

剑桥商务英语应试辅导用书

# BEC核心词汇

(初级)

剑桥商务英语(BEC)考官 张艳华 编著  
北京新东方学校明星教师 梅雪

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Economic Science Press

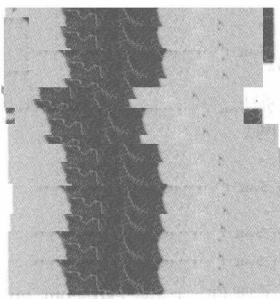
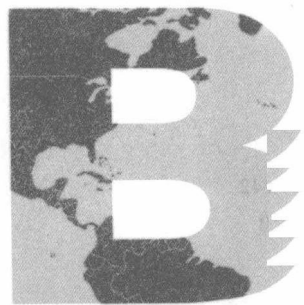
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# 目 录



→ Contents

<b>A</b> .....	〈1〉	<b>N</b> .....	〈150〉
<b>B</b> .....	〈23〉	<b>O</b> .....	〈156〉
<b>C</b> .....	〈40〉	<b>P</b> .....	〈162〉
<b>D</b> .....	〈62〉	<b>Q</b> .....	〈180〉
<b>E</b> .....	〈78〉	<b>R</b> .....	〈183〉
<b>F</b> .....	〈91〉	<b>S</b> .....	〈196〉
<b>G</b> .....	〈104〉	<b>T</b> .....	〈218〉
<b>H</b> .....	〈110〉	<b>U</b> .....	〈236〉
<b>I</b> .....	〈117〉	<b>V</b> .....	〈240〉
<b>J</b> .....	〈126〉	<b>W</b> .....	〈243〉
<b>K</b> .....	〈129〉	<b>Y</b> .....	〈250〉
<b>L</b> .....	〈131〉	<b>Z</b> .....	〈251〉
<b>M</b> .....	〈139〉	附录 .....	〈252〉

# A

**a/an** /ei,æn/ *art.* (不定冠词) ① (非特指的) 一(个): *She opened an account in a bank in Wall Street.* 她在华尔街的一家银行里开了个账户。② (表类属) 某类人或其中的一个: *L/C is a means of payment.* 信用证是付款的一种手段。③ (用在某种物质名词前) 一种; 一份: *It was a wonderful tea.* 那是一种好茶。④ (用于自 third 起的序数词前表示分数): *a third* 三分之一 / *a hundredth* 百分之一

**abandon** /ə'bændən/ *v.* ① 放弃; 抛弃; 离弃: *If the project is abandoned in whole or in part, the Architect should be paid his compensation for services.* 如这项工程全部或部分予以废弃, 那么应向建筑设计师偿付其所提供服务的报酬。② [险] 委付 (权益、财产等): *In case a constructive total loss is claimed for, the insured should abandon to the Company the damaged goods and all his rights and title pertaining thereto.* 如果就推定全损提出索赔, 那么被保险人应将受损货物及其一切权益委付给保险公司。 频率 8 次

**abandonment** /ə'bændənmənt/ *n.* 放弃; 遗弃; 委付: *The measures taken by the insured shall not be considered as a waiver of abandonment.* 被保险人所采取的措施, 不应视为放弃委付的表示。

**abate** /ə'beɪt/ *v.* 减少; 减价; 消除: *The payments required by them should be likewise abated.* 他们要求支付的款项将同样减少。 / *abate a price* 降价

【短语】 *abate a price* 还价

**abatement** /ə'beɪtmənt/ *n.* 减少; 降低; 减价: *The client claimed for the abatement of the weight.* 这位顾客为短重而索赔。 / *The buyer shall not be entitled to any*

*abatement or reduction in the purchase price.* 购货人无权减少或降低购价。

【短语】 *abatement claim* 要求减价, 要求降价

**abide** /ə'baɪd/ *v.* ① 忍耐, 容忍: *The shareholders can hardly abide bankruptcy of his company.* 股东们无法忍受公司破产的打击。② 经受住 || *a.* 持久不变的; 永久的: *abide by* 遵守 (法律、决定等); 信守 (诺言等): *abide by the consequences* 承担后果 / *abide by the law* 守法 / *abide by one's promise* 遵守诺言

【短语】 *abide by the rules* 遵守规章

**ability** /ə'bɪləti/ *n.* ① 能力; 资格: *Generally speaking, such a big company, can be expected to possess basic technical and marketing abilities.* 一般说来, 这样的一家大公司可望具备基本的技术和经营能力。② 本领: *He has the ability to successfully carry out the business negotiations.* 他有顺利完成业务洽谈的本领。③ (常作 abilities) 天资; 专门技能: *Ability is of little account without opportunity.* 没有机会, 才能没有用。

【口语】 A: Is it hard to enter that company? (进那家公司是不是很难?)

B: It depends on your ability. (那就凭你的能力了。)

**abject** /'æbdʒekt/ *a.* ① 绝望无助的; 蹙脚的: *He had an abject failure in the business.* 他在商战中惨败。② 卑鄙的; 奴性的: *an abject coward* 可鄙的懦夫

**able** /eɪbl/ *a.* ① 得以……的, 能够……的: *If you endorse the B/C, you will be able to transfer ownership.* 汇票背书后, 就能

够转让出去。②能干的,能力出众的:Mr. Brown is the ablest businessman I know. 布朗先生是我所认识的最能干的生意人。③(法律上)有资格的;be able to vote 有资格投票

**abnormal** /æb'nɔ:məl/ *a.* 不正常的;异常的;变态的: *The abnormal demand for this article has given rise to an increase in its price.* 对该商品的反常需求已引起了价格上涨。

**aboard** /ə'bo:d/ *ad.* 在船(或飞机、车)上;上船;登机;入伙: *We have went aboard.* 我们上船(车、登机)了。 || *prep.* 在船(飞机)上: *We stack containers on trailers and then drive them aboard the ship.* 我们把集装箱堆在拖车上,然后开上轮船。 / *All aboard!* 上船啦! 乘客齐啦!

