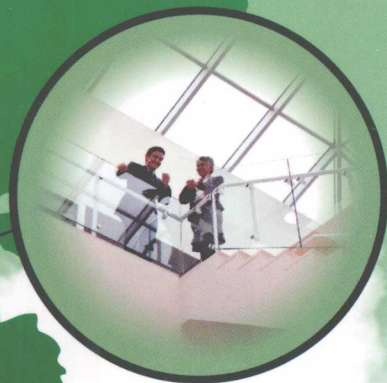


示范性职业技术学院建设项目系列教材



商务同口译 实训教程

归晓曼 主编

[新]E.Visuvasum 主审



科学出版社
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示范性职业技术学院建设项目系列教材

商务陪同口译实训教程

归晓曼 主 编

王素雅 赵 洁 廉俊颖 副主编

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科学出版社

北 京

内 容 简 介

本书是口译实训教材,在调研的基础上,按照对外贸易工作过程的顺序进行编排,给出了多种情境下英语口语译的内容,主要包括:迎来送往,宴请及陪同旅游,参观工厂,询盘及答复,付款,运输及包装,保险及索赔,签订合同。本书内容难易程度适中,包括了贸易过程中常用的最基本的语句,从单词入手,然后是常用句型,最后是对话,并给读者提供了一些真实情境,做到边学边练。在注重实践的同时,每个单元的最后一项是口译的基本知识和技巧,将理论和实践紧密结合。

本书适合高职高专商务英语专业学生作为教材使用,也可作为相关专业工作者的参考用书。

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前 言

随着中国对外开放的不断深化,越来越多的外资企业进驻中国,中国企业的对外投资活动也日趋频繁。中外经济交流与合作的迅速扩大不仅为中国的发展与繁荣注入新的活力,同时也对投身商务洪流的职场人士提出了更高的要求。在 20 世纪 90 年代初,非英语专业的高校学生大多口不能言,一个大学生只要英语口语比较流利,能够与外国人进行基本顺畅的对话与沟通,进入外企工作就显得如鱼得水,游刃有余。时过境迁,10 余年后的今天,多数高校学生,不论是英语专业还是非英语专业,大都能以英语与外国人进行基本的对话与交流。现在的青年学生要想在职场中脱颖而出,仅凭流利的口语已显得不够了。新世纪青年在在职场搏击、商海奋斗时胜人一筹、抢占先机的重要技能已从单纯的英语口语能力转变为能够熟练转换英汉两种语言以传递信息的口译能力。可以预见,在未来十余年间,口译将不再是少数精通英语的专业人士独家占有的“武林秘籍”,而是社会大众用于求职谋生的重要能力。因此,口译在英语学习和英语考试中必将占有越来越突出的位置。

本书力图体现我国高职高专英语专业教学实践的特点,遵循高职高专教育“实用为主、够用为度”的总体指导方针,充分反映了中国学生学习英语的规律和要求,并体现我国英语教学研究的新成果、新思想和新理念。本书内容的设计充分考虑高职高专英语专业的课程设置、课时、教学要求与高职高专英语专业人才培养的要求与目标,力图处理好英语语言基础与培养英语语言应用能力的关系,强调英语语言基本技能的训练和培养实际使用英语从事涉外交际活动的语言应用能力。

学生的口译能力是一种综合性的能力,因此,口译课历来是我国学生较为头疼,但又不能不学的一门基础课程;对很多教师而言,口译课也因此成为一门不得不教的任务。基于这一认识,编写本书的目的之一便是培养学习者的兴趣,提高英语口语译课的教学效率,进而促进学生语言综合能力的提升。

本书的特点是:

第一,题材广泛,内容丰富,实用性强。本书以我国对外交流与合作及口译工作的实际为出发点,集口译理论、技巧和实践为一体。内容主要包括口译的基本理论、方法和技巧等,重点是外贸口译工作所涉及的各流程的英汉互译,旨在通过大量的英汉互译实践,使学生掌握口译的基本理论和技巧。

