

新世界
NEW WORLD



全国高职高专院校规划教材·商务英语专业

An Integrated Course in Business English

(I) Reference Book (Second Edition)

商务英语综合教程 (上册) 辅导用书 (第二版)

房玉靖 主编



对外经济贸易大学出版社
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(上册)

辅导用书

(第二版)

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研究生和本科层次的商务英语教材适用于全国各高等院校英语专业的商务英语方向或国际贸易、国际经济、国际工商管理等商科专业的学生。

高职高专层次的商务英语教材适用于全国高职高专院校英语专业的商务/应用/外贸英语方向以及国际贸易或财经类专业的学生。

根据国家教育指导思想，目前我国高职高专教育的培养目标是以能力培养和技术应用为本位，其基础理论教学以应用为目的、够用为尺度、就业为导向；教材强调应用性和适用性，符合高职高专教育的特点，既能满足学科教育又能满足职业资格教育的“双证书”（毕业证和技术等级证）教学的需要。本套教材编写始终贯彻商务英语教学的基本思路：将英语听说读写译技能与商务知识有机融合，使学生在提高英语语言技能的同时了解有关商务知识，造就学生“两条腿走路”的本领，培养以商务知识为底蕴、语言技能为依托的新时代复合型、实用型人才。

本套教材——“新世界全国高职高专院校规划教材·商务英语专业”——包括《商务英语综合教程（上册）》、《商务英语综合教程（下册）》、《商务英语阅读（上册）》、《商务英语阅读（下册）》、《商务英语听说》、《商务英语口语》、《商务英语写作》、《商务英语翻译》、《外贸英语函电》、《商务谈判》、《国际商务制单》等共 11 册教材。作者主要来自天津对外经济贸易职业学院、山东外贸职业学院、安徽国际商务职业学院、安徽商贸职业技术学院、大连职业技术学院和广东科学技术职业学院等。他们都是本专业的“双师型”名师，不仅具有丰富的商务英语教学经验，而且具有本专业中级以上职称、企业第一线工作经历，主持或参与过多项应用技术研究，这是本套教材编写质量的重要保证。

此外，本套教材配有辅导用书或课件等立体化教学资源，供教师教学参考（见书末赠送课件说明）。

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再 版 前 言

《商务英语综合教程(上)、(下)》自 2007 年出版后受到广大高职高专院校师生的好评,不少院校已使用多轮,许多专家及读者同时也提出了很多有益的建议。近年来国际商务活动的环境发生了很大的变化。经济全球化、科学技术新发展、国际组织机构的革命性改组及世界范围的政治、法律乃至道德等方面的新趋势,都对人们的商务交际活动产生了很大的影响。因此,无论是从事国际商务活动的人,还是从事商务英语学习和学习的人都必须适应新的商业环境,掌握新的商务知识及交际原则和技巧,以便能得心应手地迎接商务领域种种新的挑战,取得事业上的成功。

为适应这一新潮流,我们对《商务英语综合教程》整套教材进行了修订。此次修订维持了原教材的基本体例。改变集中在对主课文的“一增一减”:增加了当今经济社会正在发生且不断变化的全球经济、贸易及商务活动最新动态的文章及相关专业术语、背景知识和详细的参考资料的详解;删减了一些内容过时的文章及较为难懂的说明和语句。

此次修订主要是针对商务英语教学强调的是在与时俱进的商务活动中特殊语言交际方式和特殊商务语言形式的运用。使学生在在学习语言的同时,掌握必要的且具有时效性的商务知识及技能。

本套教材的教学目标是以高职高专商务英语人才培养目标为依据,突出教学内容的实用性、时效性和针对性,将语言基础及商务交际能力有机结合起来,以满足 21 世纪经济发展全球化的要求。

本套教材上、下册均进行了修订。上册主编为房玉靖、副主编为刘玉玲、张怡。下册主编为刘玉玲,副主编为房玉靖、张怡。本教材的编写和修订均得到了对外经济贸易大学出版社宋海玲老师的鼎力支持和帮助,在此谨致谢意。

编 者
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Unit 1

Work in Unity for the Future

Part I Related Technical Terms

1. exchange rate 汇率

In finance, the exchange rate (also known as the foreign-exchange rate) between two currencies specifies how much one currency is worth in terms of the other. It is the value of a foreign nation's currency in terms of the home nation's currency.

