

英语口语系列丛书

郝庆华 主编

商贸英语会话



Foreign Trade English
Conversation

南开大学出版社

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前 言

随着我国对外开放的不断扩大和市场经济的日益发展,我国经济愈来愈广泛深入地融入世界经济一体化中。为满足目前从事或即将从事涉外经贸工作人员进行商务活动与贸易洽谈的需要,我们编写了此书。

全书以英美现代生活语言为基础,基本上涵盖了经贸洽谈活动的各个方面,汇集了基本用语和知识介绍,以使初学者或对经贸方面缺乏专业知识的人能在学习英语的同时学习有关商贸专业的基础知识。

编者结合外贸谈判的实例和我国出口的拳头产品,在每个章节中从不同角度,编写了五个专题背景对话,内容充实,语言生动、活泼,体现了知识性和趣味性的和谐统一。为了更全面地反映经贸洽谈中多种多样的语言形式,在每一章的后面补充了常用表达法,并提供了情景会话的汉语译文,以供参考。

本书英文部分附有磁带,读者可借助磁带提高听力。

本书编写时间仓促、编者工作经验及水平也有一定局限。如有缺点和错误敬请经贸界前辈及广大读者批评指正。

编 者

一九九九年一月

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Unit One Receiving Visitors

1. With an Appointment

Lin Xiaohua is a receptionist at a Native Produce Import & Export Corporation*. She will speak to Mr. Lefere, who has an appointment with the sales manager* Yang Jin at 9 : 30.

A: Good morning. Can I help you?

B: Good morning. I have an appointment with the Sales Manager at 9 : 30.

A: May I have your name, please?

B: Lefere. Paul Lefere, I'm from the America Oversea Trading Corporation.

A: Let me see... Ah yes, Mr. Lefere. Please take a seat, Mr. Lefere. I will tell the manager's secretary you are here.

(Making a telephone call)

/ 'sekretvi /

Hello, Miss Zhang, this is Reception*. Mr. Paul Lefere is here. He has an appointment with Mr. Yang Jin at 9 : 30. ... Yes, he's from the America Oversea Trading Corporation.

(To Mr. Lefere) Mr. Yang Jin's secretary is coming down now.

B: Thank you.

C: Mr. Lefere?

B: Yes, that's right.

C: I'm the sales manager's secretary. Please come this way. I'll take you to his office.

* 注:文中带星号(*)的地方,均为每章后面“Notes”里的内容。

2. Without an Appointment

Mr. Smith is another visitor, but he has not an appointment with Mr. Yang Jin, the sales manager.

A: Good afternoon.

B: Good afternoon. Oh, good afternoon, Mr. Smith, how are you?

A: I'm fine, thanks, and you?

B: Oh, busy as usual. Do you want to see Mr. Yang Jin?

A: Yes, please.

B: Have you an appointment?

A: No, I haven't. You see, I only came back to the country this morning.

B: Well, I know he's busy at the moment, but I'll ask his secretary when he'll be free. Please sit down.

A: Thank you.

B: (Making a telephone call) Oh, hello, Miss Zhang. It's Reception. I have Mr. Smith here. He hasn't an appointment but he'd like to see Mr. Yang Jin. When will he be free? ... Well, (to Mr. Smith) Mr. Smith, Mr. Yang will be free at about half past four. Can you wait?

A: Now it's nearly four. Oh, that's fine. I'll wait.

B: (to Miss Zhang) Miss Zhang, Mr. Smith will wait ... Thanks. (To Mr. Smith) Mr. Yang's secretary will come and take you up later.

A: Thank you.

3. The Room Number of the Office

Mr. Peter Wiles has an appointment with Mr. Yang Jin at 11:30. Miss Lin checks that Mr. Yang is expecting Mr. Wiles

and then directs Mr. Wiles to Mr. Yang's office.

A: Good morning.

B: Good morning. Can I help you?

A: Er, yes. I have an appointment with Mr. Yang Jin at half past eleven.

B: May I have your name please?

A: Peter Wiles...from the British Trading Company.

B: Thank you. Please take a seat, Mr. Wiles, and I'll phone Mr. Yang Jin's office. (Making a telephone call) Hello, Miss. Zhang. This is Reception. Mr. Wiles is here for his 11:30 appointment... Thanks... (To Mr. Wiles) Mr. Wiles, would you please go up to Room 5 on the second floor. Mr. Yang's expecting you.

A: Room 5 on the second floor.

B: That's right. The stairs are on the right,...or there's a lift at the end of the corridor.

A: Thank you. ^{1'koridɔ: 走廊} Second floor...I think I'll take the lift.

4. Showing around the Company

(At the reception desk)

Helen is going to show a visitor Mr. Duncan round the company today. She comes down to meet him at the reception desk.

A: Good afternoon, Mr. Duncan. I'm Helen Johns, Mr. Bradley's secretary. Would you like to see around the factory first?

B: Yes, I would.

A: Now this is our office block. We have all the administrative departments here: Sales, Accounts, Personnel*, Market ^{行政的, 销售} Research and so on. ^{的, 管理}

B: What's that building opposite us?

