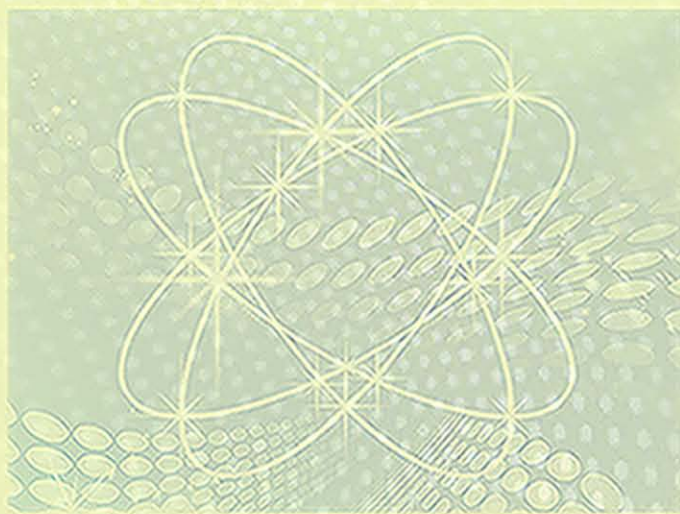


商务英语综合教程
(下册)
辅导用书
(第二版)

主编 刘玉玲



对外经济贸易大学出版社

新世界
NEW WORLD



全国高职高专院校规划教材·商务英语专业

商务英语综合教程

(下册)

辅导用书

(第二版)

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刘玉玲 主编

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出版说明

“新世界商务英语系列教材”是对外经济贸易大学出版社联合对外经济贸易大学、东北财经大学、上海财经大学、上海对外贸易学院、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院校推出的一套面向不同层次的、涵盖不同模块的商务英语系列立体化教材。本套教材面向三个层次：研究生、本科和高职高专。

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》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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2013 年 3 月

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，在此谨表谢意。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，以求做到能得心应手地迎接商务领域种种新的挑战，以取得事业上的成功。

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。所做的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，从而新版的教材更具实用性。

此次修订，力图容纳尽可能多的最新的商务信息。所做的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。使学生在学语言的同时，掌握必要的且具有时效性的商务知识及技能。因此，该书内容更加新颖、充实、贴近生活，从而增加学生的学习兴趣。

本套教材的教学目标是以我国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。

简而言之，对于该教材的修订，我们力求做到学术性、知识性、实用性及趣味性。强调核心能力及综合素质的培养。

本套教材对上、下册均进行了修订。上册主编：房玉靖。副主编：刘玉玲、张怡。下册主编：刘玉玲。副主编：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
2013 年 3 月

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Unit 1

Statement at the Opening Plenary Session of the United Nations Summit on Climate Change

Part I Related Technical Terms

1. New international division of labour 新国际劳动分工

In economics, the New International Division of Labour (NIDL) is an outcome of globalization. It is the spatial division of labour which occurs when the process of production is no longer confined to national economies. This has led to a trend of transference, or what is also known as the “global industrial shift”, in which production processes are relocated from developed countries (the USA, Europe and Japan) to developing countries in Asia (for example China, Vietnam and India) and Latin America. This is because companies search for the cheapest locations to manufacture and assemble components, so low-cost labour-intensive parts of the manufacturing process are shifted to the developing world where costs are substantially lower. Companies do so by taking advantage of transportation and communications technology, as well as fragmentation and locational flexibility of production. From 1953 to the late 1990s, the industrialized economies’ share of world manufacturing output declined from 95% to 77%, and the developing economies’ share more than quadrupled from 5% to 23%.

Part II Grammar—Adverbial Clause of Time

时间状语从句可由 when, whenever, while, as, before, after, till/until, since, ever since,

no sooner... than, hardly/barely/scarcely... when/before, as soon as, once, now (that), immediately, instantly, directly, so (as) long as, the minute/moment/instant, the day/year, the first/last time, every/each time, next time, all the time, by the time 等词或短语引导。例如:

We could not look on while they were mistreated.

当有人对他们不公正时, 我们不能袖手旁观。

Now (that) you mention it, I do remember.

既然你提到它, 我记起来了。

I'll let you know as soon as it is arranged.

