

剑桥商务英语应试辅导用书

BEC核心词汇

(高级)

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

SUCCESS

BEC

HIGHER



经济科学出版社
Economic Science Press

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A

abandon /ə'bændən/ *v.* ① 放弃, 舍弃: *Importing foreign advanced technology doesn't mean abandoning our own scientific research.* 引进外国先进技术并不意味着放弃我们自己的科学研究。②【保险】委托(指为获得保险赔款, 将部分损失的货物让给保险人): *The company decided to abandon the ship to the insurance company.* 公司决定将船委托给保险公司。

【短语】abandon a claim 放弃索赔

abate /ə'beɪt/ *v.* 减少, 减弱, 减轻: *The demand for refrigerator has considerably abated.* 对冰箱的需求已显著减少。/ *People are campaigning to abate the pollution in the cities.* 人们正在为减少城市污染而斗争。

【短语】abate an action 撤销诉讼/abate part of a price 对商品打折扣/abate tax 减税

abide /ə'baɪd/ *v.* 遵守, 信守(协议, 合同等)(与 *by* 连用): *A contract once signed should be strictly observed and any neglect to abide by it means a break.* 合同一经签订就应严格执行, 任何忽视都意味着违约。

【短语】abide by the contract 遵守合同

able /eɪbl/ *a.* ① 得以……的, 能够……的 ② 能干的, 能力出众的 ③ (法律上) 有资格的

【口语】A: Mr. Aoki's been transferred to my department. (青木先生已经调到我的部门了。)

B: I hope you'll be able to put him to good use. (我希望你能好好发挥他的作用。)[人事变动·调动]

abode /ə'boʊd/ *n.* 住所, 家, 营业所

about /ə'baʊt/ *prep.* ① 在周围, 在四面八方

② 在附近, 在身边 ③ 在各处, 去各处 ④ 关于, 涉及 ⑤ [口] 约莫, 几乎 ⑥ 从事, 做 ⑦ 具有某特点 || *ad.* 大约, 差不多

【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)

【听力】A: I want to see the manager. (我想找你们经理。)

B: May I ask what you want to see him about? (请问您找他有什么事?) [接待客人·接待访客]

absorb /əb'sɔ:b/ *v.* ① 吸收 ② 承担(费用等) ③ 归并, 同化 ④ 吸引……的注意; 占去(注意力、时间等) 频率 9 次

【短语】absorb acquired technology 消化吸收引进的技术 / absorb foreign investment 吸收外国投资 / absorb losses 吸收亏损 / absorbed cost 已分配成本, 分摊成本, 归入成本 / be absorbed by 被……吞并; 为……所吸收

【助记】词根记忆: ab(离去) + sorb(吸收) → 吸收掉 → 吸收

【口语】A: We can't absorb five percent. (我们降不了5%。)

B: What about three percent? (3%怎么样?) [生意谈判·讨价还价]

abstract /'æbstrækt/ *a.* ① 抽象的: *A flower is beautiful, but beauty itself is abstract.* 花是美的, 但美本身是抽象的。〔反义〕concrete ② 抽象派的: *abstract painting and sculpture* 抽象派的绘画和雕

塑 || *n.* ① 摘要, 梗概: *The boss asked him to write an abstract of this article within a week.* 老板要求他在一周之内写一份这篇文章的摘要。② 抽象派艺术作品: *The billionaire collects the abstracts.* 这位富豪收集抽象派艺术作品。|| *v.* ① 做……的摘要: *abstract a lengthy speech* 将冗长的讲话摘其要点 ② 提取, 抽取: *abstract iron from ore* 从矿石中提取铁

【**短语**】abstract book 收支摘要簿/abstract invoice 简要发票/abstract of title 产权说明, 产业契约摘要/abstract statement 摘要说明书

a business trip 出差

【**听力**】A: I can't attend the meeting in Washington. So I proposed you as the most able substitute. (A: 我不能去华盛顿参加会议了, 我因此推荐你去参加这次会议了。)

B: But I've never been on a business trip before! (B: 可是我以前从来没有出过差!)[商务旅行·第一次出差]

accept /ə'ksept/ *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 an offer 接受报盘, 接收订货/accept commission 接受佣金, 接受委托/accept for carriage 承运/accept insurance 承保/accept to pay 承兑/accept-encashment and receiving book of materials 材料托收承付及入库登记簿

【**口语**】A: Do you accept traveler's checks? (你这儿接受旅行支票吗?)

B: Of course we do. (当然。)
[派驻海外·日元和美元的兑换]

accommodate /ə'kɒmədeɪt/ *v.* ① 向……提供住处(或膳宿) ② 给……提供方便 ③ 容纳 ④ 使适应 ⑤ 通融, 融通 ⑥ 照顾

【**短语**】a loan accommodate 提供食宿/accommodate by accepting time L/C 通融接受远期信用证/accommodate somebody with 向某人提供贷款

【**助记**】联想记忆: ac + commo (看作 common 普通的) + date (日子) → 人们适应了过普通的日子 → 使适应

【**听力**】A: If you don't accommodate me, I have to quit! (如果你不给我提供方便, 我不得不辞职了!)
B: Your bluff has no effect whatsoever. (你要挟我也没有用。)
[提醒·工作态度]

according /ə'kɒdɪŋ/ *a.* 一致的; 相符的

【**短语**】according as 按……而/according to customs 根据习俗/according to priority 按顺序/according to the value 从价/according to value 按值/according to 按照, 根据

