

A New Spoken English Course
for International Business

A NEW SPOKEN ENGLISH COURSE

FOR INTERNATIONAL BUSINESS

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新编外贸英语口语教程

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廖 瑛 主编

对外经济贸易大学出版社

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前 言

中国加入世界贸易组织后,其经济发展已融入全球经济一体化的进程。这就赋予人们更多的机遇,在科学技术和商贸经济各领域进行广泛的国际合作与交流。英语在这种合作与交流中起着主要的桥梁作用。同时,这也对英语人才的质量提出了更高的要求。培养既有扎实的英语语言基础,又懂一定的商务知识的复合型人才成了时代的需要。《新编外贸英语口语教程》一书是作者根据自己长期进行商务英语教学、外事工作和业余商贸谈判的实践经验 and 理论知识,为高等院校相关专业的学生和外事、外贸工作者编著的一部外贸英语口语教程。

全书分为迎接外宾(Receiving Foreign Guests)、商务服务(Business Services)、社交活动(Social Activities)、商贸谈判(Business Negotiations)和旅游观光(Cultural Visits)五个单元,共计30课,均为系列情景会话。按时间先后记述外宾从机场入境后,在中国的衣食住行、社交活动、外贸谈判、旅游观光,直至上飞机回国,与我方涉外工作人员进行口头交谈的全过程。各课之间的情景会话,按时间进展的顺序,有机地衔接在一块,宛如一幅完整的生活画卷。我们并聘请外国专家录制配套光盘和录音带,使读者一闻其声,便如临其境,易懂易记,收效更佳。

书中每课由背景简介(Background Briefing)、情景会话(Situational Conversation)、口头训练(Oral Drills)、单词与短语(New Words & Expressions)和注释(Notes on Conversations & Oral Drills)五个部分组成。课文译文(Situational Conversations in

Translation) 和口头训练答案(Key to Oral Drills)另作中译本出版,以便教师备课参考和广大读者自学。全书挑选应用频率较高的现代英语,取材全面、语言规范、内容新颖、表达流畅,使读者在学习过程中,不断扩大语言知识和外贸业务知识,是高等学校国际贸易、国际旅游、酒店管理、市场营销、经贸英语、涉外经济等专业培养“语言+专业”的复合型人才理想的教科书,也是外贸外事工作者,国际推销员,海关工作人员,文秘人员,宾馆酒店接待员,导游,空姐以及与外商打交道的厂长、经理、政府官员作口语培训或自学的好教材。上述人员若能将教材融汇贯通,运用自如,就语言而论,将足以能胜任本职范围内的外事交往和外贸谈判工作。

本书由湖南大学外国语学院商务英语系硕士生导师廖瑛教授编著。参加编著工作的还有长沙民政技术职业学院外语系的贺雪娟和覃蔚、国防科技大学外语系的禹金林、湖南大学外国语学院的胡志雯、长沙大学外语系的廖越英、湖南女子大学的熊莉。在编著过程中,作者参考了国内外出版的资料和书籍,从中获得了很大的启示,在此谨致谢意。

由于编者水平有限,书中不妥之处在所难免,欢迎同行专家和广大读者不吝赐教。

廖 瑛

2005年11月于湖南大学外国语学院

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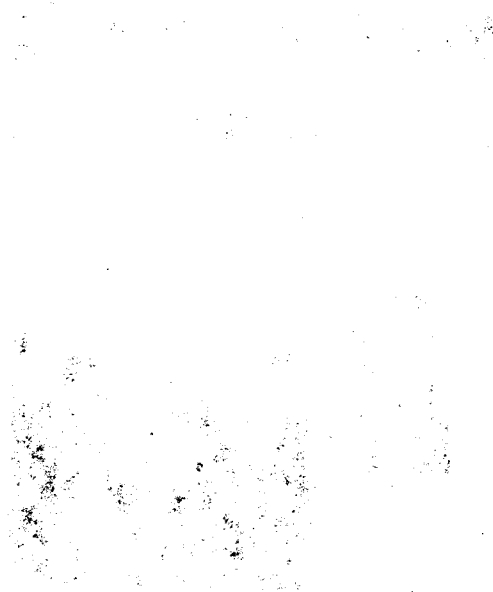
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Unit I

Receiving Foreign Guests





Lesson 1

A Welcome at the Airport

Background Briefing

This international flight is at the Huanghua Airport of Changsha. Miss Huang Mei, the secretary of the Changsha Foreign Trade Import & Export Corporation is now at the airport together with Wang Hua, the director of the office to meet Mr. Brown who comes from California of America. They don't know each other well. With a placard on which is written "Welcome Mr. Brown", Miss Huang was waiting there.