一旦安排好我就让你知道。

Every time I catch a cold, I have pain in my back.

每当我感冒了, 我的背就疼。

Directly she uttered these words, everyone was silent.

她刚一说出这些话, 所有人都静了下来。

By the time (that) we reached there, they had begun their work.

我们到达那儿时, 他们已开始工作了。



Grammar Exercises

I. Fill in the blanks with *as*, *when*, or *while*.

1. The ship stopped its engines _____ it neared the dock.
2. Energy is the currency of the ecological system and life becomes possible only _____ food is converted into energy, which in turn is used to seek more food to grow, to reproduce and to survive.
3. We won't talk business _____ we have dinner. I never talk business at meals.
4. I'll take the paper with me. I'll read it _____ I'm waiting for the bus.
5. Learning is more efficient _____ it is fun, less efficient _____ it is drudgery.
6. I was watching the television, _____ suddenly the lights went out.
7. The policeman stopped them _____ they were about to enter.
8. _____ Alec was traveling in Europe, his house was painted.
9. _____ Robert reached the age of 40, his temper improved.
10. I arrived _____ the meeting was in progress.

II. Translate the following sentences into English.

1. 我到达售票处时, 所有的票已售完。
2. 我驱车离开时看见他们挥手告别。
3. 我正在河里游泳, 突然听见有人喊救命。
4. 你去度假期间, 谁照看你的猫了?
5. 趁孩子们在玩, 我们去购物吧。

6. 凯西 (Kathy) 正在洗头, 电话铃响了。

III. Fill in each blank with *till/until, since or every/each time*.

- Little Jane has come a long way _____ she broke her leg.
- You can't really learn anything _____ you rid yourself of complacency (自满).
- The city has grown up _____ I was young.
- _____ I meet him, I talk seriously to him.
- It was a small thing to happen but the newspaper has blown it up _____ it seemed important.
- The moon rotates once _____ it revolves round the earth.
- Joe is a good horseman; he has been riding _____ he was six.
- The student followed out all the index references in the encyclopedia _____ he found what he wanted to know.

参 考 答 案

I.

- | | | | | |
|------------|---------|---------------|---------------|---------------|
| 1. as/when | 2. when | 3. when/where | 4. when/while | 5. when, when |
| 6. when | 7. as | 8. While | 9. When | 10. while |

II.

- When I reached the booking office, all the tickets had been sold out.
- As/When I drove away, I saw them waving goodbye.
- I was swimming in the river when I heard a cry for help.
- Who looked after your cat while you were on vacation?
- Let's go shopping while the kids are playing.
- Kathy was washing her hair when the phone rang.

III.

- | | | | |
|---------------|--------------------|---------------|--------------------|
| 1. since | 2. till/until | 3. since | 4. Each/Every time |
| 5. till/until | 6. each/every time | 7. till/until | 8. till/until |

Part III Key to Exercises

I. Omitted

II.

1.

- 1) e 2) i 3) b 4) f 5) c 6) h 7) d 8) j 9) a 10) g

2.

- | | | | | |
|-----------------|-----------------|-----------------|-----------------|--------|
| 1) increasingly | 2) paid | 3) availability | 4) increasingly | 5) opt |
| 6) payment | 7) availability | 8) shifts | 9) shifted | |

3.

- 1) A 2) B 3) A 4) B 5) A 6) C 7) C 8) D 9) D 10) D

III.**1.**

- 1) I found him lying on the floor when I opened the door.
- 2) Write clearly so that the teacher can understand you better.
- 3) I don't care when he will finish the work as long as he is trying his best.
- 4) Young as he is, he is willing to shoulder the responsibilities for everything he has done.
- 5) He chose to be a teacher in that school as what his parents did many years ago.

2.

- 1) 他讲英语，但不像他姐姐那么好。
- 2) 游行按计划进行。
- 3) 尽管他很努力，也没能取得任何进步。
- 4) 如果你能提供所有的信息，我们应该能很快地完成工作。
- 5) 突然间下起了大雨，所以不可能再往前开了。

IV.