【**口语**】A: According to these figures, the market is shrinking. (数据表明, 市场在萎缩。)

B: That's terrible. (那太糟糕了。)[资料·商讨]

account /ə'kaunt/ *n.* ① 账户, 户头, 客户, 银行存款: *The bank provides many services other than checking accounts.* 除了支票账户以外, 这家银行还提供许多其他的服务项目。/ *The company decided to open an account with Barklay's Bank.* 那家公司决定在巴克莱银行开立户头。② 账目, 账: *The accounts show that we have spent more than we received.* 账目表明我们的支出超出了收入。/ *Tom should keep a regular account of his income and expenses.* 汤姆应对自己的收支定期记账。③ 叙述, 报告, 说明: *He was demanded to give a detailed account of the meeting.* 要求他作一个有关

那次会议的详细报告。/The article presents a true account of China's economic development in recent years. 这篇文章如实报道了近年来中国的经济发展状况。|| v. (与 for 连用): ① (数量等)占: Last year computers accounted for nearly 40% of the company's total sales. 去年电脑几乎占公司总销售额的 40%。/The trade volume of WTO (World Trade Organization) members accounts for over 90% of world trade. 世界贸易组织成员国的贸易总量占世界贸易的 90%。② 解释,说明: He is very capable, that accounts for his rapid promotion. 他非常能干,所以晋升很快。/The clerk tried to account for the missing packages. 那名员工极力想把丢失包裹的事情解释清楚。

【短语】absorption account 成本分摊账户/account balance 账户余额/account bill 账单/account bought 购入账户/account classification 账户分类/account code 账户代号/account holder 顾客账户/account of advance 预付账户/account of …… 的账户/checking account 支票户头/current account 活期户头/savings account 储蓄户头

accountancy /ə'kauntənsi/ n. 会计工作(或职位),会计学: Accountancy is an expanding profession. 会计行业发展迅速。

accountant /ə'kauntənt/ n. 会计人员,会计师: Chandler serves as a certified public accountant in the company. 作为一名获得合格证书的会计师,钱德勒在这家公司任职。

【短语】accountant bankruptcy 破产核算员/accountant in charge 主管会计师/assistance accountant 会计助理员/certified public accountant 审计会计师/chartered accountant 注册会计师/general accountant 总会计师/senior accountant 主任会计师/tax accountant 税务会计

accounting /ə'kauntɪŋ/ n. 会计,会计学,结算,决算: She works in accounting. 她做会计工作。

【短语】accounting book 会计账簿/account-

ing classification 会计科目分类/accounting event 会计业务/accounting evidence 会计凭证/accounting firm 会计事务所/accounting ratio 会计比率

accrue /ə'kru:/ v. 自然增值,自然增加: If you keep money in the Savings Bank, interest accrues. 如果你把钱存在储蓄银行里,就会产生利息。/All charges accruing are payable at the end of the year. 所有自然增长的债务到年底要偿还。

accumulate /ə'kju:mjuleɪt/ v. 积聚,积累: Within three years he accumulated great wealth by speculations in stocks. 3年内他靠炒买股票积聚了大量财富。/The accumulated profit has been carried forward to next year. 累计利润已结转至明年。

accumulation /ə'kju:mju'leɪʃən/ n. 累积,滚存: He has a life assurance policy linked to accumulation units. 他的一份人寿保险单是与累积单位挂钩的。

【短语】accumulation account 累积账款/accumulation schedule 累积表

accumulative /ə'kju:mjuleɪtɪv/ a. 累积的

【短语】accumulative sinking fund 累积偿债基金/accumulative stock 股息累计股本

ache /eɪk/ v. ① 痛 ② 哀怜,同情 (for),感到痛苦不安(at) ③ [口语]渴望 || n. (尤指连续、固定、并不隐隐的)疼痛

[听力] A: How was the game yesterday?
(昨天的游戏打得怎么样?)
B: I ache all over. (我全身都疼。)
[产生纠纷和问题·健康受损]

acknowledge /ək'nɒlɪdʒ/ v. ① 承认,认可: He is acknowledged to be the most successful entrepreneur. 他被认为是最成功的企业家。/Lucy could not but acknowledge that her negligence had brought a great loss to the company. 露西不得不承认自己的疏忽大意给公司带来的巨大损失。② 告诉收到,确认收到: Please acknowledge receipt of the above consignment. 请告知收到以上货物。/Your letter reached us a

month ago, but, owing to oversight, we didn't acknowledge it. 收到你方来信已有一个月之久,但由于疏忽,我们未能回函确认收到该信。

【短语】acknowledge a deed 公证一项契约/acknowledge one's letter 收到某人的来信/acknowledge orders 接受订单/acknowledge receipt 证实收到

acknowledgement /ə'kɒlɪdʒmənt/ n.