**abolish** /ə'bolɪʃ/ *v.* 废除;取消: *Export taxes have been reduced or abolished on jute, tea, shrimp, and other agricultural exports, which helped to sustain growth in agricultural exports.* 黄麻、茶叶、虾及其他农产品的出口税的削减或废除,促进了农产品出口的持续增长。

**about** /ə'baʊt/ *prep.* ①在周围;在四面八方: *Everything about me was so beautiful.* 我周围的一切是那么美丽。 ②在附近;在身边: *I haven't got any money about me.* 我随身没带钱。 ③在各处,去各处: *travel about the world* 在世界各地旅行 ④关于;涉及: *There is no question about getting the necessary export licence.* 获得必要的出口许可证没问题。 / *He enquires about the supply of rice.* 他询问大米的供应情况。 ⑤[口]约摸,几乎: *We have spent about half a month preparing for the exhibition.* 我们花了半个月时间准备展览会。 ⑥从事;做: *Do you know how to go about it?* 你知道怎样做这事吗? ⑦具有某特点: *There is a certain charm about him.* 他身上具有一种魅力。 || *ad.* 大约;差不多: *about two years ago* 大约两年前 / *The goods are about ready.* 货差不多备妥了。 【短语】about and about 差不多;大致相同 /

be about to do sth. 即将要做某事 / *go a long way about* 绕很多路 / *go about* 正要;将要(做)

[口语]A: How have you been? (你过得怎么样?)  
B: Good. How about you? (还好,你呢?)

**above** /ə'boʊv/ *prep.* ①(表示位置、职位等)在上面,高出: *A CEO is above a manager.* 首席执行官在经理之上。 ②(数量、程度、年龄、价格)在……以上,超过: *It weighs above six tons.* 这东西有6吨多。 / *All normal children above six years of age must go to school.* 6岁以上正常儿童都必须上学。 ③(表示品质、行为、能力等)超出……之外;……所不及; *above reproach* 无可指责 / *tower above the rest* 出类拔萃 ④比……强(高);超出: *Mary's work is well above the average.* 玛利的工作超过一般人。 ⑤不屑于;不致受……所影响: *We should not be above asking questions.* 我们应不耻下问。 || *ad.* *the organization above* 上级组织 || *a.* 上面的,上述的: *above statement* 上述声明 / *above goods* 上述货物 / *The above offer is valid until 15th April.* 上述报盘有效期至4月15日。 || *n.* 上面;上级;上述事物: *The above was of no interest to our buyers.* 我方买主对以上事物无兴趣。 / *We thank you very much for your attention to the above.* 非常感谢你方处理上述事项。

【短语】above norm 定额以上的 / above normal 一般水平以上 / above par 超过票面,高于面值价格,升水 / above reproach 无可指责 / above-target profit 超额利润

**abroad** /ə'brɔ:d/ *ad.* ①在国外;到国外: *We thought it may have a sales potential abroad.* 我们认为它在国外市场具有销售潜力。 ②四处流传: *There is a rumour abroad that...* 关于……的流言四处传开。 【短语】at home and abroad 在国内外 / be all abroad 感到莫名其妙;不中肯,离题 /

from abroad 从国外来的, 从海外来的 / go (travel) abroad 到外国; 出洋

**absence** /'æbsəns/ *n.* ① 缺席, 不在 ② 无, 没有 ③ 缺乏

【短语】a long absence 长期缺席 / absence from hearings 在审理时缺席 / absence of consideration 缺对价, 无对价 / absence of restrictions 无约束力 / absence rate 缺勤率 / in the absence of 缺乏……时, 当……不在时

[听力] A: Turn in your leave of absence request at once. (马上把你的请假报告交上来。)

B: I'll turn it in the afternoon. (下午我一定交上。)

**absent** /'æbsənt/ *a.* ① 缺席的, 不在场的:

*The trade representative was the absent in Tokyo on business.* 商务代表当时因公到东京去而缺席。② 心不在焉的: *The secretary was absent-minded and errors crept in the shipping document he typed.* 秘书心不在焉, 所打的船运单据不知不觉出了错误。

【短语】be absent from (home, school, office) 不在; 缺席; 缺课; 旷工 / be absent without excuse 擅自缺席 / in an absent sort of way 心不在焉地; 茫然地

**absolute** /'æbsəlut/ *a.* ① 绝对的: *The*

*Carrier should have an absolute lien upon the goods for all freight until paid.* 在全部运费付清之前, 承运人对货物拥有绝对留置权。② 纯粹的; 完全的: *Our company has acquired an absolute monopoly of coloured duplication and thus the payment.* 我们公司获得彩色复印机独家经销的权利。③ 确实的: *The man is the absolute owner of the legal and beneficial title to the property.* 这个人是该财产的确切主人, 拥有该财产的法定的、实际的所有权。

① 专制的

【短语】absolute advantage 绝对利益 / absolute assignment 绝对转让 / absolute bond 不附条件的债券 / absolute cover 绝对保险额 / absolute error 绝对误差 / absolute income 绝对收入

**absorb** /əb'sɔ:b/ *v.* ① 吸收: *It depends on*

*how much money the local government can effectively absorb.* 这取决于当地政府能有效地吸收多少资金。/ *absorb foreign capital* 吸收外资 / *absorb idle funds* 吸收游资 / *absorb loss* 吸收亏损 ② 承担(费用等): *We can absorb the loss of the subsidiary.* 子公司的损失由我们承担。/ *absorb these charges* 承担这些费用 / *absorb workload* 承担工作量 ③ 归并, 同化: *A small business has been absorbed by its competitor.* 一家小企业被它的竞争者兼并了。④ 吸引……的注意; 占去(注意力、时间等): *Overhead expenses have absorbed all our profits.* 我们的利润都耗费在日常开支上了。