The spot exchange rate (即期汇率) refers to the current exchange rate. The forward exchange rate (远期汇率) refers to an exchange rate that is quoted and traded today but for delivery and payment on a specific future date.

2. credit rating 信用评级

Credit rating estimates the credit worthiness of an individual, corporation, or even a country. It is an evaluation made by credit bureaus of a borrower's overall credit history. A credit rating is also known as an evaluation of a potential borrower's ability to repay debt, prepared by a credit bureau at the request of the lender. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the subject being able to pay back a loan. However, in recent years, credit ratings have also been used to adjust insurance premiums, determine employment eligibility, and establish the amount of a utility or leasing deposit.

A poor credit rating indicates a high risk of defaulting on a loan, and thus leads to high interest rates or the refusal of a loan by the creditor.

3. creditworthiness 信用级别

It refers to the ability to borrow money. The better one's creditworthiness, the more likely it is that a bank or other financial institution will extend credit. One establishes creditworthiness by repaying loans and other bills on time, spending prudently, and generally showing that one can

behave in a financially responsible way. Individual creditworthiness is measured by the FICO score while a company's or other organization's creditworthiness usually is measured by its credit rating.

4. resource allocation 资源配置

Resource allocation is used to assign the available resources in an economic way. It is part of resource management. In project management, resource allocation is the scheduling of activities and the resources required by those activities while taking into consideration both the resource availability and the project time.

5. non-tariff barriers to trade (NTBs) 贸易非关税壁垒

Non-tariff barriers to trade (NTBs) are trade barriers that restrict trade but are not in the usual form of a tariff. Some common examples of NTB's are anti-dumping measures and countervailing duties, which, although they are called "non-tariff" barriers, have the effect of tariffs once they are enacted.

Non-tariff barriers to trade include import quotas, special licenses, unreasonable standards for the quality of goods, bureaucratic delays at customs, export restrictions, limiting the activities of state trading, export subsidies, countervailing duties, technical barriers to trade, sanitary and phyto-sanitary measures, rules of origin, etc. Sometimes in this list they include macroeconomic measures affecting trade.

Part II Grammar—Passive Voice

I. 被动语态概说

例题解析

例 1. The book _____ (translate) into English.

[答案] has been translated

[解析] 当句子的主语是动词表示动作的承受者时，使用被动语态。例如：

—He is respected by everybody.

例 2. The child _____ (punish) by his father.

[答案] got punished

[解析] 表示突然、偶然或意外发生的不幸或不愉快的事情时，在口语或非正式文体中，get 也可以用作被动语态的助动词。即常用于下述情况：

—Poor John got run over by a car.

此外，强调变化或渐变过程及动作结果时也常用 get. 例如：

—More and more people are getting attacked in the underground these days.

—The picture got damaged when we were moving.

II. 被动语态的时体形式及特点

例题解析

例 1. The book _____ (translate) (该书正在翻译中)

[答案] is being translated

[解析] 在被动语态中，强调动作的进行时应用进行体。

例 2. The house _____ (paint) (房子已经在刷漆了)

[答案] has been getting painted

[解析] 被动语态的谓语动词没有完成进行体，因此，此句只能用完成体代替。

例 3. It happened _____ (talk about) when I got there

[答案] to be talked about

[解析] 不定式的被动语态没有进行体，因此，和情态动词或半助动词连用时只能用一般体，不定式表示动作正在被进行。该句属此种情况

例 4. Another school _____ (build) here by the end of this year.

[答案] will be built / will have been built

[解析] 不定式的被动语态虽然有完成体，但常用一般体不定式表示，当然也可以用完成体不定式。该句属此种情况。

III. 被动语态的用法

例题解析

判断下列例题应用主动语态还是被动语态并译英文。

例 1. 他在战争中被打死了。

[答案] 被动 He was killed in the war.

[解析] 当说话人不知道或不易指出动作的执行者时，需用被动。例如：

—The typewriter hasn't been used for years.

例 2. 他被授予 5 000 美元奖学金。

[答案] 被动 He was awarded a scholarship of \$5 000.

[解析] 当动作的执行者不言自明或无需指出时，需用被动语态。例如：

—This book was first published in 1957.