① 回执, 收函通知: We have received no acknowledgement of the returned TV. 我们尚未收到对退还的电视机签收的回执。/ You'll receive a formal acknowledgement of your order of August 20. 贵公司将收到对贵公司 8 月 20 日发出的订单的正式回单。② 感谢, 答谢: The retired workers were given a watch in acknowledgement of their contribution to the factory. 工厂赠予退休工人每人一块手表以答谢他们对工厂作出的贡献。

【短语】acknowledgement by partial performance 部分履行承认/acknowledgement of declaration 陈报确认书/acknowledgement of liability 承认债务/acknowledgement of order 确认订单

acquire /ə'kwaɪə/ v. ① 获得, 得到 ② 兼并收购

频率 5 次
【短语】acquire a higher education 接受高等教育/acquire intangible assets at a fixed price 以固定价格买入无形资产/acquired company 出盘公司, 被收购公司/acquired right 既得权利

【助记】quir (词根) 寻求, 询问, 获得 → acquire 取得, 获得

[口语] A: What was our growth this year? (今年我们增长多少?)

B: We have acquired 4% of the market. (我们获得了 4% 的市场份额。)[经营业绩·销售额]

acquisition /ˌækwɪ'zɪʃən/ v. ① 收购, 获得: You can hardly make an acquisition of such high-quality machines at lower prices

from elsewhere. 你恐怕不可能以更低价格从别处购得如此高质量的机器。② 购得之物, 获得的东西(或人): He is a valuable acquisition to the firm. 他是公司获得的宝贵人才。/ This desk is my latest acquisition. 这张办公桌是我最近刚添置的。

acting /'æktɪŋ/ a. 代理的

【短语】acting consul 代理领事/acting manager 代理经理/acting president 代理总裁/the acting manager 代理经理

[口语] A: The copy machine was acting weird. (复印机出毛病了。)

B: What problems did you have? (什么毛病?) [应对纠纷·探明或调查原因]

activity /æk'tɪvɪti/ n. ① 活动, 行动: Too many extracurricular activities take up too much of our precious time for study. 课外活动太多, 占去了我们很多宝贵的学习时间。② 活跃, 活力: The classroom was full of activity; every child was busy. 教室里充满了活跃的气氛, 每个孩子都忙个不停。

actual /'æktʃʊəl/ a. 实际的, 真实的: The actual cost was much higher than our prediction. 实际花费大大高于我们的估计。/ Mrs. Green sustained an actual loss when she had to make mortgage repayments without any tax relief. 格林小姐在付抵押贷款时没有得到税款减免, 因而遭受实际损失。|| n. 真实数目、成本等, 现货, 实际货物(只用复数): These are the actuals for last year's turnover. 这些是去年销售额的实际数字。/ This is a trade for actuals but not a forward transaction. 这是现货买卖而不是期货交易。

ad /æd/ n. (= advertising 广告) ① (一则) 广告 ② 广告宣传

【短语】ad column 广告栏/ad craft 广告业者/ad extra 向外/ad hoc assignment 专门委派的工作/ad hoc committee 特别委员会/ad hoc judge 专案法官/ad hoc program

专门计划/ad valorem tariff 从价关税税率

[听力] A: The new ad is really working.
(新广告起到了很大作用。)
B: I think so. (我也这么认为)
[成本·广告及宣传]

add /æd/ v. ① 添加; 增加 ② 进一步说, 附带说明 ③ 累积而成

【短语】add in 包括, 加进/add to 加上/add up to 总计……达/add-on interest(s) 加息/add-to system 追加付款体系

[口语] A: That's nothing major. (没什么大不了的。)
B: Little things add up, you know. (常言道, 积少成多啊。)
[训导·使用谚语表达的训导]

addition /ə'dɪʃən/ n. ① [U] 增加: *The new design brought an addition of \$4,000 to the original budget.* 新设计使原先的预算增加了4,000美元。/ *The addition of networking facilities will greatly enhance the system.* 联网设施的增加将大大提高该系统的功效。② [C] 增加的人(或物): *We are exhibiting several additions to our product line.* 我们正在展览产品系列中的几种新产品。/ *The young lady was a welcome addition to the sales section.* 那位年轻女士是销售科很受欢迎的新成员。

additional /ə'dɪʃənəl/ a. 添加的, 额外的, 另外的: *an additional tax* 附加税 / *additional charges* 附加费用 / *It will take an additional two weeks to finish the project.* 还得再花两个星期才能完成这项工程。

【短语】additional allowance 增加津贴/additional amount 增加额/additional appropriation 追加拨款/additional article 增订条款/additional charge 附加费/additional cover 追加担保额/additional estimate 追加概算

address /ə'dres/ n. [C] ① 地址 ② 讲演, 讲话 || v. ① 写地址, 把(信等)寄给 ② 提出 ③ 向……讲话

【短语】address book 通讯录/address commission 委托佣金, 租船回扣/recipient's address 收件人地址/telegraph address 电报挂号

[口语] A: I need to make a sales call to ABC Company today. (今天我要拜访ABC公司。)
B: I'll get the address for you. (我给你它的地址。)[工作定额·接受工作]

adjust /ə'dʒʌst/ v. ① 调整, 调节: *The height of the working chairs can be adjusted to ensure a comfortable sitting position.* 这些工作椅的高度可以调整, 确保坐着工作舒适。/ *If your order does not reach us in time, we shall be forced to adjust our prices.* 若你方订单不能及时到达, 我方则不得不调整价格。② (使) 适应: *After a brief training period, the fresh man easily adjusted to his job.* 经过短期培训之后, 新来的雇员很容易就适应了他的工作。/ *Companies need to make careful investigation to adjust to the demands of the local market.* 公司需要做细致调查以适应该地市场的需求。③ (保险业中) 评定(索赔金额、损失等), 理算(赔偿要求): *We have to ask the Loyd's agent to investigate the causes of the damage and adjust the losses.* 我们只得要求劳埃德保险公司的代理人前来调查损失原因并评定损失。