【短语】absorb foreign capital 吸收外资 / absorb idle funds 吸收游资

**abstract** /'æbstrækt/ *a.* ① 抽象的; 无实际意义的 ② 难解的; 深奥的 || *n.* 摘要; 抽象物

☞ 频率 5 次

【短语】abstract account 月计账户 / abstract harmonic analysis 抽象的调和分析 / abstract invoice 摘要发票, 拔萃发票 / abstract ledger 摘要分类账 / transit abstract 中转货物摘录

【助记】abs + tract(拉) → 从文章中拉出 → 摘要; *a. abstract*

[口语] A: It's too abstract. (那太抽象了。)

B: I'll attempt to make it more clear. (我会尽量让它更清楚。)

**abundant** /ə'bʌndənt/ *a.* ① 大量的; 充足

的; *in abundant supply* 充分供应 ②丰富的; 富(in): *Though remote and desolate, the place is abundant in petroleum deposits.* 这个地方尽管遥远而荒凉,却盛产石油。

**accept** /ək'sept/ v. ①接受 ②认可,同意,承认 ③承兑

【短语】accept a bill of exchange 承兑汇票/accept a draft 承兑汇票/accept a line 接受承保额/accept a price 接受价格/accept commission 接受佣金,接受委托/accept for carriage 承运/accept insurance 承保/accept to pay 承兑

[听力] A: We only accept cash. (我们只收现金。)

B: Couldn't I use credit cards?  
(我难道不可以用信用卡吗?)

[零售商店里的会话]

**acceptable** /ək'septəbl/ a. ①可以接受的; *U. S. dollars are acceptable as payment in stores in this country.* 这个国家的商店接受美元作为支付手段。②可承兑的; *An IMO is acceptable to banks in the United Kingdom.* 英国各家银行都承兑国际汇票。③合适的; *If our price is thought acceptable, please let us have your order for our confirmation as soon as possible.* 如果价格合适,希望速来订单,以便我公司确认。

**acceptance** /ək'septəns/ n. ①接受; *Shipment would be made within 15 days from acceptance of your order.* 接受订单后15天内交货。②许可;确认; *Notice of such acceptance should be in writing.* 此类确认通知应书面表达。③承兑; *The Carrier shall have a general lien on all of the merchandise, drafts, and trade acceptance.* 承运人对全部商品、汇票和商业承兑票据拥有一般留置权。④验收; *The purchaser*

*tests a small part of a batch to see if the whole batch is good—this is called acceptance sampling.* 买方检验一批货中的一小部分,看看全部货物是否良好——这种做法叫做验收抽样。

【短语】acceptance check 验收/acceptance market 证券市场/acceptance of the bid 中标,得标/acceptance test 验收,检验

**accident** /'æksɪdənt/ n. ①(不幸的)意外遭遇;事故;灾难; *The accident was caused by rough loading at the port.* 事故是由于港口野蛮装卸造成的。②偶然因素; *Quality products and services never make it to market by accident.* 优质产品与服务成功地进入市场绝不是偶然的。

【短语】accident error 偶然误差,意外误差

**accommodate** /ə'kɒmədeɪt/ v. ①向……提供住处(或膳宿); *We have accommodated two visiting scholars with apartments.* 我们已经向两名访问学者提供公寓套间。②给……提供方便; *The bank appears to be accommodating its customers more than it used to.* 银行似乎向客户提供比以前更多的便利。③容纳; *The new-designed car could comfortably accommodate up to five people.* 这款新车可宽松地容纳五人。④使适应; *It's important for us to accommodate ourselves to changed environment.* 对我们来说,使自己能适应改变了的环境是很重要的。⑤通融,融通; *Mr. Brown is willing to accommodate the draft by adding his endorsement.* 布朗先生愿意背书该汇票,予以通融。/accommodate by accepting time L/C 接受远期信用证以便通融 ⑥照顾; *We did this to accommodate your purchasers.* 我们这样做是为照顾你方买主。

【短语】a loan accommodate 提供食宿/accommodate somebody with 向某人提供货款/accommodating funds 融通资金

**accommodation** /ə'kɒmə'deɪʃən/ n. ①住宿;住处;膳宿 ②通融 ③调解 ④(美)贷款



【短语】accommodation acceptance 融通承兑, 通融承兑汇票/accommodation address 临时通信地址/accommodation berth 拨定船舱, 通融船席/accommodation bill 空头票据, 融通票据

[口语] A: We are holding our annual conference next month and are looking for a hotel which can offer us accommodation and conference facilities. (我们下个月要开今年的年度大会, 想找一家能提供食宿和会议设施的宾馆。)

B: I think you've come to the right place. We are a five-star hotel. We can offer satisfactory accommodation and facilities. (我觉得你来对地方了。我们是家五星级宾馆。我们可以提供令人满意的食宿和设施。)[预约预订]

**accomplish** /ə'kɒmplɪʃ/ v. ①达到(目的), 完成(任务)②使完美

【短语】accomplish a task in business 完成一项交易/accomplished bill of lading 已提供的提货单

【助记】pli (词根) 满, 全 → accomplish 完成, 实现, 达到

[听力] A: What does your company hope to accomplish in long-term? (你们公司希望完成什么长期目标?)

B: Our long-term goal is to dominate the market. (我们的长期目标是主导市场。)[经营·经营方针]

**according** /ə'kɔ:dɪŋ/ a. 一致的; 相符的: *Partnership profits and losses are divided among partners according to the sharing agreement.* 合伙损益应按照分配协议在合

伙人之间进行分配。

**account** /ə'kaunt/ n. ①账户; 账目; 账单; 账款②原因, 理由③重要性; 考虑④利益; 利润⑤报道; 叙述; 描写

【短语】account after sight 见票即付/account chart 会计科目一览表/account clerk 账务员, 司账/account code 账簿代号/account distribution memorandum 账户分配通知单/account due to customers 应付主顾的款项/for account of 为……代理

[口语] A: Do you have a bank account in Japan? (你在日本有银行账户吗?)

