

外贸实用英语口语

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Practical Foreign Trade Talks

华东理工大学出版社

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PRACTICAL
FOREIGN TRADE TALKS

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内 容 简 介

本教材共分15章,每章包括以下几个部分:

对话——将日常业务活动中经常使用的词、句及习惯表达方法,加以精选,编成2~4段情景对话。

课文注解——编入要求理解和掌握的语言知识,要解释和说明的词句及语法等内容。

多种表达法——选择课文中出现的有用语句,加以变化。介绍多种表达式及语言技巧,以丰富语言,加强表达能力。

常用词句——介绍有关内容的常用词及表达方法,介绍语言的使用场合。

练习——一般包括以下三个方面:①配有机械性的替换练习,达到熟能生巧的目的。②对要求掌握的词、句进行复习性练习。③设想多种情景,要求运用所学的语句,进行交流。

通过以上练习,以达到巩固、运用之目的。

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前 言

随着对外贸易的发展，我国外销人员的业务活动日趋频繁。在业务活动中，他们不仅要听得懂外贸英语，而且要自己说得出口，说得得体，合乎国际礼节和外贸习惯。为了提高外销人员的口语能力，适应业务活动的需要，我们编写了《外贸实用英语口语》，拟作岗位培训教材。

本教材从语言功能与交际的角度着眼，以外销业务实践活动的需要为纲，将业务活动中可能出现的情况作为教材编写的依据。当然，实际业务活动中，情况千差万别，变化多端，教材不可能包罗万象，在此只能将主要业务环节收入其中，使语言与业务相结合，让学者了解在这些场合下，该怎样准确地表达自己的意思，以达到交流的目的。

本教材由上海外贸职工大学外语系组织编写。在编写过程中，受到经贸部、上海经贸委有关部门领导及上海外贸教育培训中心领导的支持和关心，也承蒙上海有关专业公司的支持和配合；曹国煌教授对全书作了审阅和修改，又承美籍教师 Sally Dillow 对英文作了文字修润，最后由董以贤副教授审定，在此谨表谢意。

本书编写时间仓促，编者水平有限，谬误与不妥之处在所难免，敬请读者和专家批评指正。

编 者

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UNIT 1

GREETINGS & INTRODUCTIONS

I At the Airport

SITUATION

Mr. Chang is meeting a stranger Mr. Green at the airport.

(A)

Chang: Excuse me. Are you Mr. Green?

Green: Yes, I am. Is your name Chang Ming?

Chang: Yes, my name's Chang Ming. (or: Yes, it is.) I'm from the Carpets & Rugs Department.

Green: How do you do?

Chang: How do you do?

Green: Mr. Chang, let me introduce to you Miss Margie Kelly, my secretary.

Margie: How do you do, Mr. Chang? I'm pleased to meet you.

Chang: How do you do, Miss Kelly?

Green: Oh, what a trip we've had!

Chang: Are you tired after your trip?

Margie: Yes, exhausted.

Chang: Now, shall we go through the customs formalities first and then go to the hotel?

Green: All right.

Chang: This way, please.

(B)

Chang: Excuse me, but aren't you Mr. Green?

X: No, I'm not.

Chang: (Oh, I'm) Sorry!

II At a Gathering

SITUATION

Mr. Green is at a gathering. He meets his friend Xiao Li and Li introduces Mr. Green to Mr. Smith.

(A) Formal

Green: Hello, Mr. Li!

Li: Hello, Mr. Green.

Green: How are you?

Li: Very well, thank you. And you?

Green: Pretty well, thank you.

Li: Mr. Green, may I introduce you to Mr. Smith?
He is also in the carpets line.

Green: Oh, yes, please.

Li: Mr. Smith, this is Mr. Green from England. (To Mr. Green) This is Mr. Smith from Canada.

Green: How do you do, Mr. Smith?

Smith: How do you do? Very pleased to meet you, Mr. Green.

(B) Informal

Green: Hi, Xiao Li!