【短语】adjust accounts 复核, 核算/adjust price upward 调高价格/adjust the price ratios 调整比价

adjustable /ə'dʒʌstəbl/ a. 可调整的

【短语】adjustable peg 可调整的固定汇率/adjustable premium 可调整的保险费

adjusted /ə'dʒʌstɪd/ a. 调整后的

【短语】adjusted acquisition costs 调整后的采购成本/adjusted actual inventory 调整后的实际库存量

administer /əd'mɪnɪstə/ v. 管理, 主管: *A company that is badly administered can*

never be expected to last long. 一个管理不善的公司是不可能持久的。/The lawyer is entrusted to administer the estate of the old woman. 那个律师被委托来管理那位老妇人的财产。

administration /ədˌmɪnɪ'streɪʃən/ n. ①[U]

管理, 经营: The company turned round under his administration. 在他管理之下公司扭亏为盈。/Using visa cards instead of advance payments to cover travel expenses will reduce administration considerably. 使用威士信用卡而不再预先支付差旅费用, 这将大大减少管理工作量。②管理机构(通常用单数): The administrators suggested a reorganization of the administration. 管理者建议改组管理机构。/The research expenses will be funded by the personnel administration. 研究费用将由人事部门负担。

【短语】administration account 管理科目/administration budget 管理预算/administration cost 管理费用/business administration 工商管理

administrator /əd'mɪnɪstreɪtə/ n. 管理人,

遗产管理人, 房产管理人, 财产管理人: She is an excellent administrator. 她是一个优秀的管理人员。

admire /əd'maɪə/v. ① 钦佩, 赞赏, 羡慕

② 称赞, 夸奖

【助记】词根记忆: ad(一再) + mir(惊奇, 看) + e → 一再惊奇 → 钦佩

[听力] A: We still can turn the tables on them at the last minute. (我们仍然能在最后关头扭转局势。)
B: I really admire your optimism. (我真佩服你的乐观主义精神。)
[发表意见 · 肯定]

advance /əd'vɑ:ns, əd'vɑ:ns/ a. 预先的(只作定语): Advance notice of any changes to the business is given to those employees who may be affected. 公司经营中的任何变化都事先通知给那些可能受影响的职工。/

Forty percent advance payment will be paid in cash and the rest in L/C. 40%的预付款以现金支付, 其余的以信用证支付。

|| n. ①[C]预付(款), 贷款: The fresh man asked for an advance of a month's pay. 那个新来的工人要求预付一个月的工资。/The bank has made some heavy advances to this enterprise. 银行已向这家企业提供了几笔巨额贷款。②[C, U]增加, 增长, 前进: There is a sharp advance in world market prices for crude oil. 原油的国际市场价格出现了猛涨。/The exhibition marked a great advance in world's electronic technology. 展览会标志着世界电子技术向前迈进了一大步。|| v. ①提前: My ship to Europe has been advanced. 我去欧洲的船提前了。/Can you advance the date of delivery to September 10 since we are in urgent need of the goods? 因我们急需这批货物, 你能否把交货日期提前到9月10日呢?

【短语】advance allocation 预付分配/advance bill 预付票据/advance delivery 提前交货/advance deposit 预缴押金/advance payment 预先付款/advance sale 预售/advance the course of business 推进业务发展/bank advances 银行贷款/money advance 货币贷出/price advance 涨价

adventure /əd'ventʃə/ n. ① 异乎寻常的经历, 奇遇: The explorer told the boys about his adventures in the Arctic. 探险家把自己在北极的探险经历说给孩子们听。

② 冒险, 冒险活动: the spirit of adventure 冒险精神

【短语】put... in adventure 使冒风险, 拿……投机

advertise /əd'vertə'taɪz, 'ædvə'taɪz/ v. ①(为……)

做广告: A successful company may advertise its products by means of newspapers, magazines, television and even sky-writing. 一个成功的公司可以通过报纸杂志、电视, 甚至空中广告来为其产品做广告。/In the last newspaper I saw a new car advertised. 在昨天的报纸上看到一种新车

广告。② 登广告征求(常与 for 连用):
We'll advertise for a qualified technician.
 我们需要登广告招聘一位合格的技术员。
The company decided to advertise for a general manager in local newspapers. 该公司决定在当地报纸上登广告招聘一位总经理。
 频率 12 次
【短语】to advertise a job opening(vacancy) 做招聘广告/to advertise a new product 为新产品做广告/to advertise for a secretary 登广告招聘一名秘书

advertised rate 广告宣传中的价格

[听力] Guest: Could you arrange to provide me with a new bill that reflects the advertised rate? (顾客: 你能按宣传价格给我结账吗?)