Situational Conversation

1. Before Landing

A (Announcer): Ladies and gentlemen, attention, please. We shall be arriving in Changsha shortly, at 10 o'clock in the morning local time. For your own safety, please make sure^① that seat-belts are fastened.

S (Stewardess): (To a madam) Please fasten your belt, madam.

M: Yes. Thanks.

A: Changsha is the capital of Hunan Province of the People's

Republic of China. It is an ancient cultural city with a long history. There are many scenic spots and places of historical interest, such as Yuelu Park^②, Martyr Park^③, Orange Island^④, Mawangdui Han Tombs^⑤ and so on.

S: The plane has landed and is now taxiing. (To Mr. Brown)
Please sit down, sir.

B: I am looking for my handbag. I don't know where it is.

A: Will passengers please remain seated till the airplane has come to a complete halt. Don't forget to take your hand baggage.

B: But I can't find my handbag.

S: Is that it? Under your seat.

B: Oh, yes, thank you.

A: On behalf of the crew, I wish you a pleasant stay in Changsha.
We look forward to serving you again in the future. Thank you.

2. Getting the Wrong Person

H (Miss Huang): (Raising her placard and seeing a man coming up towards her) Excuse me, are you Mr. Brown from America?

T (Tom Brown): Yes, I'm Brown, from San Francisco.

H: You are Thomas Brown, from Los Angeles?

T: No, I'm Tom Brown, from San Francisco.

H: I'm sorry I have got the wrong person.

T: Never mind.

3. Meeting the Guest

H: (Raising her placard higher) Welcome Mr. Thomas Brown, from Los Angeles.

B: (Coming up towards Huang Mei after hearing her voice).

Hello, I am here.

H: Excuse me, you must be Mr. Thomas Brown, from Los Angeles?

B: Yes. I'm Thomas Brown, from Los Angeles.

H: How do you do, Mr. Brown. I am Huang Mei, the secretary and interpreter of Changsha Foreign Trade Import & Export Corporation.

B: How do you do, Miss Huang.

H: You are welcome to Changsha, Mr. Brown. Our general manager, Mr. Zhang Dawei has asked me to come and meet you.

B: Thank you, Miss Huang. I'm very glad to meet you.

H: Glad to meet you, too.

4. Introducing the Guest to the Superior

H: May I introduce you to our office director Ms. Wang, who is here to meet you, too?

B: How do you do, Ms. Wang?

W: How do you do, Mr. Brown. Welcome to our city.

B: Thank you. I have been looking forward to this trip^⑥. It was very good of you to invite me.

W: It's a pleasure for us to meet a friend^⑦ who has done such good work in promoting our mutual trade.

B: It's very nice of you to say so, but nothing can really be done without our close co-operation.

W: Right. I'm sure we'll do even better in the future. Hope you had a good trip.

B: I had a very pleasant flight.

W: I'm very glad to hear that.

H: The waiting room is over there. Let's take a short rest there.

Then we are going through the formalities.

Oral Drills

I. Comprehension of the Situational Conversation:

1. What is Miss Huang Mei?
2. Who has asked her to meet Mr. Thomas Brown?
3. Who else has come to meet Mr. Brown?
4. Do they know Mr. Brown well?
5. Whom do they meet first?
6. What does Miss Huang say when she gets the wrong person?
7. Where is Tom Brown from?
8. Does Miss Huang find Mr. Thomas Brown finally?
9. How does Miss Huang greet Mr. Thomas Brown when she first meets him?
10. How does Miss Huang introduce Mr. Thomas Brown to Ms Wang?
11. Did they have a good cooperation before?
12. Why is Ms. Wang very glad to meet Thomas Brown?
13. How about their future trade?

II. Complete the following dialogues:

1. A: Excuse me, you are Mr. Jackson, aren't you?

B: _____ (不,我不是,我是约翰·史密斯。)

A: I'm sorry I have got the wrong person.

