

# Idiomatic English

地道英语一百句丛书

100  
**地道英语** | 外贸

100  
Sentences  
Series  
**100**  
**句**

中国书籍出版社

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# Idiomatic English

地道英语——外贸口语

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# 1000句

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## 本书导读

本书浅显易懂，主要采取对话的形式，语言简炼，富于口语化。

本书主要内容有：建立外贸关系、电话商订、营业时间、商务咨询、商务会议、参观工厂、质量、颜色、式样、包装、货运、初次交往、商务约会、价格谈判、订货、签合同、代理、索赔、售后服务等外贸的主要活动。

本书旨在用简洁语言让读者在学习英语的同时，初步掌握外贸活动的相关知识，可谓一石两鸟。

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## 目 录

## Contents

<b><u>UNIT 1</u></b>	<b>Establishment of Business Relationship</b>	
	建立外贸关系·····	[1]
<b><u>UNIT 2</u></b>	<b>Ordering by Telephone</b>	
	电话商订·····	[9]
<b><u>UNIT 3</u></b>	<b>Business Time</b>	
	营业时间·····	[20]
<b><u>UNIT 4</u></b>	<b>Business Information</b>	
	商务咨询·····	[30]
<b><u>UNIT 5</u></b>	<b>Business Meeting</b>	
	商务会议·····	[40]
<b><u>UNIT 6</u></b>	<b>A Visit to a Plant</b>	
	参观工厂·····	[52]
<b><u>UNIT 7</u></b>	<b>Quality</b>	
	质量·····	[62]
<b><u>UNIT 8</u></b>	<b>Color</b>	
	颜色·····	[75]

---

<b>UNIT 9</b>	<b>Design</b>	
	式样·····	[84]
<b>UNIT 10</b>	<b>Packing</b>	
	包装·····	[94]
<b>UNIT 11</b>	<b>Payment</b>	
	支付·····	[109]
<b>UNIT 12</b>	<b>Shipment</b>	
	货运·····	[125]
<b>UNIT 13</b>	<b>First Contact</b>	
	初次交往·····	[141]
<b>UNIT 14</b>	<b>Business Appointment</b>	
	商务约会·····	[155]
<b>UNIT 15</b>	<b>Price Negotiation</b>	
	价格谈判·····	[168]
<b>UNIT 16</b>	<b>On Order</b>	
	谈订货·····	[184]
<b>UNIT 17</b>	<b>Contract Signing</b>	
	签订合同·····	[200]
<b>UNIT 18</b>	<b>Agent</b>	
	代理·····	[217]
<b>UNIT 19</b>	<b>Claim</b>	
	索赔·····	[232]
<b>UNIT 20</b>	<b>After-sale Service</b>	
	售后服务·····	[247]
<b>APPENDIX</b>	<b>附录</b> ·····	[258]



# UNIT 1 Establishment of Business Relationship

## 建立外贸关系

### □ Required Patterns 必通句型

1. I'm Liu Na from the Marketing Department.
2. Welcome to Lantian Electronics.
3. We are willing to enter into business relations with your firm.
4. I look forward to working with you.
5. How's your business?
6. Glad to see you in your company.
7. It's only half an hour's car ride.
8. Suppose we make it, say, three o'clock tomorrow afternoon.
9. May we have a look at them?
10. I'll pick you up at your hotel.

1. 我是营销部的刘娜。
2. 欢迎您来蓝天电子公司。
3. 我们愿意与贵公司建立业务联系。

4. 我期望着和您一起工作。
5. 您的生意怎么样?
6. 很高兴在贵公司见到您。
7. 只有半个小时的车程。
8. 如果我们要去的话,那么就明天下午 3 点钟吧。
9. 能看看货吗?
10. 我会到酒店去接您。

● **Substitution Drills** 举一反三

1. I'm Liu Na from
- |                                   |
|-----------------------------------|
| <b>the marketing department</b>   |
| <b>the personnel department</b>   |
| <b>the development department</b> |

2. Welcome to
- |                            |
|----------------------------|
| <b>Lantian Electronics</b> |
| <b>Beijing</b>             |
| <b>our firm</b>            |

3. I look forward to
- |                                |
|--------------------------------|
| <b>work with you</b>           |
| <b>meeting you</b>             |
| <b>entering into your firm</b> |

4. How's
- |                      |
|----------------------|
| <b>your business</b> |
| <b>your work</b>     |
| <b>your study</b>    |
- ?

**D Gab Conversations** 能说会道**Dialogue 1:** 初次见面，自我介绍，递名片

A: How do you do?

B: How do you do? Nice to meet you. Mr. Smith, I'm Liu Na from the Marketing Department. Here is my card.

A: Liu Na. Am I right?

B: Excellent. Have a seat, please.

A: Thank you.

**Dialogue 2:** 初次见面，自我介绍，表示欢迎

A: I'm John Smith. How do you do?

B: How do you do. Glad to meet you.

A: Welcome to Lantian Electronics.

B: Thank you.

**Dialogue 3:** 再次见面，寒暄，询问生意

A: Hello, Daisy, pleased to meet you again.

B: Hello, Peter. How's business?

A: Oh, can't complain.

B: And the family?

A: Fine, thank you very much.

**Dialogue 4:** 介绍同事，自我介绍

A: Well, John. I'd like to introduce a colleague,

Daisy.

B: Hello, Miss Daisy.

C: Daisy, please.

B: Fine, Daisy. I'm John. I look forward to working with you, Daisy.