Hotel Manager: Normally I couldn't do that. But under the circumstances, I'll have a try. Customer satisfaction is our primary aim. (饭店经理: 通常是不允许的。但是这种情况下, 我可以试试看。让顾客满意是我们的首要目标。)

Guest: Thank you. (顾客: 谢谢。)
 [旅馆·抱怨]

advertisement /ˌædvə'taɪzmənt/ n. [C] 广告: *Nowadays you can see a lot of TV advertisement aiming at teenagers.* 现在你可以看到许多针对青少年的电视广告。/
Advertisements must not create confusion by imitating competitors' trade marks, packaging etc. 广告绝不能模仿竞争者的商标、包装等, 以免引起混乱。

【短语】advertisement campaign 广告大战/
 buy things from advertisement 买广告上宣传的东西/give sth. a good advertisement 为某物大做广告/place (put, insert) an advertisement in 在……登广告

advertising /'ædvə'taɪzɪŋ/ n. ① 做广告; 登广告; 广告 ② 广告业; 有关广告活动的

【短语】advertising (fee) expense 广告费/
 advertising agency network 广告公司网络

[口语] A: We're happy that our product has taken off so well. (真高兴我们的产品卖得那么好。)
 B: you can thank your advertising people for that. (你应该感谢广告部的人。)[经营业绩·销售额]

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 of arrival 货物运到通知/advice of authority to pay 授权付款通知书/advice of bill collected 票据收款通知/advice of charge 付款通知书/advice of credit 信用证通知书/advice of deal 合同执行情况通知书/advice of despatch 发货通知书/advice slip 开出汇票通知

[听力] A: I would not do it if I were you. (如果我是你我就不会那么做。)
 B: Please give me some advice. (请给我一些建议。)[报告、联络或商谈·提出来商量]

adviser /əd'vaɪzər/ n. 顾问, 劝告人, 导师, 指导教授: *He serves as special adviser to the chairman.* 他是董事长的特殊顾问。

【短语】financial (legal) adviser 财务(法律)顾问/technical adviser 技术顾问

advisory /əd'vaɪzəri/ a. 劝告的, 忠告的, 咨询的, 顾问的 || n. (气象) 报告, 公告: *The advisory committee plays a important role in the company.* 咨询委员会在公司的地位很重要。

【短语】advisory board/advisory service 咨询服务, 咨询服务部/an advisory body 咨询机构, 顾问团

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②提供,给予

【助记】联想记忆:af+ford(Ford 美国福特家族)→财大气粗→担负得起

【口语】A: We can't afford to be in the red for much longer. (亏损经营我们支撑不了太久的。)

B: I'm sure things will take a turn for the better soon. (我相信情况很快就会好转的。)[经营业绩·销售额]

a five-year gap 五年的时间空缺

【听力】Manager: I see you have many good ideas. Now, I just have a few questions about your C. V. I notice that there is a five-year gap between your last job and now. (经理:看来你有很多好想法。我对你的简历有几个问题,我发现从你的前一份工作到现在,有五年是空白。)

Engineer: Yes, I took a break from work during that time because of illness. But I have continued to keep up with the industry through conferences and professional journals. (工程师:是的。我因病休息了一段时间。但我一直通过讨论会和行业杂志来关注这个行业的发展。)

Manager: So, you're just starting back. Maybe you'd better tell me a little more about your experience. (经理:那你现在是准备重返这个行业了,你还需要再多告诉我一些你的经验。)[人事面试·面试]

again /ə'geɪn/ad. ① 再一次,又一次
② (回)到原处(或原来状态等)③ 再则,而且

【口语】A: I won't be in to work again today. (我今天还是上不了班。)

B: I hope you feel better soon. (请多保重。)[休息时间·午饭]

age /eɪdʒ/n. ① 年龄② 时期,时代

【短语】age admitted 承保年限/age depreciation 年份折价/age discrimination 年龄歧视,年龄差别待遇/age limit 年龄限制,退休年龄/age of majority 成年/age premium 船龄保险费/aged fail 逾期违约

【听力】A: When I was your age, I was absolutely devoted to my work. (当我还是你这个年龄的时候,我全身心都扑在工作上。)

B: It has changed a lot since then. (从那以后,时代发生了很大的变化。)[训导·训导]

agency /'eɪdʒənsi/ n. [C] ① 机构,代理机构,代理处:

The advertising agency suggested the advertising should first be aimed at the consumer. 广告代理公司建议广告要首先面向消费者。/We are seeking a general agency for our computers in China. 我方正寻觅在中国销售我方电脑的总代理。

② 代理,代理权:*Your application for sole agency is now under our careful consideration.* 我们正在仔细考虑你方担任我方独家代理的申请。/The volume of business done does not warrant our entrusting you with exclusive agency at present. 已完成的营业额还不足以使我们目前就将独家代理权委托给你方。

【短语】advertising agency 广告公司/agency bill 代理期票/agency commission 代理佣金/agency contract 代理合同/exclusive (sole) agency 独家代理/obtain the agency for... 获得...的经营权

agenda /ə'dʒendə/ n. [C] 议事日程: *The*

last item on the agenda is the discussion on overseas business expansion. 最后一项议程是讨论向国外扩展业务。/ *For lack of time the chairman decided to remove four items off the agenda.* 因时间不够, 董事长决定从议事日程中去掉四项。

