

 全国商务英语规划教材

A New Spoken English Course
in International Business 2nd Edition

新编外贸英语口语教程

(第二版)

廖 瑛 / 主编



对外经济贸易大学出版社

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中国英语专业教材系列

A New Speakers' English Course
for International Business

新编外贸英语口语教程

(第二版)

李 强 主编



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内 容 提 要

《新编外贸英语口语教程》共三十一课，均为内容相互衔接的系列情景会话，按时间先后记述了外宾从机场入境到办理海关手续、旅馆住宿、货币兑换、进餐、寄发邮件、理发、购物、看病、约会、拜访、出席宴会、参观出口商品交易会、外贸谈判和旅游观光等活动中与我方各类涉外工作人员口头交际的全过程。本书取材全面、内容新颖、语言规范、表达流畅，且聘请外国专家录制了配套光盘，使读者可以边听边学，既便于记忆又训练发音。本书可作为高等学校涉外经贸、商务英语、应用英语、外企管理、公关文秘、国际旅游、酒店管理、国际航运等专业的英语口语教材，也适用于外贸、外事、旅游、宾馆、酒店、海关、机场、企业、事业单位的涉外工作人员自学。

再版前言

《新编外贸英语口语教程》自 2006 年 4 月出版以来，至 2008 年 6 月，两年之中印刷了 8 次，印数达 5 万多册，深受广大读者青睐，全国许多高等院校选用作国际贸易、国际金融、国际会计、国际市场营销、国际经济技术合作、涉外经贸、商务英语、应用英语、经贸英语、涉外公关文秘、国际航运、国际旅游、外企管理、酒店与宾馆管理等专业的专业英语口语教材；外经贸行业的业务人员、国际营销人员、翻译工作者、公关文秘人员、外事工作者、国际导游、宾馆接待员、海关工作人员、空姐、营业员以及与外商打交道的厂长、经理、政府官员视其为提高自己经贸英语口语的良师益友。

随着世界经济和贸易形势的发展，为培养更多的“语言 + 专业”的复合型人才，以适应全球经济一体化和我国对外贸易发展的需要，我们应出版社的邀请，在相应范围内对本书进行了修订，更新和增加了内容和练习，使之更加切合现行外贸口译的实际需要。由于本口语教程在体例上便于课堂教学的操作和训练，此次修订对编写体例没做修改，仍维持原版的五个单元。每课仍由背景简介（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 to Conversations & Oral Drills）五个部分组成。课文译文（Translation on Situational Conversations）和口头训练答案（Keys to Oral Drills）仍作辅导用书出版，并对辅导用书进行了相应的修订，以便教师备课参考和广大读者自学。

全书精选了商贸交际领域里应用频率很高的现代英语，取材全面、语言规范、内容丰富、形式新颖、表达流畅，使读者在学习过程中，逐步增加商务英语语言知识和外贸业务知识。本教材是高等学校经济、贸易、营销类专业培养“语言 + 专业”的复合型人才最理想、最实用的口语教科书之一。一切涉外工作者若能将本教程融汇贯通、运用自如，就语言而论，将足以胜任本职范围内的外事交往和外贸谈判工作。

此次修订工作仍由原主编湖南大学外国语学院国际商务英语系研究生导师廖瑛教授主笔，湖南商务职业技术学院的温雪梅副教授协助。参加修订工作的还有伍春霞、曹惠、王晓成等。

由于时间仓促，加之我们水平有限，书中不妥之处在所难免，再次欢迎同行专家和广大读者不吝赐教。

此外，本教材配有辅导用书和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）。

廖 瑛

2009 年 6 月于湖南大学外国语学院

原版前言

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和理论知识，为高等院校相关专业的学生和外贸、外事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 Trademan）、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31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。我们还聘请了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）、新词汇（New Words）和注释（Notes to the Conversation & Oral Drills）五个部分组成。课文译文（Situational Conversations in Translation）和口头训

练答案 (Keys 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。此教材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、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。上述人员若能将本教材融汇贯通、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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Unit I



Receiving Foreign Trademan (迎接外商)

Lesson

1

A Welcome at the Airport **机场迎接**

Background Briefing

This international flight is at the Huanghua Airport of Changsha. Miss Huang Mei, the secretary of 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 "Welcome Mr. Brown" is written, Miss Huang is 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 your seat-belt is 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 it that? 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?

B (Tom Brown): Yes, I'm Brown, from San Francisco.

H: You are Thomas Brown, from Los Angeles?

B: No, I'm Tom Brown, from San Francisco.

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

B: 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 so much 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 cooperation.

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 Questions 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 did they meet first?
6. What did Miss Huang say when she got the wrong person?
7. Where is Tom Brown from?
8. Did Miss Huang find Mr. Thomas Brown finally?
9. How did Miss Huang greet Mr. Thomas Brown when she first met him?
10. How did 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。)