- B: _____ (没关系。)
2. A: Excuse me, are you Mary Green?
- B: _____ (是的,我是。你一定是马小姐吧。)
- A: Yes, I am Ma Yan. I'm here to meet you.
- B: _____ (你太好了,谢谢。)
3. A: You must be Mr. Jones from the United States?
- B: _____ (是的,我叫拉金·琼斯。你是……?)
- A: My name is Dai Xiao-mei, from Hunan Foreign Trade & Economic Corporation.
- B: _____ (见到你我很高兴,谢谢你来机场接我。)
4. A: I'm John Smith, from America.
- B: _____ (哦,史密斯先生,欢迎你到北京来,我是中国新时代公司的李兰。我们的经理陈先生要我来接你。)
- A: How do you do, Miss Li. Glad to meet you.
- B: _____ (你好,见到你我也很高兴。)
5. A: I hope you had a pleasant trip.
- B: _____ (很好,我一路顺风,天气正好适合旅行。)
6. A: It's a pleasure to meet a friend like you, who has done a lot of good work in promoting our mutual trade.
- B: _____ (你过奖了。A女士,但我们都知道,没有我们彼此的密切合作,真的什么事情都做不成的。)

III. Make Sentences with the Given Phrases:

1. make sure ...
2. Excuse me, are you ...
3. I'm afraid ...
4. I'm from ...
5. be fastened ...
6. You are welcome to ...
7. I'm very glad to ...
8. May I introduce you to ...
9. I've been looking forward to ...
10. It's a pleasure for us to ...
11. Nothing can really be done without ...

IV. Read the Following Sentences as Loudly and Clearly as Possible:

1. Welcome to China.
2. I'm Xia Lin, from Foreign Office of the People's Government of Hunan Province.
3. I've heard so much about you.
4. This is Mr. Zhang, our marketing manager. He has made a special trip to come and meet you.
5. I hope you'll enjoy your stay here.
6. Do you have a pleasant flight?
7. You must be very tired.
8. Let's first take a short rest in the waiting room.
9. It's a pleasure to have an opportunity to come to Changsha.
10. We hope your visit will promote our mutual understanding and reinforce our business relations.

V. Translate the Following into English:

1. 劳驾,能告诉我谁是美国来的布莱克先生吗?
2. 我是湖南省人民政府外事办公室的黄莹。
3. 我一直想来长沙,谢谢你们对我的邀请。
4. 我认识他,我们是坐同一列火车来的。
5. 请允许我向你介绍一下我们公司的张总经理。
6. 这位是我们的营销部经理刘先生,他专程来接你。

VI. Read and Translate the Following Mini Dialogues:

1. Getting the Wrong Person

A: Excuse me, you are Mr. Pierre from Paris?

B: No, I am not. My name is Wright. I'm from America.

A: I'm sorry I have got the wrong person. I want to see Mr. Pierre from Paris.

B: But I can point out Mr. Pierre for you. See that tall man over there. He is Mr. Pierre. We have just arrived here by the same plane from Hong Kong.

A: Thank you. Mr. Wright.

B: You are welcome.

2. Meeting at the Airport

A: Excuse me, are you Mr. Carlson from America?

B: Why, yes. I'm Clark Carlson, from Los Angeles. You must be Miss Li.

A: Yes, I'm Li Lan, from Hunan Tourism Bureau.

B: How do you do. Thank you for coming to meet me.

A: Please don't mention it. How was your trip?

B: Fine. It was very pleasant all the way.

3. Making Introduction

- A: How do you do, Mr. Jackson. I'm Chen Wen, from the Hunan National Native Produce and Animal By-Products Import & Export Corporation[®].
- B: How do you do. Miss Chen. Glad to meet you.
- A: Glad to see you, too, Mr. Jackson. May I introduce you to our manager, Mr. Chang Dafa, who has made a special trip[®] to meet you?
- C: How do you do, Mr. Jackson? Welcome to Changsha.
- B: How do you do? Thank you for inviting me.

4. Amenities at the Airport

- A: Welcome to Changsha, Mr. Pierre. I hope you had a pleasant flight.
- B: Thank you. I had a good flight except a storm made us some trouble, so the flight was delayed.
- A: We have been expecting you, and waiting for you for a long time at the airport.
- B: I'm sorry for having kept you waiting so long I have been looking forward to this trip. It's very good of you to have invited me.
- A: Oh, it's a pleasure for us to meet an old friend who has done much good work in developing the friendly relationship between the two peoples.
- B: It's very nice of you to say so.