【**短语**】an item on the agenda 议题, 会议事项 / conference agenda 会议日程 / place sth. on the agenda 把某事列入议事日程

agent /'eidʒənt/ n. [C] 代理人, 代理商, 经纪人; *I am the agent for new products in this area.* 我是本地区的新产品代理人。/ *After careful consideration we have decided to appoint you as our sole agent for our machine in your local market.* 经过认真考虑, 我们决定任命你方为在贵国市场销售我方机器的独家代理。

【**短语**】agent bank (为外国银行代理某项业务的) 代理银行 / agent of necessity 紧急情况代理人 (指在紧急情况下, 代理人未经委托人授权而采取紧急行动, 如船长在海难时抛弃部分货物) / agent('s) commission 代理佣金 / agents of production 生产要素 (指作用于生产的各种要素, 如土地、天然资源、人工、资本、企业管理技术等) / local agent 本地代理商 / shipping agent 航运公司, 船运代理商 / sole agent 独家代理商, 总代理店

aggregate /'ægrɪdʒɪt/ a. 合计的, 总数的: *They decided to focus on the aggregate production and consumption of the country.* 他们决定把注意力集中在此国的总生产和总消费上。/ *There are no aggregate data covering those firms which practice permanent commitment.* 尚无有关实施终身合同的企业的累计数据。|| n. 总计, 总数: *The aggregate of the casting mould amounts to US \$5,000.* 铸模成本合计 5,000 美元。/ *The aggregate of all the salaries in the department is well over ¥400,000 a year.* 这个部门的年薪总额远超过 ¥40 万元。

【**短语**】aggregate corporation 社团法人 / aggregate demand 总需求 (指一国国民购买力产生的对商品和劳务的需求总量) / aggregate demand and supply curves 总需求-供应曲线 / aggregate output 总产量 / aggregate planning (企业) 总体规划 / aggregate supply price 总供应价格 / aggregate supply 总供应 (指一国市场可以供应的商品和劳务总和) / aggregated rebates 总回扣 [同义] deferred rebates

ago /ə'gəʊ/ ad. (只用于被修饰的词之后) 以前 [ago 作“以前”解, 一般从现在向前回溯, 与 before (从过去某一时刻向前回溯) 不同, 多与一般过去式动词连用。但在实际使用中, 有时将 ago 与 before 换用, 句中动词也相应用完成体的情况。]

【**听力**】A: You were supposed to be here half an hour ago. (你们半小时前就应该到这儿了。)

B: We're sorry for being late. (对不起我们迟到了。)[上下班·迟到]

agree /ə'grɪ:/ v. ① 同意, 赞同 (to) ② 商定, 约定 ③ 答应, 应允 ④ (条款、意见等) 一致; (性格等) 投合

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

【**口语**】A: It's not good to carry excessive inventory. (有太多库存不好。)

B: I couldn't agree with you more. (我不同意你的看法。)[成本·成本计算]

ahead /ə'hed/ ad. / a. (一般作表语) ① 提前; 向前; 在前 ② 占优势 ③ 有盈余

【**短语**】ahead of schedule 超前进度, 提前进度 / ahead of 在……前头, 提前, 好于, 优于 / go ahead (get ahead) 干得好, 取得成功

[口语] A: Do you think today's meeting went well? (你认为今天的会议进行得顺利吗?)

B: Yes, We'd laid all the groundwork ahead of time. (顺利。我们事先做好了所有的准备工作。)[人事变动·派系斗争]

air /eə/n. ① 空气; 大气 ② 空运 ③ 天空 || v.
① 使公开; 发表 ② 使(房间)通气; 晾 ③ (用无线电、电视)播送

【短语】air (cargo) clause 航空危险条款/air charter movement 包机空运/air credit 旅费信贷/air-rail consignment 航空和铁路联运托运单

[口语] A: The project is still up in the air. (那个项目还没有什么眉目。)

B: When will a final decision be made? (最后的决定什么时候下来?)[产生纠纷和问题·工作停顿]

a little bit 简单(介绍)

[听力] Interviewer: Can you tell me a brief introduction of yourself? (面试官: 你能简单介绍一下自己吗?)

Interviewee: I am a graduate of a technical university and have been employed as a technician with Company X for almost 5 years. (受面试者: 我毕业于一所科技大学, 在 X 公司做技术人员快五年了。)[人事面试·面试]

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

【短语】all or none (美国证券)照办或拒受, 必须全部接受的联合发价, 全部接受或不接受/all parties concerned 各有关方面/all personnel labour productivity 全员劳动生产率/all received 收(领)讫/all risks cover

综合险保单, 全险保单

[口语] A: Anything else? (还有什么要说的吗?)

B: That's all. (就这些。)[会议·结束会议]

allocate /'æləkeɪt/ v. ① 分配, 配给: *New staff have all been allocated jobs.* 新职员已全部分配了工作。/ *We have allocated costs equally among all members of the company.* 我们分给公司成员的费用是平等的。② 留拨, 划拨(资金等作用): *They decided to allocate 30% of revenue to advertising and publicity.* 他们决定拨出 30% 的收入给广告宣传。/ *The local government has allocated five million dollars for the high-tech development zone.* 当地政府给高新技术开发区拨款 500 万美元。

频率 10 次

allocation /'ælə'keɪʃən/ n. 分配, 配给

【短语】advertising allocation 广告拨款/allocation of capital 资金分配/allocation of cost 成本分配, 成本分摊/allocation of resources 资源分配/allocation of responsibilities 责任分配

allow /ə'laʊ/v. ① 允许, 准许; 容许 ② 允许给, (答应)给 ③ 承认

【短语】allow (give) credit 允许赊账, 给以贷款/allow (give, make) ten per cent discount off (on) the prices of goods 按货价打九折/allow a 2% discount on all orders of £1,000 in value and over 给予价值 1,000 英镑以上的订单 2% 折扣/allow a discount 给予折扣

[口语] A: What about quantity discount and cash discount? (那么数量折扣和现金折扣呢?)