B: Actually, I have two; one personal and one business. (实际上我有两个, 一个是私人账户, 一个是公司账户。)[派驻海外·和外国人的交谈]

**account manager** 客户经理

[听力] A: As an account manager, I assumed you were aware of these delivery problems, which we have complained about repeatedly. (作为客户经理, 我认为你应该早就知道送货问题了, 因为我们已经多次抱怨。)

B: Please give us an opportunity to redeem ourselves. (请给我们弥补自己过失的机会。)[合同谈判·终止合同]

**accountant** /ə'kauntənt/ n. 会计: *She is a chartered (或 certified) accountant.* 她是有合格证书的会计师。

**accurate** /'ækjʊrɪt/ a. ①准确的; 正确无误的: *The exporter must guarantee that all the details on the invoice are accurate.* 出口商必须保证发票上各细目的精确性。②准确的, 精确的: *an accurate estimate* 准确的估计 ([同义] correct, exact; [反义] inaccurate)

【短语】be accurate in 精确, 准确

**achieve** /ə'tʃi:v/ v. ①完成,实现: *The contractor achieved completion of the tasks within the stipulated time.* 承包商在规定的时间内实现了工程竣工的目的。②(经努力)达到,得到: *This firm has achieved great popularity and high salability for this product through skillful advertising.* 这家公司通过巧妙的广告使这一产品家喻户晓,非常畅销。

**acknowledge** /ək'nɒlɪdʒ/ v. ①承认②告知(信件、礼物等)的收到;确认(收悉)③报偿;对……表示感谢

【短语】acknowledge (the receipt of) a letter 表示收到来信/acknowledge a favor 答谢所受到的关照/acknowledge receipt of 确认收到,通知收到

【助记】联想记忆:ac + know(知道) + ledge →大家都知道了,所以不得不承认

[口语] A: Hello, Mr. Jiang. Mr. Brook said you would get the money very soon, within this month. (姜先生,布鲁克先生说您在这个月内就能拿到那笔钱的。)

C: Good. I'll acknowledge the receipt as soon as I get the money. Thank you, Jasmine. Have a nice day. (很好,收到钱后我会给你说一声的,谢谢,杰思敏,再见。)

[打电话]

**acknowledgement** /ək'nɒlɪdʒmənt/ n. ①承认;确认: *An immediate acknowledg(e)ment of an order is essential in many cases.* 在很多情况下,接到订单即刻加以确认是必要的。②(对收到来信等的)确认通知;回音: *We've had no acknowledg(e)ment of our letter on April 8, in which a quotation is enclosed.* 我们4月8日函寄报价单一纸,迄今未收到对方确认。③答谢的表示;(作者的)致谢,鸣谢: *We are writing this letter in ac-*

*knowledg(e)ment of your help in starting the business.* 贵方帮助开办此企业,特写信致谢。/make a most cordial acknowledg(e)ment to... 向……表示最真诚的感谢

频率 4 次

【短语】acknowledge (the receipt of) a letter (a parcel, an order) 确认收到信件(包裹,订货单);承认,确认:/bow one's acknowledgement 鞠躬答谢(谢幕)/extend one's acknowledgement to 向……表示感谢(感激)/have sth. in acknowledgement 收到(接到,领到)某物/in acknowledgement of 答谢,感谢……

**acquaint** /ə'kweɪnt/ v. 使熟悉,使了解;使……认识,使……知道;通知: *He is well acquainted with local conditions and have excellent business connections.* 他非常熟悉当地条件,有极好的业务关系。/Bidder should acquaint himself fully with all conditions and matters. 投标人对所有的条件和内容应有充分的了解。

【短语】acquaint with 使熟悉,使认识

**acquaintance** /ə'kweɪntəns/ n. ①相识的人,熟人②认识,相识,了解

[听力] A: I'm so glad that you could come. (你能来我真是太高兴了。)

B: So am I. It's good to see you again. We are acquaintances. (我也很高兴,再次见到你真是太好了。我们都是熟人了。)[寒暄用语·初次见面及离别时的寒暄语]

**acquire** /ə'kwaiə/ v. 获得,得到: *It is very difficult for a small business to acquire expensive technology because of the substantial capital investment required.* 因为要求大量的资本投入,小公司想获得高价技术是很困难的。

**acquisition** /,ækwi'zɪʃən/ 收购;兼并

[阅读] But if he continues his current pace of high-profile acquisitions and multibillion-dollar ventures, he is likely to dominate center stage among global corporate empire builders whether he likes it or not.

但是,如果他照目前的速度继续发起引人注目的收购、筹建数十亿美元的新公司,全世界公司王国的所有角色中他可能最出风头,不管他情愿与否。

Some forward-looking managers are using acquisitions as a quick way to bolster their bottom lines.

一些目光前瞻的经理人员把兼并作为迅速扩大企业基础的一个手段。注: bottom line,原意是“底线”,转义“企业基础”。

**across** /ə'krɒs/ *prep.* 在……全境,经过(整段时间): *Hundreds of shops across the country began selling such jackets.* 全国范围内,成百上千家商店开始销售这种短上衣。/ *across the century* 在整整一个世纪中

**act** /ækt/ *n.* ① 行为;行动: *an act of commercial* 商战行动 ② 条例,法令: *The act which rules how firms should do their business is called companies act.* 规定公司怎样经营商业的法令称为公司法。|| *v.* ① 做事;行动: *You are requested to act promptly.* 敬请贵方立即执行。② 扮演;担当: *Price acts to suppliers and consumers as the indication of market forces, enabling them to control output and expenditure accordingly.* 对供应商和消费者来说,价格就是市场动力标志,使他们能相应地控制产出和支出。③ 见效: *The medicine acts well.* 这种药很有效。

【短语】 *act of bankruptcy* 银行倒闭条例/*act of god* 天灾/*acting manager* 代理经理

**action** /'æksən/ *n.* ① 行动,行动过程 ② 积

极的活动 ③ 作用,(身体、身体部位或器官的功能(尤指排粪) ④ 活动部件,机械装置 || *v.* 对……起诉

[听力] A: What do you think our next plan of action should be? (你认为我们下一步的行动应该是什么?)

