记表
53. key cards		钥匙卡
54. service charges		服务费
55. to charge sth. to sb's account		把...记到某人账上