B: We allow a 20% quantity discount for orders of more than 50 tons. (我们对于 50 吨以上的订单给打 20% 的数量折扣。)[价格条款]

allowance /ə'laʊəns/ *n.* [C] ① 允许, 被允许的东西(如限期、限额等): *The allowance for damage to materials and components in the course of processing and assembling is 3.2%.* 加工装配过程中原料及零部件允许有 3.2% 的损耗率。/ *The result of analysis shows that the temperature is within the specification allowance.* 分析结果表明, 温度仍处于规格允许的限度以内。

② 津贴, 补贴, 补偿: *He was granted a big travelling allowance from the company.* 他从公司领到一大笔差旅补助费。/ *Staff in that company can get a petrol allowance of 25 p per mile.* 那家公司的职员可以得到每英里 25 便士的汽油补贴。③ 折扣, 减让: *If you could make some allowance on your quoted prices, it would help to introduce your goods to my customers.* 如果贵公司能对已报价给予折扣, 这将有助于我们向顾客介绍贵公司的产品。

【短语】allowance for breakage (货物) 破损折扣/allowance for damage 货物损害允许率/allowance for depreciation 备抵折旧(指固定资产因折旧已分摊为成本的账项)/allowance for exchange loss 汇兑损失允许率

alone /ə'ləʊn/*ad.* /*a.* 单独(的); 孤独(的)

【短语】leave sb. (sth.) alone, let sb. (sth.) alone 不管……; 别管……; 不予理会; 听之任之; 别动……; 让……自己待着/let alone 更别提……, 更不用说……; 别考虑……

[口语] A: Your company had record profits this year. (你们公司今年的盈利创了新纪录。)
B: I couldn't have done it alone. (这不是我一个人的功劳。)[经营业绩·销售额]

along /ə'lɒŋ/*prep.* ① 沿着, 循着 ② 依照, 根据 ③ 在……的过程中 || *ad.* ① 纵长

地, 平行地 ② 向前 ③ 从一处至另一处

[听力] A: Mr. Green and I are not getting along very well. (我和格林先生相处得不是很好。)
B: You should cooperate all the time since you are partners. (既然你们是搭档, 任何时候都应该相互配合。)[交代工作·托付]

always /'ɔ:lweɪz, 'ɔ:lweɪz/*ad.* ① 总是, 每次都是 ② 永远, 始终

【短语】always (safely) afloat 保持安全浮泊/always afloat 永远可流通

[口语] A: Can I count on your support? (我能依靠你的支持吗?)
B: I'm always on your side. (我总是站在你这一边。)[访问公司·营业中的常用语]

amortization /ə,mɔ:tə'zeɪʃən/ *n.* 分期偿还, 摊销, (财产或地产) 转让给社会团体(或慈善机构): *You can pay it in amortization.* 你可以分期偿还。

【短语】amortization of debt 债务的分期偿还

amortize /ə'mɔ:təɪz/ *v.* 分期偿还(债务): *The bank loan is amortized over five years.* 银行贷款可在 5 年内分期偿还。[同义]

redeem 摊销(指将一项资产在一定期限内逐步注销)[同义] depreciate 转让(财产或地产给社会团体慈善机构)

angry /'æŋɡri/*a.* 生气的; 愤怒的; 狂暴的; 强烈的

【短语】be (get) angry at sth. 因某事而生气/be (get) angry with sb. 生某人的气

[口语] A: Are you angry about yesterday? (你为昨天的事生气吗?)
B: No, it was just a difference of opinion. (不, 那只是观点不同而已。)[应对纠纷·探明或调查原因]

announcement /ə'naʊnsmənt/ *n.* 通知, 通告, 宣布, 宣告

【**短语**】announcement day 宣布日/announcement of accounting statements 计算表类的公告/announcement of tender 招标公告

[听力] A: Could you tell me what it's about? (能给我透露些消息吗?)

B: I have no idea until the announcement. (公开发布前我也一无所知。)[接待客人·与访客交谈]

annual /'ænjʊəl/ *a.* 每年的

【**短语**】annual (general) meeting 年度股东大会/annual account 年度账/annual allowance personal 年度个人免税额/annual funding program 年度拨款计划/annual growth rate 年增长率, 年增长速度/annual value-product 年价值产品/annual working program(me) 年度工作计划

【**助记**】ann (词根) 年 → annual 每年的, 年度的

[口语] A: What's the annual dividend? (每年的红利是多少?)

B: It's been averaging 8%. (平均8%。)[市场·景气及利润等]

answer /'ɑ:nsə/ *n.* 回答, 答案, 答辩 || *v.* ① 回答 ② 响应 ③ 适应, 适合, 与……相符

【**短语**】answer back 回嘴, 顶嘴/answer for 对……负有责任/answer to the name of 名叫, 叫做/answer up 迅速回答, 清晰地讲/answering statement 答辩/answer-back code 回呼号码

[听力] A: How did he find his new job? (他怎么找到他的新工作的?)