第二,英译汉、汉译英并重,双向训练同步进行。口译教学不同于书面翻译教学,可采取英译汉、汉译英分阶段进行。口头交际是一种双向交际活动;口译通常是在两种语言连续交替转换模式中进行。因此,口译教学采取英汉互译,双向训练同步

进行为好。本书的总体框架就是根据这一原则设计和编写的。口译实践是全书的主体部分。

在英语学习的诸多课程中，口译课具有较高的综合性和复杂性，对学生的语言能力、表达能力和反应能力提出了多方面的要求。所以，口译课的教学也就成为英语教学中极为重要的尖端领域。我们希望本书的出版能够在口译教学与研究中起到抛砖引玉的作用，为各位同仁的教学与研究工作提供有益的参考。

本书由归晓曼任主编，王素雅、赵洁、廉俊颖任副主编，E.Visuvasum 主审。参加本书编书的人员还有：赵海良、杜建华、李凤、庞春菊、张丽、范凌云、黄希、范薇。

本书在编写过程中，参考并借鉴了多种中外教材，从中得到启示。在此向这些教材的编者表示诚挚的谢意。

由于学识和能力所限，书中若有不当与疏漏之处，敬请各位读者和专家批评指正。

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Unit One

Hosting Foreign Clients

迎 来 送 往

本单元重点

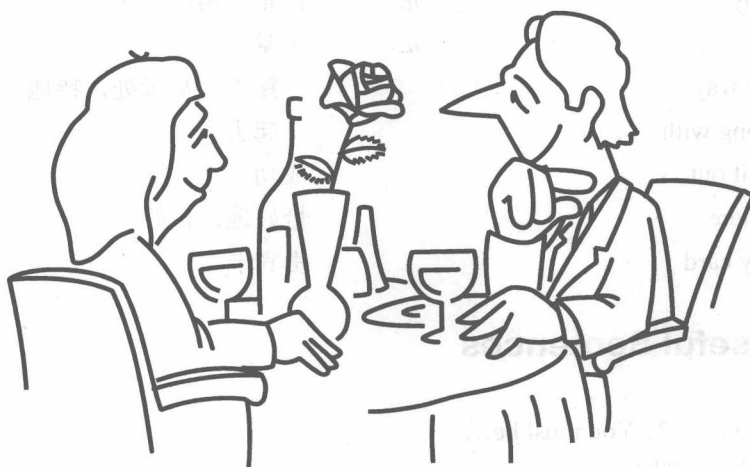
机场接送客户

送客人去酒店途中的用语

在酒店中的常用语

与客户闲聊时用语

口译技巧介绍





New Words and Expressions

expect	v.	预料
considerably	adv.	相当大地, 相当多地
improvement	n.	改进
arrange	v.	安排
accompany	v.	陪同
receipt [ri'si:t]	n.	收据
represent [,repri'zent]	v.	代表
proceed [prə'si:d]	v.	前进
recommend	v.	推荐
reservation [,rezə'veiʃən]	n.	预定
frequent ['fri:kwənt]	adj.	经常的, 频繁的
limo ['liməu]	n.	豪华轿车
souvenir [su:və'niə]	n.	纪念品
itinerary [ai'tinərəri]	n.	日程安排
tentative ['tentətiv]	adj.	暂时的
associate [ə'səʊʃieit]	n.	同事
considerate	adj.	细心的, 周到的
bellboy	n.	门童, 男服务生
lobby	n.	大堂
all the way		一路上, 从远处, 特地
go along with		一起去
make it out		成功
right here		恰好地, 正好
loyalty card		贵宾卡