B: I'm in favor of overseas expansion. (我赞成向海外开拓市场。)[发表意见·肯定]

**actual** /'æktʃuəl, 'æktjuəl/ *a.* ① 实际的 ② 事实上的 ③ 现时的

【短语】 *actual (balanced) budget* 决算/*actual and present breach* 到期违约/*actual assets* 实际资产/*actual consumption figure* 实际消费数字/*actual cost system* 实际费用制度/*actual parameter* 实际参数/*the actual state of affairs* 目前的形势

[口语] A: I hope this isn't a bad time for you. (但愿你现在不忙。)

B: Actually, it is. (实际上我很忙。)[交代工作·打听意向]

**adapt** /ə'dæpt/ *v.* ① 使适应,使适合: *You might have found that the design of this lot of toys well adapts itself to children's psychology.* 谅你方业已发现这批玩具的设计很适合孩子们的心理。② 改编,改写

**add** /æd/ *v.* ① 添加,附加,掺加 ② 进一步说(或写),附带说明 ③ 把……加起来,计算……的总和

[听力] A: Let's add some extras. (我们搞点免费赠送吧。)

B: Sounds a good idea. (听起来是个好主意。)[生意谈判·优惠]

**addition** /ə'dɪʃən/ *n.* ① [U] 增加 ② [C] 增加的人或物

【短语】 *in addition* 另外,加之/*addition item* 统计新增项/*addition of assets* 扩充资产/

addition of constraints 约束相加/addition of series 数列相加/addition of variable 变量相加/addition of vector 向量相加/in addition to 除……之外(还)

【助记】dit (词根) 给 → addition 加, 加法, 附加部分

[口语] A: How many people do we have? (我们有多少人?)

B: Five, in addition to me. (除了我还有 5 个。)[报告、联络或商谈·关于报告]

**address** /ə'dres/ n. ① 演说, 讲话: *The head of the trade delegation has delivered a parting address at the dinner party.* 贸易代表团团长在宴会上致告别词。② 地址; 住址: *address in case of need* (背书人) 必要时的地址 (如承付人拒付时以备持票人查询) || v. ① 寄; 写信给: *The letter of complaint should be addressed to the PR manager.* 你的投诉信应寄给公关部经理。② 提出: *We addressed our inquiry to the firm.* 我们已向该公司提出询价。③ 对……发表演说; 对……讲话: *The president will address the audience on his recent tour abroad.* 总统将向听众讲他最近的国外之行。

**adjourn** /ə'dʒɔ:n/ v. ① 推迟: *The meeting of the board was adjourned until the following week.* 董事会会议推迟到下一周开。② 延期: *The office manager adjourned the sale for a month.* 业务经理把贱卖延期一个月。③ (使) 中止, 休会: *At the written request of either Buyer or Seller, the closing could be adjourned, but not beyond (date).* 在买方或卖方的书面要求下, 结算可以暂停, 但不得超过(某)日。

频率 7 次

**adjust** /ə'dʒʌst/ v. ① 调节 ② 适应(to) ③ 调整; 整顿 ④ 校准; 更正; 评定

【短语】adjust (adjustment of) the schedule

调整进度表/adjust an account 清理账目/adjust claims 评定索赔/adjust expenditures to income 量入为出/adjust oneself to market changes 使适应市场变化/adjust price 调价/adjust supply to current demand 按当前需求调整供应/adjust the accounts 清理账目/adjust the letter of credit as required 要求修改信用证/adjust the losses 评定损失

【助记】词根记忆: ad+just(正确)→使正确 → 校正, 调节

[口语] A: I need you to be there. (我需要你在场。)

B: I'll try to adjust my schedule. (我会尽量调整我的日程安排。)

[工作定额·调整日程安排]

**administration** /əd,mɪnɪ'streɪʃən/ n. ① 管理: *Some limited companies have grown too large, with resulting difficulties of administration.* 某些有限责任公司扩展太大, 造成管理困难。② 行政机构; 行政: *The administration of the joint venture should be under the control of the managing committee.* 合营企业行政管理机构在管理委员会的控制之下。

【短语】administration department 办公室/administration expense 管理费用

**admission** /əd'mɪʃən/ n. ① 承认: *The office manager was fired after his admission of passing the valuable information to the rival competitors.* 办公室的经理承认他将有价值的信息透露给竞争对手, 于是被解雇了。② 准许加入; 任用: *It is with much pleasure that I announce the admission of Mr. John Smith as a partner.* 我们高兴地宣布约翰·史密斯先生为本公司新增加的合伙人。/obtain admission to a school 获得入学许可 ③ 入场费, 入场券: *Admission is one dollar.* 入场费为一美元。

【短语】admission fee 入会费

**admit** /əd'mit/ v. ① 承认 ② 接受, 确认 ③ 准许……加入

【短语】admit a claim 承认索赔要求/admittance function (admissible function) 容许函数

[听力] A: What is wrong? (怎么啦?)  
B: He admitted that he was wrong. (他承认是自己错了。)  
[应对纠纷·道歉]

**adopt** /ə'dɒpt/ v. ① 正式通过; 批准 ② 采用; 采取

【短语】adopt a new idea 采纳新意见/adopt a resolution 决议/adopt advanced techniques 采用先进技术/adopted values of constants 常数采用值