B: He answered a newspaper ad. (通过报纸上的广告。)[裁员和调动·求职]

anything /'eniθɪŋ/ *pron.* 无论什么事, 任何

事, 某事

【**短语**】anything but 单单, 除了……之外, 恰恰不, 根本不, 决不, 远非/anything like 多少有点像, 全然, 压根儿/anything of 一点……的味道/as anything 像什么似的, 非常猛地, 拼命地/for anything 无论如何

[听力] A: Do you have anything to be typed? (你有什么需要打印的吗?)

B: No, thank you. (没有, 谢谢。)[资料·制作及整理]

apartment /ə'pɑ:tmənt/ *n.* 一套公寓房间, 房间

频率 6 次
【**短语**】an apartment building 公寓大楼/apartment area 公寓式住宅区/apartment house 公寓/apartment-house dwellers insurance 公寓住宅群保险

[口语] A: It's too late to apologize to them for not decorating the apartment well now. (现在才给他们道歉没有把公寓装修好已经太晚了。)

B: Please try anyway. (不管怎样请你试一试。)[训导·使用该语表达的训导]

apiece /ə'pi:s/ *ad.* 按各个计算, 就每个而论, 各, 每

[听力] A: We'll sell them for ten dollars apiece. (我们每个卖 10 美元。)

B: Would you take eight dollars? (8 美元卖吗?)[生意谈判·价格]

apology /ə'pɒlədʒi/ *n.* 道歉, 认错, 愧悔

【**短语**】make (offer, owe) an apology to sb. for sth. 因某事而向某人道歉

[口语] A: You should call him and apologize. (你应该向他打电话道歉。)

B: I think he owes me an apology first. (我认为他应该先跟我道个歉。)[提建议·关于人际关系]

appeal /ə'pi:l/ *n.* [U] ① 吸引力, 感染力:

Only a few months later the advertised computer lost its sales appeal. 仅几个月后, 通过广告宣传的电脑便失去了销售吸引力。②【法律】上诉, 诉诸: He lost his appeal for damages against the factory. 他提出上诉向该工厂索赔, 但败诉了。/ They decided to make an appeal to a higher court. 他们决定向上一级法院上诉。

|| *v.* ① 对……有吸引力, 迎合……的兴趣(与 to 连用): We trust that this new product of ours will appeal to your market. 相信我们这种新产品会引起你方市场兴趣。/ Flexible working hours appeal to women workers especially. 弹性工作时间尤其受女职工的欢迎。②【法律】上诉, 诉诸, 求助于: The company appealed against its supplier for the break of contract. 那家公司对供方不履行合同提出上诉。/ When he started his business, he was short of funds and he had to appeal to his father for support. 他开始做生意时资金匮乏, 只得向父亲求助。

【短语】appeal bound 上诉保证书/ lodge an appeal to 提出上诉

appellant /ə'pelənt/ *n.* 上诉人 || *a.* 上诉的

appellee /i'æpə'li:/ *n.* 被上诉人

appellor /ə'pelə/ *n.* 上诉人

appliance /ə'plaiəns/ *n.* 器具, 用具, 器械, 装置: The kitchen is equipped with modern appliance. 厨房装置很现代。

【短语】electrical appliances 电气制品, (家用) 电器/ household appliances 家庭用具, 家用电器

application /i'æpli'keɪʃən/ *n.* ① [U] 申请, 请求, 申请书: Applications for the job

should be submitted to the personnel department by the deadline. 求职申请须在截止日期前送到人事科。/ Product catalogues will be sent on application. 产品目录函索即寄。② [U] 应用, 使用, 适用: In manufacturing industry this new technology is of wide application. 在制造业, 这种新工艺的应用很广。/ E-mail is already the most widely used application on the Internet. 电子邮件已经在国际互联网上得到最广泛的使用。

【短语】application for export 出口申请(书)/ application for import 进口申请(书)/ application for quotation (公司) 股票上市申请(书)/ application for registration 申请注册, 申请登记/ application for shares 申请认购股票/ application form 申请表/ application money 股票认购金(指为申请购买新发行股票而预先支付的款项)/ application rights 认购(股份)权

apply /ə'plai/ *v.* ① 涂; 敷; 把……施(用)于 ② 应用; 使用; 运用; 实施; 实行 ③ 指定把……用于(to) ④ (在称呼人或物时)用上(字眼)

【短语】apply at the following address 向如下地址查询/ apply by letter 函询, 信件申请/ apply for a position 谋求职业/ apply for appointment 请求录用/ apply for employment 寻求工作/ apply for government licence 申请政府许可证/ apply for information 探询消息/ apply for remittance 托汇/ apply sanction 加以制裁/ apply to the customs 报关/ apply to 向……询问, 向……接洽/ applying factory overhead cost to products 制造费用摊入产品/ applying for remittance 托付

【助记】联想记忆: 提供(supply)使用(apply)

[口语] A: I want that job. (我想要那份工作。)

B: Why don't you apply? (你为什么不去试试?)[面试·招聘和应聘]