Useful Sentences

1. Are you...? / You must be...
你是……吗?

2. I am from.../ I represent...
我代表……公司
3. Let me help you with your bag/luggage.
我来帮你拿包吧。
4. How was your flight? / Did you have a good flight?
旅途顺利吗?
5. You must be tired after such a long journey.
经过长途旅行, 你一定累了。
6. I am sure it can be arranged.
我保证可以安排。
7. I can be your translator and tour guide.
我可以做你的翻译和导游。
8. What would you like to see while you are here?
在这期间想去哪里看看?
9. Will I have a tour guide to accompany me to these places?
参观这些地方我有导游陪同吗?
10. I have always wanted to go there.
我一直想去那里。
11. I think it would be a pity if I came all the way to Beijing and didn't make it to the Great Wall.
我远道来北京, 如果没去游览长城的话, 我会非常遗憾的。
12. I will be able to go along with you.
我会一直陪着您。
13. Here is my card with my address and phone number.
这是我的名片, 上面有我的地址和联系电话。
14. I would like to show you our tentative itinerary.
我向您介绍一下我们初步拟定的活动日程。
15. Thank you for such a thoughtful arrangement for me.
感谢您为我做出如此精心的安排。
16. It's very kind of you to come all the way to see me off.
您专程来为我送行, 真是太客气了。
17. Before I leave, please accept this little present as a souvenir from me.
我就要走了, 请接受我这份小小礼物, 做个留念吧。

18. I am looking forward to visiting your country in the near future.

我期待在不久的将来去访问贵国。

19. Thank you for everything you have done for me.

谢谢你为我做的一切。



Dialogues

Please translate the following English dialogues into Chinese.



Scene 1 Meeting at the Airport

Sample 1.1

A: Are you Mr. Smith from America?

B: Yes, I am.

A: My name is Li Ping. I represent China National Foreign Trade Transportation Corporation. Welcome to Beijing.

B: Thank you. I am very happy to meet you.

A: How was your flight?

B: Fine, nice food and good service. But it is a really kind of long distance from New York to Beijing.

A: I'm afraid you must be very tired after such a long journey.

I have booked a room in a hotel for you. I wish you'd get refreshed after a shower.

B: It's very considerate of you. Mr. Li.

A: May I help you with your luggage?

B: OK. This one. Thank you.

A: Let's proceed to the car. After you.



Notes

1. But it is a really kind of long distance from New York to Beijing.

从纽约到北京确实很远。

2. I wish you'd get refreshed after a shower.

希望你冲个澡后能精神起来。

3. It's very considerate of you.

您真是太体贴周到了。

4. Let's proceed to the car.

我们上车吧。

5. After you.

您先请。

Sample 1.2

A: If I am not mistaken, you must be Mr. Johnson from Britain?

B: Yes, I am.

A: Mr. Johnson, glad to meet you. I am Zhao Gang. I am here to meet you on behalf of my company.

B: How do you do? Mr. Zhang. I am very glad to meet you.

A: How do you do? Mr. Johnson. Our manager Mr. Li asked me to say hello to you as he can't come to meet you in person.

B: That's all right. Thank you again for taking the trouble to meet me.

A: My pleasure. Mr. Johnson, I don't think you know Mr. Brown, my associate. He is our Development Manager.

B: Pleased to meet you, Mr. Brown.

C: Pleased to meet you too, Mr. Johnson.

A: There is a limo waiting outside the airport. We will take you to the hotel.

B: Ok.



Notes

1. Our manager Mr. Li asked me to say hello to you as he can't come to meet you in person.

我们李经理让我带问你好，他不能亲自来接您。in person: 亲自。

2. Thank you again for taking the trouble to meet me.

再次谢谢你不辞辛苦来接我。

Scene 2 On the Way to Hotel

Sample 1.3

A: Is this your first time to China?

B: Oh, no. I've already made several trips to Shanghai. This is the first time to Beijing. It is larger than I expected it would be.

A: Yes, Beijing has grown considerably over the last few years. There are a lot of improvements and changes in Beijing. Where would you like to visit while you are here?

B: I hope to have time to visit the Great Wall. I've always wanted to go there. I think it would be a pity if I came all the way to Beijing and didn't make it to the wall. Do you think I will have chance to see it?

A: I am sure it can be arranged. The wall is a short distance from the city. And I also recommend you visit Tiananmen Square and the Forbidden City.

B: Yes, that would be nice. Will I have a tour guide to accompany me to these places?

A: I will be able to go along with you. Over next few days if you have any problems I will be right here to help you.

B: Thank you very much.

A: My pleasure. I hope you can enjoy your visit to Beijing.

Scene 3 At the Hotel

Sample 1.4

A: Good afternoon, sir.