Li: Why, Hello, Mr. Green! Haven't seen you for ages. How's everything at your office?

Green: Fine, thanks. How are things with you?

- Li: About the same as usual. Well, how long are you staying in Shanghai?
- Green: Three days. I'll talk business with your Carpets and Rugs Department.
- By the way, who's the man over there?
- Li: That's Mr. Smith. He deals in carpets, too.
- Green: I'd like to meet him. Could you introduce me to him?
- Li: Sure.
- (They go to Mr. Smith)
- Li: Mr. Smith, this is my friend Mr. Green from England. (To Green) Mr. Smith from Canada.
- Green: How do you do, Mr. Smith?
- Smith: Very happy to know you, Mr. Green.

III At an Office

SITUATION

Helon is a receptionist at Green & Company Limited. She is the first person to speak to Chang Ming from China, who has an appointment with Mr. Green at 10:00.

- Helon: Good morning. Can I help you?
- Chang: Good morning! Is this Mr. Green's office?
- Helon: Yes, it is.
- Chang: May I see Mr. Green? I've an appointment with him at 10:00.
- Helon: Your name, please?
- Chang: Chang Ming. I'm a salesman from China.
- Helon: How do you spell your name?

Chan: Chang Ming. C-H-A-N-G M-I-N-G.

Helon: Let me see... Ah, yes, here it is. Mr. Chang, I'll tell his secretary Margie to fetch you.

Chang: Thank you.
(Helon dials)

Margie: Mr. Chang?

Helon: Yes, he's here.

Margie: Hi, Mr. Chang. Glad to meet you.

Chang: Hi, Ms. Kelly. Glad to meet you, too.

Margie: Mr. Green is expecting you at his office. I'll take you there. Come this way, please.

NOTES

1. form of address 称呼

Mr. 先生。(置于没有特殊尊称的男人姓名之前的称呼，也置于职务之前)

title prefixed to a man's surname when he has no other title or prefixed to his title

e.g. Mr. Green; Mr. Secretary

Mrs. 夫人，太太。(置于无高级头衔的已婚妇女姓氏之前的称呼)

title prefixed to the surname of a married woman who has no superior title.

e.g. Mrs. Brown; Mrs. Green

Miss 小姐。(对未婚妇女或女士之称呼)

title for an unmarried woman or girl

e.g. Miss Smith

the Miss Smith; the Misses Smith

史密斯家的姐妹或数位姓史密斯的小姐们。

Ms. 女士。(用于不知婚否的女子姓名之前之称呼)

title for a woman or girl whose marital status is unknown
e.g. Ms. Helon; Ms. Smith

2. Excuse me 对不起。(打扰他人, 不同意, 不得不失礼或不赞成时的道谦语)

Used as an apology when one interrupts, disagrees, has to behave impolitely or disapprove.

e.g. Excuse me, but I don't quite agree with him.
Excuse me, Mr. Wang. You are wanted on the telephone.

Excuse me, can you tell me the right time, please?

3. How do you do? 用于一般问候, 尤其是初次见面经人介绍后的客套话, 只用于代名词“you”.

used as a conventional greeting, esp. when persons are formally introduced; used only with the pronoun YOU.

4. Shall we go through the customs formalities first?

我们先去办理海关手续吧!

Shall I? (Shall we?) often has the meaning “Would you like me (us) to...?” It is an expression used to ask for others' or another person's opinion.

e.g. Shall I open the window?

Shall I get you a cup of tea?

Shall we begin work now? Let's begin now, shall we?

Shall we meet at 10:00 tomorrow?

5. How are you? 健康情况如何?

in what state of health

used to inquire about the health of the other person or of his family, etc.

e.g. How's Bill?

How's your wife?

6. Very well, thank you. And you?

我很好,谢谢你。你呢?

And you?...And how are you?

在回答对方问候健康的话之后,反问之用。

7. Why, hello, Mr, Green.

"Why" here is an *interj.* expressing surprise and happiness when meeting is unexpected.