【助记】ad+opt(选择)→通过选择→采用; n. adoption; a. adoptable

[口语] A: Do we have a deal? (我们谈成了吗?)  
B: We'll adopt your idea. (我们会采纳你的建议的。)[报告、联络或商谈·联络]

**advanced** /əd'vɑ:ns/ a. 先进的; 高级的:

We shall bring in advanced techniques and equipment according to the national economic plan. 按照国民经济计划, 我们将引进新技术和成套设备。

**advantage** /əd'vɑ:ntidʒ/ n. ① 利益, 有利:

It is almost certain that the price will rise. It would be to your advantage to place orders without delay. 价格几乎可以肯定要上涨, 及早订货对你们有利。② 优点; 有利条件: We should not neglect the advantage you enjoy in the cost of production. 我们不应该忽略你们在生产成本方面的有利条件。③ 好处: The local people obtained great advantage from absorbing foreign investment. 当地居民从引进外资上得到了很大的好处。

**adverse** /'ædvɜ:s/ a. ① 不利的; 有害的:

The present circumstances are adverse to your trading expansion. 当前的情况对你们的贸易扩展不利。② 逆的; 相反的: The adverse balance of trade is the situation when a country imports more than its exports. 国际贸易逆差就是一个国家进口多于出口的局面。

【短语】adverse balance of payment 贸易逆差; 收支逆差/adverse balance 逆差, 透支金/adverse exchange 逆汇/adverse parity 票面额以下的行市/adverse trade balance 贸易逆差

**advertise** /'ædvətəiz/ v. ① 为……做广告:

They heavily advertise their products for sale in newspapers, over radio and on television. 他们在报纸上、广播中和电视上大做广告出售货物。② 通知; 公布: Invitation to bid shall also be advertised in at least one newspaper of general circulation in the borrower's country. 招标公告也应在借款人本国至少一家全国性报纸上刊登。

【短语】advertising fee 广告费

**advertisement** /əd'vɜ:tismənt/ n. 广告;

公告, 启事: Another way to get business information you want is through advertisements in the newspapers and magazines. 获得你想要的业务信息的另一种重要途径是通过报纸杂志上的广告。

**advertising** /'ædvətəiziŋ/ n. ① 做广告, 登广告, 广告 ② 广告业, 有关广告活动的

【短语】advertising agency 广告公司/advertising appropriation 广告拨款/advertising budget 广告预算/advertising by sound 声音广告/advertising campaign 广告活动/advertising column 广告栏/advertising type 广告字体/advertising writer 广告起草人

[听力] A: May I speak to Mr. Smith? (我可以和史密斯先生通话吗?)  
B: Mr. Smith of the advertising department? (是广告部的史密斯先生吗?) [接待客人·接待访客]

**advice** /əd'vaɪs/ *n.* ① 劝告 ② 意见 ③ 通知  
【短语】advice and pay 外汇付款通知/advice for collection of documentary bill 跟单汇票托收委托书/advice note of budgetary appropriation 预算拨款通知单/advice of arrival 货物运到通知/advice of credit 信用证通知书/adviced line of credit 已通知信用额度

[口语] A: I'll give you a piece of advice.  
(我给你一个忠告。)  
B: Yes? What is it? (好的, 是什么?) [提醒·工作方法]

**advise** /əd'vaɪz/ *v.* ① 建议; 劝告: *We would advise you to get in touch with the firm for requirements.* 建议你与公司联系供货事宜。② 通知: *We shall advise you of the date of delivery.* 我们将通知你方送货日期。

**advocate** /'ædvəkeɪt/ *v.* 拥护; 提倡: *Managers passionately advocate economic reforms.* 经理们热烈拥护经济改革。 || *n.* 拥护者; 辩护者: *Free trade advocates ask to eliminate protective tariffs.* 自由贸易拥护者要求取消保护性关税。

**aeroplane** /'ɛərəpleɪn/ *n.* [英] 飞机

**affair** /ə'feə/ *n.* ① 事务, 事态: *We know nothing about the financial affairs of the company mentioned.* 你们所提的那一商号的财务状况, 我们不了解。② 事情; 事件: *The clerk has come to explain that unfortunate affair about the insurance.* 办事员来解释这件保险的不幸事件。③ [口] 东西, 物: *The machine is a complicated affair.* 这部机器很复杂。

**affect** /ə'fekt/ *v.* ① 影响 ② 感动(在感情方面打动) ③ (疾病) 侵袭  
【短语】affected persons 受损人

[听力] A: Our company was taken over by another Company. (我们公司被另一家公司收购了。)  
B: Will it affect our jobs? (会影响我们的工作吗?) [市场·和竞争对手的竞争]

**affirm** /ə'fɜ:m/ *vt.* ① 断言, 坚持声称: *He affirmed to me that the statement was true.* 他向我声称那个说法是真实的。② 证实, 确认: *affirm the truth of a statement* 确认某说法确凿无误

**afford** /ə'fɔ:d/ *v.* ① (常接在 *can, be able to* 后)(在财力上)负担得起;(在时间上)得以做某事: *Until these clothes are shipped and we receive the comments from our customers, we can not afford to go further on these contracts.* 在衣服运出并收到我方客户意见之前, 继续执行合同, 我方负担不起。② 提供, 给予: *They are willing to afford cooperation in developing trade in this line.* 他们愿意在开展该商品的贸易方面和贵公司合作。

**afraid** /ə'freɪd/ *a.* 害怕的, 担心的

【短语】afraid of one's shadow 连自己影子都害怕, 胆小, 易受惊吓, 草木皆兵/be afraid for 为……担心(担惊受怕)/be afraid of 害怕……, 担心……/I'm afraid 大概, 恐怕, 对不起, 很抱歉