B: Good afternoon. I have a reservation under the name of Mr. Steven.

A: Could you spell that, please?

B: Sure. It's S-T-E-V-E-N.

A: One moment, please. Ah, yes, Mr. Steven, you booked a single room for three nights. Is that correct?

B: Yes, that's right.

A: I see from the computer that you are a frequent guest here. Do you have your loyalty card?

B: Yes, here you are. And here is my credit card as well.

A: Thank you. Right, your room number is 202. Here is the key and receipt. Thank you for choosing our hotel again, sir.

B: Thank you, goodbye.

A: Goodbye.

Sample 1.5

A: Which hotel are we going to, Mr. Sun?

B: Jindu Hotel. It's at No.23, Nanhai Road not far from the downtown. I've booked a double room with a shower for you.

A: Thank you very much.

(They enter the lobby.)

C: Good evening, sir. What can I do for you?

B: I made a reservation with you last week.

C: Your name, please?

B: Joe Martin from England.

C: Oh yes, you did. (To Mr. Martin) Welcome to our hotel. Please fill in this form.

A: Okay. (After completing the form) Here you are, lady. By the way, have you got 24-hour room service?

C: Sure. We serve both Chinese food and western food. Here's the key to room 324. The bellmen will show you to your room. Hope you will enjoy your stay here.

A: Thank you very much. Bye.

Scene 4 Chatting

Sample 1.6

A: Mr. Smith, what do you do to kill time?

B: I like to read books or listen to music and relax.

A: When you are off work, what do you do, Mr. Black?

B: I enjoy planting and tending my garden.

A: Do you like drinking wine?

B: I like to drink but not too much. How about you?

A: Yes, I do, but, just socially.



Notes

1. 消除人与人之间的陌生感，最好的话题之一就是“消遣”。你可以问对方
“What do you do to kill time?” or “What do you do in your leisure time?”
2. tend garden: 修整花园
3. just socially: 只在应酬时（喝）

Sample 1.7

A: What's your pastime?

B: My favorite pastime is sports, especially football. You know, I cannot live without football. I really enjoy the American style of football.

A: Is it different from the football played in Europe or in China?

B: I believe it is quite different.

A: Then do you often watch sports programs on TV?

B: I do now and then, but not very often.

A: Very wise, I think. Watching TV has become an obsession nowadays. And it's a pity.

B: I couldn't agree more. On the whole, you have to admit that TV is a good source of fresh information. But often it stops people from going out.

A: I'm sorry to say that it is so.

Notes:

1. Now and then: 时而，有时，与 from time to time, occasionally 意思相同。
2. I can't agree more.
太棒了。（我完全同意。）
英语中用比较级表示最高级。
3. stop sb. from doing sth.: 阻止某人做某事



Tips

轻松愉快的聊天有助于双方关系的融洽，如果是老客户，可以回忆一下彼此之间的合作或者叙叙旧，有助于良好氛围的形成。

Scene 5 Seeing Off

Sample 1.8

A: We have finished everything in our agenda, and I plan to leave.

B: It is a pity that you don't have time to do a little sightseeing.

A: It is alright.

B: I am very glad to meet you.

A: Nice to meet you, too, and please accept this little present as a souvenir from me.

B: It is very kind of you. I like the gift very much.

A: I had a very good time here, thank you again for your kind arrangement.

B: It is my pleasure to make your stay a pleasant memory.

A: I am looking forward to meeting you here or in my country in the near future.

B: That will be great.

(After a moment)

B: The car is coming.

A: OK, let's go.

B: Hope you have a nice journey.

A: Thank you, see you next time.

B: See you.