A: I want you to take care of her.

B: I'll do my best.

### Dialogue 5:

A: Glad to see you in your company.

B: So am I.

A: We are in the market for machines. What can you offer in this line?

B: What types do you have on mind exactly?

A: Well, mainly lathe. We are also interested in shapers, grinders, and milling machines.

B: Let me show you some illustrations of the machines we make. Here's our latest catalog.

### Dialogue 6:

A: Ah, these are the machines we're interested in. May we have a look at them?

B: Certainly. But they are in the showroom.

A: Is it far from here?

B: Not very far. It's only half an hour's car ride. Are you free now?

A: I will be free tomorrow afternoon. Suppose we make it, say, three o'clock tomorrow afternoon. Could you manage that?

B: Yes. I'll pick you up at your hotel.

## ● Comprehended Notes 触类旁通

1. I'm Liu Na from the Marketing Department. (我是市场部的刘娜。)

在作自我介绍时,在姓名前加上所属部门会使人更易于了解。如: I'm Tian-ming Yang from ABC Company.

(我是ABC公司的杨天明。)

This is Mr. Smith of the Sales Department.

(这是销售部门的史密斯先生。)

2. Welcom to Lantian Electronics. (欢迎来到蓝天电子。)

以 Welcom to Lantian Electronics. 等做为开场白之后,最重要的是要边自我介绍,边同对方握手。对于曾经见过面的人,就说 Nice to see you again., 自己是被接待的另一方时,就说 Thank you for coming to meet me. 来答谢。

3. I look forward to working with you. (我期望与您一起工作。)

look forward to 意为“期望某事物”,其句式为: look forward to sth./doing sth.。例:

We're so much looking forward to seeing you again.

(我们非常盼望再见到你。)

## ★ Key Words 关键词语

card [kɑ:d] *n.* 卡片, 名片

catalog ['kætəlɒg] *n.* 目录

colleague ['kɒli:g] *n.* 同事, 同僚

complain [kəm'pleɪn] *vi.* 抱怨, 控告;

*vt.* 抱怨, 抗议

department [di'pɑ:tmənt] *n.* (行政或企业的)部, 局,

处, 科

do my best 尽力而为

electronic [ɪlek'trɒnɪk] *adj.* 电子的, 电子学的

enter into 建立

establishment [ɪs'tæblɪʃmənt] *n.* 建立, 成立, 创立

family ['fæmɪli] *n.* 家, 家庭, 语系

firm [fɜ:m] *n.* 公司

grinder ['graɪndə] *n.* 磨工, 磨床

illustration [ɪlə'streɪʃən] *n.* 插图, 说明

introduce [ɪn'trə'dju:s] *vt.* 介绍, 输入, 提出

look forward to 盼望

pleasure ['pleɪzə] *n.* 愉快, 令人高兴的事物

relationship [rɪ'leɪʃənʃɪp] *n.* 关系, 联系, 家属关系

take care of 照顾

welcome ['welkəm] *adj.* 受欢迎的, 可喜的

*n.* 欢迎

## → Actual Exercises 实战演练

1. Choose the right words or phrases to complete

each of the following sentences. (选择正确的词或短语完成下列各句。)

(a pleasure, from, look forward to, welcome, how, introduce, enter into, take care of, will, do)

- ① I \_\_\_\_\_ working with you.
- ② I'm Liu Na \_\_\_\_\_ the marketing department.
- ③ \_\_\_\_\_ to Lantian Electronics.
- ④ It is \_\_\_\_\_ to meet you.
- ⑤ We are willing to \_\_\_\_\_ business relations with your firm.
- ⑥ \_\_\_\_\_ is your business?
- ⑦ I'd like to \_\_\_\_\_ a colleague.
- ⑧ I want you to \_\_\_\_\_ him.
- ⑨ I'll \_\_\_\_\_ my best.
- ⑩ I'm sure you \_\_\_\_\_.

2. Complete the following dialogues. (完成下列对话。)

- ① A: How do you do?  
B: \_\_\_\_\_? Nice to meet you.
- ② A: \_\_\_\_\_?  
B: My name is Liu Na.
- ③ A: Welcome to Lantian Electronics.  
B: \_\_\_\_\_.
- ④ A: How's your business?

B: \_\_\_\_\_ .

⑤ A: Peter, I' d like to introduce a colleague,  
Tony.

B: \_\_\_\_\_ .

※ **Diagnosis Results** 对症下药

1. ①look forward to    ②from    ③Welcome  
④a pleasure    ⑤enter into    ⑥How  
⑦introduce    ⑧take care of    ⑨do  
⑩will
2. ①How do you do?  
②What' s your name?  
③Thank you.  
④Oh, can' t complain.  
⑤Hello, Tony.



## UNIT 2 Ordering by Telephone

### 电话商行

#### □ Required Patterns 必通句型

1. This is Dajiang Food Store. May I help you?
2. Could you put me through to the toy department?
3. I'd like to order 3 boxes of beer.
4. My name is Tony Smith, Room 2107, Shanghai Hotel. My phone number is 65678900.
5. Please make a remittance of 1, 500 yuan for the books you've ordered. The postage is included.
6. Hold the line a moment.
7. I'll see if she is in.
8. I'm afraid she is out at the moment.
9. I'll be pleased to if I can.

1. 这里是大江食品店。我能帮您忙吗？
2. 请接玩具部好吗？
3. 我打算订购三箱啤酒。