例 3. 那些窗子应该打开。

[答案] 被动 The windows ought to be opened.

[解析] 当讲话人更关心因而更想突出动作承受者时，需用被动语态，此时，动作的执行者通常不表示出来。例如：

—These instructions must be followed precisely.

例 4. 又一架飞机被一伙恐怖分子劫持了。

[答案] 被动 Another plane has been hijacked by a group of international terrorists.

[解析] 当说话人更强调动作的执行者, 把它当作信息中心用作介词宾语置于句尾时, 需用被动语态。例如:

—America was discovered by Columbus.

例 5. 你不应该在这里抽烟。

[答案] 被动 You are not supposed to smoke here.

[解析] 为了某种缘故, 如有礼貌, 措辞技巧等, 说话人有意避免提及动作的执行者时, 需用被动语态。该句属此种情况。例如:

—You are expected to finish the task in time.

例 6. 据说他是一个老实人。

[答案] 被动 He is said to be an honest man.

[解析] 有些动词在某些结构中必须使用被动语态, 该句就是如此。例如:

—He was born in 1980.

例 7. 凡是听说过他的想法的人都笑话他。

[答案] 被动 His idea was laughed at by everyone who heard it.

[解析] 动作执行者有较长的名词短语表示时, 为了使句子平衡, 也需用被动语态, 本句就是如此。例如:

—He was fascinated by the art and literature of the ancient world.

IV. 被动语态句型转换

例题解析

例题: 将主动句变被动句

例 1. Duffy painted this picture.

[答案] The picture was painted by Duffy.

[解析] 该句变被动句后, by 引导的介词短语是状语, 并非句中不可缺少的成分, 如果动作的执行者无关紧要, 可以把它省去。例如:

—Somebody has cleaned the room.

—The room has been cleaned.

只有在强调动作的执行者或省去动作执行者不清楚时必须用 by 引导介词短语。

例 2. We must write to him.

[答案] He must be written to.

[解析] 少数不及物动词加作状语的介词短语也可转换成被动语态。例如: live (in), pay (for), sit (on)等。

例 3. She looked after the children very well.

[答案] The children were looked after very well.

[解析] 有些用作及物动词的短语动词也可转换成被动语态。此外，还有“动词+副词”。例如：

—We are working out the plan.

—This plan is being worked out.

“动词+名词+介词”

—We should pay attention to the smallest detail.

—The smallest detail should be paid attention to.

及“动词+形容词+介词”等均可将主动句变被动句。

例 4. Tom's father gave him a model plane on his birthday.

[答案] Tom was given a model plane on his birthday

或 A model plane was given to Tom on his birthday.

[解析] 可以用直接宾语或间接宾语中的任何一个做被动语态的主语，但通常用间接宾语。

例 5. We ought to keep the room clean.

[答案] The room ought to be kept clean.

[解析] 将句中宾语定为被动语态主语，宾语补语须置于被动语态谓语动词的后面。能用于上述结构的动词有：consider, call, find, leave, like, make, prefer, make, think, want 等。

例 6. People say that Peter has quit his job.

[答案] It is said that Peter has quit his job.

或 Peter is said to have quit his job.

[解析] 当谓语动词为 admit, expect, find, know, report, say, think, consider, believe, understand 等常用 “It +be+动词 ed 形式+that 从句”。该句属此种情况。

V. 使役被动

例题解析

例 1 Why don't we _____ the house _____ (paint)?

[答案] get/ have...painted

[解析] 被动语态通常表示主语为动作的承受者。英语里还有一种特殊的结构，have/get...-ed 分词，表示宾语承受某种动作。这里的 have/get 是使役动词，-ed 分词是作宾语的补语，因此称为使役被动语态。例如：

—I had my car cleaned.

—I got my car smashed up in the accident.

(含主语遭受不幸的意思也用此结构)

—Can we have/get the program changed?

(通常表他人动作，也可以表示句子主语的动作时也用此结构)

—You should make your view known.

(表示主语有意使宾语承受句中动作或使宾语处于某种状态时,可使用使役动词 make 来代替 have 或 get)

VI. 情态动词的被动语态

例题解析

用所给动词的主动语态或被动语态完成句子

例 1. James _____ the news as soon as possible.(should + tell)

[答案] should be told

[解析] 该句属情态动词的被动语态。例如:

—Meat must be kept in a refrigerator.