Exercises

I. Translation exercises.

1. 我敢保证可以安排。
2. 我可以当你的翻译和导游。
3. 北京做了很多改造工作，而且变化也很大。
4. 在接下来的几天里，如果你有什么问题，我会帮你解决。
5. 这是我的荣幸，希望你北京之行愉快。
6. 史密斯先生，您预定了一个单人间，打算住 3 个晚上，对吗？
7. 电脑显示您是我们这里的常客，您有贵宾卡吗？
8. 这是钥匙和收据，感谢您在此光临我们的宾馆。
9. 经过长途旅行，你一定很累了。
10. 非常高兴见到二位，谢谢你们到机场接我。

11. 请你看一下我们给你安排的日程。若有不妥当的地方，请告诉我。

12. 不知道你是否还有其他的要求？

不，没有了。给你们添的麻烦已经够多了。

II. Translate the dialogue into English.

您一定是美国来的布朗先生吧？

是的，我是比尔·布朗。

我是王鹏，我代表东方贸易公司来接您。欢迎您到上海来，并希望您在上海过得愉快！

谢谢你亲自到机场来接我，真是太客气了！

我们公司派我为您在上海期间的陪同。旅途还顺利吧？

是的。

长途飞行之后，一定很累了，好好休息一下把，我们公司的小车停在机场外，我们直接去宾馆。

好主意。

请这边走。

III. Passage interpretation.

1. Thank you very much for the gracious speech of welcome. China is one of the earliest cradles of civilization and a visit to this ancient civilization has long been my dream. This visit will give me an excellent opportunity to meet old friends and establish new contacts. I wish to say again that I am so delighted and privileged to visit your great country and this lovely town. I am deeply grateful for everything you have done for me since my arrival in China.

2. On behalf of all your American guests, I wish to thank you for the incomparable hospitality for which the Chinese people are justly famous throughout the world. I particularly want to pay tribute, not only to those who prepared the magnificent dinner, but also to those who have provided the splendid music. Never had I heard American music played better in a foreign land.



口译知识及技巧

口译概述

一、口译的定义及发展史

翻译有笔译(written translation)和口译(oral interpretation)之分。在英语中，从事笔译的人被称为“translator”，而从事口译的人被称为“interpreter”。

梅德明教授把口译定义为“一种通过口头表达形式，将所听到（或读到）的信息准确而又快速地由一种语言转换成另一种语言，进而达到传递与交流信息之目的的交际行为”，它是人类在跨文化、跨民族交往活动中所依赖的一种基本的语言交际工具。

回顾口译历史，可谓源远流长，但由于口译工作时的言语转瞬即逝，因而难以在历史上留下直观资料供后人参考和开发。我们只能推测，口译活动最早可追溯到人类社会的早期，人类自从有了语言之后，人与人的交往越来越密切，为了克服语言障碍达到相互沟通，相互交流的目的，口译便应运而生。

口译在 20 世纪初在国际上被认定为一种正式的、专门的职业。1919 年第一次世界大战结束的“巴黎和会”，招募了一大批专职译员，他们以正式译员的身份为“巴黎和会”做“连续口译”。

时至今日，随着时代的发展，各地对口译工作者的需求日益迫切。商务口译工作者为我国和外国商贸联系，促进个人与个人，集团与集团之间的相互认识，相互了解，相互交往，相互尊重起到了媒介的作用。

二、口译的特点

在研究口译特点之前，我们先来把笔译和口译做一比较，从中找出他们的差异。

口译与笔译之间的区别主要表现在：

1. 工作方式不同

从工作时间上来看，口译总是在很短的时间内完成，有时甚至是同步进行的。口译人员的主要任务是在短时间内，把讲话人的思想正确的传递给听众，使交谈双方能互相沟通。在实践中，口译人员受时间限制，不能参考任何文件及资料，不能向任何专家、学者求助，单枪匹马，灵活机动地把听到的信息在极为有限的时间内把一种语言转换为另外一种语言。

由于口译工作是在公众场合，口译工作者要面对众多听众，这就需要口译工作者有良好的心理素质，克服怯场心理。

2. 语言运用不同

首先用词不同。有些词语在表达书面语时可以用得很漂亮，但在口语里就不是很适合，在许多情况下，口语和书面语的用词大相径庭。

其次就是句法上的区别。在口译中，译员应尽量使用简单句。简单句符合人们说话的习惯，而复杂长句有时还会使译员出现口误差错。

我们总结口译的特点如下：

1) 它是一种即席双语传言活动。

要求译者具有高超的即席应变能力和流利的现时表达能力。