1. Climate change is an issue arising in the course of human development. It is associated with both natural factors and human activities. It is an environmental issue, but also, and more importantly, a development issue,
2. At stake in the fight against climate change are the common interests of the entire world, and the development interests and people's well-being of the vast number of developing nations in particular.
3. For developing countries, the top priority now is to grow economy, eradicate poverty and improve livelihood.
4. Developing countries should, in the light of their national conditions and with the financial and technological support of developed countries, work hard to adapt to climate change and do their best to reduce greenhouse gas emissions.
5. Developed countries should take up their responsibility and provide new, additional, adequate and predictable financial support to developing countries.

V.

1. 应对气候变化，实现可持续发展，是摆在我们面前一项紧迫而又长期的任务，事关人类生存环境和各国发展前途，需要各国进行不懈努力。
2. 共同但有区别的责任原则凝聚了国际社会共识。坚持这一原则，对确保国际社会应对气候变化努力在正确轨道上前行至关重要。发达国家和发展中国家都应该积极采取行动应对气候变化。
3. 气候变化没有国界。任何国家都不可能独善其身。应对这一挑战，需要国际社会同舟共济、齐心协力。支持发展中国家应对气候变化，既是发达国家应尽的责任，也符合发达国家长远利益。

4. 发展中国家应该统筹协调经济增长、社会发展、环境保护，增强可持续发展能力，摆脱先污染、后治理的老路。同时，不能要求发展中国家承担超越发展阶段、应负责任、实际能力的义务。
5. 我们应该树立帮助别人就是帮助自己的观念，努力实现发达国家和发展中国家双赢，实现各国利益和全人类利益共赢。

VI. Omitted

VII. Omitted

VIII. Omitted

Part IV Chinese Version of the Text

联合国气候变化峰会

全球气候变化深刻影响着人类生存和发展，是各国共同面临的重大挑战。37年来，从斯德哥尔摩到里约热内卢，从京都到巴厘岛，我们为保护全球环境、应对气候变化共同努力，取得显著成就。这是世界各国不断加深认知、不断凝聚共识、不断应对挑战的历史进程。《联合国气候变化框架公约》及其《京都议定书》已成为各方公认的应对气候变化主渠道，共同但有区别的责任原则已成为各方加强合作的基础，走可持续发展道路、实现人与自然相和谐

气候变化是人类发展进程中出现的问题，既受自然因素影响，也受人类活动影响，既是环境问题，更是发展问题，同各国发展阶段、生活方式、人口规模、资源禀赋以及国际产业分工等因素密切相关。归根到底，应对气候变化问题应该也只能在发展过程中推进，应该也只能靠共同发展来解决。

应对气候变化，涉及全球共同利益，更关乎广大发展中国家发展利益和人民福祉。在应对气候变化过程中，必须充分考虑发展中国家的发展阶段和基本需求。发展中国家历史排放少、人均排放低，目前受发展水平所限，缺少资金和技术，缺乏应对气候变化能力和手段，在经济全球化进程中处于国际产业链低端，承担着大量转移排放。当前，发展中国家的首要任务仍是发展经济、消除贫困、改善民生。国际社会应该重视发展中国家特别是小岛屿国家、最不发达国家、内陆国家、非洲国家的困难处境，倾听发展中国家声音，尊重发展中国家诉求，把应对气候变化和促进发展中国家发展、提高发展中国家发展内在动力和可持续发展能力紧密结合起来。

应对气候变化，实现可持续发展，是摆在我们面前一项紧迫而又长期的任务，事关人类生存环境和各国发展前途，需要各国进行不懈努力。当前，我们在共同应对气候变化方面应该坚持以下几点。

第一，履行各自责任是核心。共同但有区别的责任原则凝聚了国际社会共识。坚持这一原则，对确保国际社会应对气候变化努力在正确轨道上前行至关重要。发达国家和发展中国家都应该积极采取行动应对气候变化。根据《联合国气候变化框架公约》及其《京都议定书》的要求，积极落实“巴厘路线图”谈判。发达国家应该完成《京都议定书》

确定的减排任务，继续承担中期大幅量化减排指标，并为发展中国家应对气候变化提供支持。发展中国家应该根据本国国情，在发达国家资金和技术转让支持下，努力适应气候变化，尽可能减缓温室气体排放。