- A: That's the warehouse* where the larger items of medical instruments are stored. We keep a stock of the fast-moving items so that ¹⁴¹urgent orders can be met quickly from stock.
- B: If I ordered an X-ray Apparatus* today, how long would I have to wait for the ^{13:03 2011 12 20}delivery ^{1:23 1:23 1:23}in Scotland?
- A: I think perhaps you'd better speak to our works manager, Mr. Weaver. You'll meet him when we go over to the factory. We'll go there now. (In the workshop) This is one of our three workshops. This is the delivery bay* here.
- B: Oh, I see.
- A: The steel sheets and bars come in, as you see, in different sizes and are unloaded on to the delivery bank here. We buy them in from a steel works in Wales. This is the new conveyer belt* we had ^{装设}installed last year. We doubled our output in this department as a result.
- B: Oh, really.
- A: I'll take you to the assembly shop* ...

5. At the Airport

Miss. Xiao Yan from the Textile Import & Export Corporation comes to the airport to meet Mr. John Windson from the Australia Trading Company.

- A: Excuse me, sir, but aren't you John Windson from Australia Trading Company?
- B: Yes, that's right.
- A: I'm Xiao Yan from Tianjin Textile Import & Export Corporation* and I'm here just to meet you.
- B: How do you do? Miss Xiao. It's kind of you to meet me at the airport.
- A: How do you do? Welcome to Tianjin. Is this your first visit

to China?

B: No, I visited China several times, but it's my first visit to Tianjin and I think it's a great honor to be invited to your beautiful city.

A: It's our pleasure to have you here. You know, Tianjin is an economic center of importance in north China and also a coastal port city opening to the outside. I hope you will have a pleasant stay here.

B: Thank you, Miss Xiao. I'm sure I will have a wonderful time in Tianjin.

A: I'm sure you need a good rest after the long journey. Shall we get in the car and go to the hotel? I have already booked rooms for you.

B: Thank you indeed.

A: You are welcome. Let's go. This way please.

Notes:

(1) Native Produce Import & Export Corporation 土产进出口公司

(2) Sales Manager 销售经理

(3) reception 接待处

(4) personnel department 人事部

(5) warehouse 仓库 /'weɪəhaʊs/

(6) an x-ray apparatus X 光机

(7) delivery bay 装货浮桥吊

(8) convey belt 传送带

(9) ^{/kəm'veɪl/}assembly shop 装配车间

(10) Tianjin Textile Import & Export Corporation 天津纺织进出口公司
teks'taɪl/

Useful Expressions 常用表达法

1. Excuse me, but who's Mr. White?
请问,哪位是怀特先生?
2. I'm sorry, I've got the wrong person.
对不起,我找错人了。
3. May I introduce myself? My name is Bian Feng. I'm from the CCPIT.
我可以自我介绍一下吗? 我叫边锋,是中国国际贸易促进委员会派来的。
4. May I introduce you to my friend, Mr. Zhang?
我可以给您介绍一下我的朋友张先生吗?
5. I don't think you have met my colleague, Mr. Chen. This is Mr. White.
我想您没有见过我的同事陈先生吧? 这是怀特先生。
6. How are you, Mr. Johns? It's always good to be with you.
约翰斯先生,你好! 和你在一起总是高兴的。
7. Did you have a good trip?
旅途可好?
8. You may take a rest today and we'll talk about our business tomorrow.
今天您先休息休息,业务的事明天咱们再谈。
9. Shall we fix a time for a talk?
我们能定个时间谈谈吗?
10. Weren't you on the phone to me yesterday?
昨天打电话的是您吗?
11. We've heard a lot about you.
我们对您非常熟悉。
12. How shall I get in touch with you?
怎么和您联系?

13. If you need anything, just give me a call.
有事给我打电话好了。
14. Do you have any hobbies?
你有没有什么嗜好?
15. What's your favorable kind of music?
你最喜欢什么音乐?
16. How do you like the weather here?
你觉得这儿的气候如何?
17. The Water Park is a nice place for boating.
水上公园是划船的好去处。
18. A visit to the Palace Museum would be impressive.
到故宫去参观会令人印象深刻。
19. The restaurant is famous for its Tianjin Baozi.
这餐馆的天津包子闻名。
20. One of our people will fix you up.
我的职员会照顾你的。
21. I hope you'll enjoy your stay here.
希望您在这里过得高兴。

Unit Two At the Exhibition

1. Receiving the Visitor

Mr. Stephens comes to the exhibition and is received by Mr. Sung.

A: Good morning. Can I help you?

B: Good morning. I wonder if you have time to show me around the exhibition. I hear your corporation handles a great variety of electrical and electronic appliances. *

A: I'm glad to show you around. ^{plans} We have five floors to see. Where shall we start?

B: Five floors! It looks as if it's going to be quite a trip, if we look at everything.

A: But you may only want to see some of the items you're especially interested in. We can just have a glance at the rest.

B: Good idea. I want to check on audio-visual products. *

A: They are on the first floor. Here are the illustrative catalogues. * They will give you a main idea of our products.

B: Thank you indeed.

A: This way, please.

2. Showing the Visitor around

Miss. Lin shows an Indian customer, Mr. Dewar round the Silk Department.

A: Here is our Silk Department, Mr. Dewar. We deal mainly in cocoon silks*, textile fibers, silk pieces and silk products.

B: Oh, there are various silk pieces.