例 2. The class for the next semester is too large. It _____ half, but there is not enough money in the budget to hire another teacher. (ought to + divide)

[答案] ought to be divided

[解析] 该句属情态动词的被动语态

I. 静态被动语态形式

例题解析

使用一般现在时或一般过去时将所给的动词变成静态的被动语态

例 1. I _____ (excite) at by the prospect of going abroad.

[答案] was excited

[解析] 有些主动句变被动句后不再表示动作而表示状态,成了系表结构,动作的执行者可以用其它介词引导。该句就属此种情况。例如:

—We were worried about her silence.

—I am interested in Chinese art.

VII. 不能用于被动语态的及物动词

例题解析

例题: 如可能,将主动语态变被动语态: I have a sister.

[答案] 该句不能变被动语态

[解析] 不能说 A sister is had by me. 由于表示状态的及物动词,虽然可以带宾语,但通常不用于被动语态。常见的这类动词有: have, 表示“有”;表示“包含、容纳”的动词: contain, hold; 表“适合”的动词 become, fit, suit, befit; 表示相互关系的动词 equal,

lack, possess, resemble 及表示其它意义的状态动词 fail, last 等。例如：

—We had a game of chess.

—This room can hold fifty people.

—My shoes don't fit me.

—He possessed great wealth.

—He failed his driving test.

上述例句均不可以变被动语态。

VIII. 主动语态形式表被动意义

例题解析

例 1. 如可能，将主动语态变被动语态

This book hardly sells.

[答案] 该句不变被动语态为宜

[解析] 其属于被动语态不如主动语态常用的情况，即常用主动语态形式表被动意义。常见的有下列几种情况：有些不及物动词如：burn, drive, fasten, keep, let(= rent), lift, look, lock, open, play, print, sell, shut 等，在否定句中常用主动语态形式表被动意义。例如：

—The safe doesn't lock.

例 2. Clothes iron more easily when damp.

[答案] 不变

[解析] 有些不及物动词如：burn, clean, cook, cut, digest, drive, eat, increase, iron, lock, peel, photograph, play, read, record, sew, sell, shut, wash, wear 等在肯定句中和副词 well, easily, badly 等连用时，常用主动语态形式表被动意义。例如：

—Nylon washes well.

—This knife won't cut.

例 3. This clock winds up at the back.

[答案] 不变为宜

[解析] 有些不及物动词如 begin, close, open, stop, wear, wind up, fill, blow 可以在肯定句中单独用主动语态形式表示被动意义。该句属此种情况。例如：

—Her hair was blowing in the wind.

—Does the window open inwards or outwards?

例 4. These orange tastes very nice.

[答案] 不变为宜

[解析] 联系动词 feel, smell, sound 和 taste 表示给人以某种感觉时，实际也是用主动表被动。例如：

—Silk feels soft.

注意：用主动语态形式表被动意义的句子的主语通常是物而不是人，因为它实际上

是动词表示动作的承受者，除联系动词外，上述例题中的动词通常都可以作及物动词。



Grammar Exercises

Change the sentences into passive voice where necessary

- 1) A strange thing happened yesterday.
- 2) Jackie scored the winning goal.
- 3) My cat died.
- 4) The cup fell to the floor.
- 5) The assistant manager interviewed me.
- 6) It rained hard yesterday.
- 7) A hurricane destroyed the small fishing village.
- 8) Dinosaurs existed millions of years ago.
- 9) The children seemed happy when they went to the zoo.
- 10) The solution to my problem appeared in a dream.
- 11) People grow corn in Iowa.
- 12) Peter came here two month ago.
- 13) Someone made this antique table in 1734.
- 14) Someone stole my purse.
- 15) Someone was making the coffee when I walked into the kitchen.
- 16) Jim's daughter drew that picture, my son drew this picture.
- 17) My sister's plane will arrive at 10:35.
- 18) Is Professor Rivers teaching that course this semester?

参 考 答 案

- 1) no change
- 2) The winning goal was scored by Jackie.
- 3) no change
- 4) no change
- 5) I was interviewed by the assistant manager.
- 6) no change
- 7) The small fishing village was destroyed by a hurricane.
- 8) no change
- 9) no change
- 10) no change
- 11) Corn is grown in Iowa.
- 12) no change