8. How's eyerything at your office?

生意怎样?

9. How long are you staying in Shanghai?

Here the verb "stay" is in its continuous tense, which expresses futurity, especially with verbs of movement like "go", "come", "leave", etc.,

e.g. We are going to Paris on Friday; we are leaving from London Airport.

Mr. Green is coming here next week and is staying here until May.

What are you doing next Saturday?

William, I've put the visitors in your room, so you are sleeping in the small bedroom tonight. I hoep you'll be sending the samples over soon.

10. I'd like to meet him. 我想认识他。

I'd=I would (should)

"would (should) like to do sth." is an expression to indicate a wish. 表示愿望。

e.g. What would like (to have) for dinner?

She would like a cup of tea, I think.

I should like to go to the fair tomorrow.

VARIATION OF EXPRESSIONS

1. Excuse me, but aren't you Mr. Green?
Excuse me. Are you Mr. Green from England?
Excuse me. You're from Canada, aren't you?
Excuse me. I think you are from Canada.
2. Let me introduce to you Miss Margie Kelly, my secretary. May I introduce to you...
Allow me to introduce Miss Kelly.
I'd like you to know my secretary, Miss Kelly.
3. Haven't seen you for ages.
It's a long time since I saw you/since I've seen you.
What a long time since I saw you last.
Long time no see.
4. He is in the carpets line.
He handles carpets.
He deals in carpets.
He is in charge of carpets.
Carpets fall within his business scope.
5. How's everything (with you) at your office?
How are things (going) with you?
How's business?
How are you getting on at your office?
How are carpet sales (going)?
6. Your name, please?
What's your name, please?
Can I have your name, please?
Could you tell me your name, please?

USEFUL WORDS & EXPRESSIONS

A. Greetings

Hello/Hullo/Hi/Why,hello/!

- a) Good morning/afternoon/evening/night/!

How do you do, Mr. Smith?

- b) Good-bye.

So long.

See you tomorrow/later.

I'll be expecting you, then.

- c) Very pleased to meet you.

I'm pleased to meet you.

It's a pleasure to meet you.

Nice to meet you, Mrs. Brown.

(I'm)

happy	}	to know/see/meet you.
glad		

- d) How are you?

—Fine, thanks. And you?

How is Helon? How is your sister?

—(She is) very well, thank you.

B. Introductions

- a) to introduce a person to somebody.

This is Mr. Green. And Mr. Green, this is Mr. Smith.

Mr. Green and Mrs. Green.

I'd like you to meet...

May I introduce to you...

- b) What's your name?

What's your first name?

How do you spell your last name?

Are you Helon Jones?

—No, I'm not. I'm Anne Jones.

Is your name Helon Jones?

—Yes, it is.

—No, it isn't. My name's Anne Jones.

c) What do you do?

—I'm an engineer / a businessman/ a doctor/
etc.

Where do you work/live?

—I work/live in Shanghai.

What nationality are you?

—I'm Chinese/English/American/etc.

EXERCISES

I. Substitution Drills

1.

Hello,

Mr. Green.

Miss Morgan

Ms. Wang

John

Bill

. How are you?

2.

Fine

Just fine

Very well

I'm fine

I'm very well

Pretty well

Not bad

, thank you.

Not too well, I have a slight cold.

3.

How's

Helon
Bill
Mr.Green
Xiao Wang
your wife

?

How are

your sisters
Mr. and Mrs. Brown
Bill and Helon

4.

Are you

Anne Jones
Mr. Smith
Chang Ming
Mrs. Brown

?

—No, I'm not. I'm

Helon Jones.
Mr. Snow
Wang Ming
Miss Brown

5.

Hello, what's your name?

Are you from

England
France
Germany
Italy
Spain
America
Brazil
Mexico
Argentina
Japan
xxx Corporation

?

6. My name is

Jones
Betty
Harrison
Wan Li-na

I'm a

salesman
shop assistant
secretary
businessman
taxi driver
receptionist