[听力] A: I'm afraid you've lost. (很遗憾你输了。)  
B: I'll have a try next time. (我要再试一次。)[经营业绩·业绩评价]

**after** /'ɑ:ftə/ *prep.* ① (时间)在……之后: *(the) day after tomorrow* 后天/*He came back after a week.* 一周后他回来了。② (顺序)在……之后; 接着: *After you!* (客套话)您先请! ③ 追求, 探求: *What are you after?* 你在找什么? (或: 你追求什么?) ④ 因为, 由于; 尽管…… *After making a great effort, we at last had the goods ready.* 经过努力, 我们最终将货物备妥。/ *Business is impossible after what has happened.* 既然发生了这一切, 成交不可能了。 || *conj.* 在……以后: *They deal in shares after the stock exchange has closed for the day.* 他们在证券交易所每天收盘以后经营股票。 || *ad.* (时间)后来, 之后: *We had*

finished the work and went home after. 我们干完工作, 后来就回家了。|| a. 以后的, 事后的: *in after years* 在以后的岁月里 / *The after results of the inflation were terrible.* 通货膨胀的后果是可怕的。

【短语】*after hours market* 收市后市场 / *after hours trading* 闭市后交易 / *after hours value* 闭市后价格 / *after hours* 打烊以后 / *after market* 证券发行后的市场 / *after sight* 见票后照付

**afterward(s)** /'ɑ:ftəwəd(z)/ *ad.* 以后, 后来: *They set to work immediately afterwards.* 他们随后马上就工作起来。

**again** /ə'geɪn, ə'geɪn/ *ad.* ① 再一次, 又一次 ② 又, 作为附加, 另外 ③ (回)到原处(或原来状态等) ④ 回, 向相反方向 ⑤ 作为反应, 作为结果 ⑥ 另一方面, 然而

[听力] A: Can we meet next week? (我们下周能见面吗?)  
B: I'll be gone again next week. (我下周还得出差。)[出差·出差]

**against** /ə'geɪnst/ *prep.* ① (表示反对关系)逆, 反对, 违背, 违反 ② 冒着, 顶着; 对着; 冲撞; 抵御 ③ 凭, 靠 ④ 预防, 防备

☞ 频率 8 次

[口语] A: It's really unusual for us to go against our boss. (和上司对抗对我们来说可不常见。)  
B: Maybe we shouldn't have said that. (也许我们不应该说那些。)[产生纠纷和问题·人际关系的冲突]

**age** /eɪdʒ/ *n.* ① 年龄: *She does not look her age.* 她看上去比实际年龄年轻。② 时期; 时代: *an age of business* 商业时代

**agency** /'eɪdʒənsi/ *n.* ① 代理人, 代理商; 代理权: *If you agree to grant us a sole agency, we will devote full attention to establishing your products on the Hong Kong's market.* 如贵公司同意本公司成为您的独

家代理, 我们将竭力为贵公司产品在中国香港建立市场。② 机构; 厅; 署; 局; 社: *Agency for International Development* (美)国际开发署 ③ 作用; 力量; 媒介: *The contract was concluded through her agency.* 这项合同是经她手签订的。

【短语】*agency agreement* 代理协议书 / *agency and trust funds* 代理和信托基金 / *agency commission* 代理手续费 / *agency contract* 代理契约

**agenda** /ə'dʒendə/ *n.* 议事日程; 记事册; 日常工作事项: *After 3 hours, they were still discussing the first item on the agenda, that is, how to cut down the production and marketing costs.* 过了 3 个小时, 他们还在讨论议事日程的第一项, 即如何削减生产成本和销售费用问题。

【短语】*agenda paper* 议事日程表

**agent** /'eɪdʒənt/ *n.* 代理(人), 代理商

【短语】*agent a/c* 代理店账户 / *agent bank* 代理银行 / *agent carrying stock* 储货代理人 / *agent for bidding* 投标代理人 / *agent middleman* 代理中间人 / *agent service* 代理业务 / *agents of production* 生产要素 / *agent's lien* 代理人留置权

【助记】来自 *agency* (*n.* 代理); 注意: *agent* 还有“剂”的意思

[听力] A: We are agents of your Company. (我们是你们公司的代理商。)  
B: Mr. Gree has been expecting you. (格林先生一直在等着你们呢。)[访问公司·访问时的寒暄语]

**aging** /'eɪdʒɪŋ/ 老化 (the aging of the equipment, 设备老化)

[阅读] Because of the rapid aging of the population, the tax burden on individuals could become unsustainable by the year 2020.  
由于人口迅速老化, 到 2020 年个人税务负担有可能变得不堪承受。

**agree** /ə'grɪ:/ v. 同意;认为(账目等)正确无误;*Details of insurance and freight were agreed between importer and exporter.* 进出口商之间已就保险和运费细节达成协议。

【短语】agree holiday 公休/agree to make compensation 同意赔偿/agree upon a price 议定价格

[听力] A: I can't agree with you. (我们不能同意。)

B: Why don't we meet halfway on this? (我们为什么不互相让一步呢?)[生意谈判,签订与解除合约]

**agreed** /ə'grɪ:d/ a. ①商定的②意见一致的

[口语] A: So, you've decided to purchase the computer? (这么说,你们决定要买电脑了?)