第二，实现互利共赢是目标。气候变化没有国界。任何国家都不可能独善其身。应对这一挑战，需要国际社会同舟共济、齐心协力。支持发展中国家应对气候变化，既是发达国家应尽的责任，也符合发达国家长远利益。我们应该树立帮助别人就是帮助自己的观念，努力实现发达国家和发展中国家双赢，实现各国利益和全人类利益共赢。

第三，促进共同发展是基础。发展中国家应该统筹协调经济增长、社会发展、环境保护，增强可持续发展能力，摆脱先污染、后治理的老路。同时，不能要求发展中国家承担超越发展阶段、应负责任、实际能力的义务。从长期看，没有各国共同发展，特别是没有发展中国家发展，应对气候变化就没有广泛而坚实的基础。

第四，确保资金技术是关键。发达国家应该担起责任，向发展中国家提供新的额外的充足的可预期的资金支持。这是对人类未来的共同投资。气候友好技术应该更好服务于全人类共同利益。应该建立政府主导、企业参与、市场运作的良性互动机制，让发展中国家用得上气候友好技术。

Unit 2

Invisible Barriers

Part I Related Technical Terms

1. anti-dumping 反倾销

one form of action taken by a government to protect industries from unfair competition, usu. by means of special import duties, to reduce or stop imports of goods for sale at a price lower than in the country in which they were manufactured. 政府为保护工业免受不公平竞争的损害而采取的一种行动。通常采用特别进口关税的方式，用以减少或制止进口商品以低于商品生产国国内的价格销售。

2. quota 配额，定额，摊派额；限额

(1) a share or portion. 配额，定额，摊派额

(2) a limit placed by a government on the amount of imports or exports of a particular article or commodity. The government first decides the total amount for a given period, and then gives licenses to importers or exporters up to this amount. 限额，配额政府对特定物品或商品进口或出口设置的限额。政府首先决定一个特定时期内的总额，然后在这一额度内向进口商或出口商发放许可证。

3. tariff 价目表，收费表，税率表，关税税则表；运费表，运价表

(1) any scale of prices or charges, or of rates of tax. 价目表，收费表，税率表，关税税则表

(2) a table of rates charged by a transport company for carrying various classed of goods and passengers. 运费表，运价表 运输公司载运各类货物和旅客所收取的费率表

4. subsidies 津贴，补助

money given by a government to certain producers, such as farmers, to help them to

produce without loss to themselves, and yet at a low price, goods and services needed by the public. Possible subsidies include food subsidies and housing subsidies, export subsidies to encourage foreign trade, and employment subsidies to prevent unemployment. 政府发给某些生产者（如农民）的补贴，以帮助他们低价生产为社会所需要的商品及劳务而又不致使他们遭受损失。补贴可包括食品补贴、住房补贴、鼓励外贸的出口补贴和预防失业的就业补贴等。

Part II Grammar—Adverbial Clause of Place

一般说来，地点状语从句由 where 或 wherever 引导，但也可由 anywhere, everywhere 引导；有时还可由引导时间状语从句的连词引起。例如：

Where there is a will, there is a way.

有志者，事竟成。

Wherever there is oppression, there is resistance.

哪里有压迫，哪里就有反抗。

You can sit anywhere you would like to.

你可以坐在你喜欢的任何地方。

The road stops just after it goes under a bridge.

刚到桥下就没路了。



Grammar Exercises

Choose the answer that best completes each of the following sentences.

1. A driver should slow down _____ there are many houses.
A. where B. when C. till D. since
2. _____ the boys were discussing the car accident, Ben put in that the road was icy.
A. Since B. While C. Where D. As soon as
3. We heard a loud sound of drums beating _____ the parade marched.
A. till B. where C. while D. the moment
4. The picture is not hanging _____ it should on the wall.
A. until B. when C. wherever D. where
5. John didn't plan in advance what to say but made it up _____ he was asked questions.
A. since B. where C. as D. till
6. _____ Charles started a job, he did it _____ it was finished.
A. Since, where B. Once, till C. Each time, once D. The moment, as
7. Dew is formed _____ the grass is thick.
A. while B. when C. where D. until
8. I know the coat's unfashionable but I'm not going to throw it away. I'll keep it _____