B: We haven't agreed on the price yet. (价格上我们还没有达成一致。)[生意谈判·商讨]

**agreement** /ə'grɪ:mənt/ n. ①同意;一致:

*Please be so kind as to wire your agreement.* 如同意,请电告。②协议;协议书:*They suggest formal agreement on the lines of the model agreement enclosed.* 他们建议按所附协议样本签订正式协议。③协定;契约;*a verbal agreement* 口头协定/*England and the United States entered into a bilateral trade agreement after long negotiations.* 英美两国通过长期谈判订立了一项双边贸易协定。

【短语】a gentleman's(gentlemen's) agreement 君子协定/arrive at (come to) an agreement 达成协议/in agreement with 与……一致,同意/sign an agreement 签订协议

**ahead** /ə'hed/ ad. & a. (一般作表语)①

提前;向前;在前;*They've made a conservative sales forecast and go now far ahead of it.* 他们做了一个保守的销售预测,如今

大大地超过了。②占优势;*Wage ahead of prices.* 工资仍稍稍领先于物价。③有盈余;*We are ahead \$100 on the budget.* 我们比预算少花了100美元。

**aid** /eid/ v. 帮助;援助;促进;*The experienced salesman aided the company in securing large orders.* 这位有经验的销售员帮助公司获得了大量的订货。|| n. 帮助,辅助物;*We can build up our economic developing zones with the aid of foreign investment.* 我们可以借助外国投资来建立我们的经济开发区。

【短语】aid account 经济援助账户/aid agreement 援助协定/aid funds 援助资金/aid loan 援助贷款

**aim** /eɪm/ n. 目标,目的;瞄准;*The corporation has accomplished its two major aims: improving the quality of its products and exploiting new markets for them.* 这家公司已经完成了它的两项主要目标:提高它的产品质量和给这些产品开发新市场。|| v. 瞄准;针对;目的在于;*We aim to double our last year's sales.* 我们的目的是把前一年的销售量增加一倍。

**air** /eə/ n. ①空气;大气;*We use airproof packaging for these articles.* 我们对这些货物采用不透气包装。②空运;*I've sent the articles by air express and you should have received them by now.* 我已用特快空运寄来货物,谅你现在已收妥。③天空;*in the open air* 在户外 || v. ①使公开;发表;*The management committee of the firm allows the staff's representatives to air their views.* 这家公司的管理委员会允许职工代表发表意见。②使(房间)通气;晾;*The warehouse was aired in the afternoon.* 傍晚给仓库通了通空气。③(用无线电、电视)播送;*air programs over the radio and on the television* 在无线电和电视上播放节目

【短语】air carrier 运货飞机;空运承运人/air coach 客机/air consignment note 空运托运单/air container 空运集装箱/air cushion vehicle 气垫船(同 cushion-craft)/air



engineer 航空工程师/air express 特快空运/air forwarding 航空转运

**airline** /'eɪləɪn/ *n.* ① 航线: a non-stop airline from Paris to New York 从巴黎直飞纽约的航线 ② 航空公司: The airline has a fleet of 30 commercial aircraft. 这家航空公司拥有 30 架商用飞机。

**airmail** /'eɪmeɪl/ *n.* 航空邮寄; 航空邮政; 航空邮票: The company can send this package by airmail. 公司可以航空邮寄这个包裹。 || *v.* 航空邮寄: Please airmail those parcels to the Calcutta Branch. 请将那些包裹航空邮寄到加尔各答分公司。 || *ad.* 以航空邮寄: We'd like you to send your documents airmail. 我们希望你们航空邮寄你方的文件。

**airport** /'eɪpɔ:t/ *n.* 机场, 航空港

[听力] A: I'm going to the airport to see her off. (我要去机场送他。)  
B: It's very kind of you. (你真好。)[派驻海外·派驻海外工作]

**alarm** /ə'la:m/ *n.* ① 惊恐; 忧虑 || *v.* ① 使惊恐; 使忧虑 ② 向……报警 ③ 打扰; 刺激

【短语】a fire alarm 火警; 火灾警报器/ alarm clock 闹钟/raise (give, sound) the alarm 发出警报

【助记】联想记忆: al + arm(武器) → 受了惊吓, 拿起武器 → 惊恐

[口语] A: I'm late because my alarm didn't go off. (我迟到是因为我的闹钟没有响。)  
B: Don't make excuses. (别找理由。)[提醒·斥责]

**alert** /ə'leɪt/ *a.* 警觉的, 留神的: She was so alert that not a single error in the report slipped past her. 她如此警觉, 报告里没有一个错误逃过她的眼睛。 || *v.* ① 向……报警: alert sb. to the fact that... 提醒某人注意……的事实 ② 使认识到, 使意识到: Economists alerted the people to the danger

of inflation. 经济学家警告过人们注意通货膨胀的危险性。

**alike** /ə'laɪk/ *ad.* & *a.* 相同; 相像: Factory managers and workers alike would share in profits. 工厂管理人员和工人们将同样分享企业利润。

**all** /ɔ:l/ *a.* 所有的, 全部的 || *pron.* 一切, 全部 || *n.* 全部财产

【短语】all and every risk 一切风险/all charges paid 全部费用已付/all in 全价/all kinds kept in stock 各货俱全/all mark 全标记/all parties concerned 各有关方面/all risks policy 综合保险单/all-time record 空前纪录/all-up weight 总重量

[听力] A: Thank you for coming all this way to see me. (谢谢您那么老远来看我们。)  
B: With pleasure. (很高兴能来。)  
[接待客人·与访客交谈]

**alliance** /ə'laɪəns/ 联盟 频率 5 次

[阅读] Some insurance companies say that arm's length alliance between banks and insurers are better than full-blown mergers.  
一些保险公司认为银行与保险公司建立若即若离的联盟关系要强于浑然一体的合并。

**allow** /ə'laʊ/ *v.* ① 允许, 准许; 容许: Dangerous products with packages which have not undergone inspection are not allowed for export. 未经检验包装的危险品不许出口。 ② 允许给, (答应) 给: If you can allow us a commission of 8%, we will do our utmost to push the sales of your product. 你若能给佣金 8%, 我方定尽力推销你公司产品。 ③ 承认: We all allow him to be the best wholesaler. 我们都承认他是最好的批发商。

**allowance** /ə'laʊəns/ *n.* ① 津贴, 补贴; 零用钱; miscellaneous allowance 各种名目的津贴/ I hope my foreign exchange allowance would