

BUSINESS ENGLISH 900

外贸英语900句

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周文龙主编

外文出版社



外贸英语 900 句

主 编 周文龙
编 写 周文龙
施 玲
金双玉
审 校 ~~曹国煌~~

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周文龙 主编

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编者的话

在改革开放政策的指引下,我国的对外贸易迅速发展,需要掌握外贸英语的人员也在不断增加。我们根据多年来的培训实践,发现要使有一定英语基础的同志在短期内掌握外贸英语,其中一个重要条件是要有一本适当的教材。《外贸英语 900 句》就是为了适应这种需要而编写的。我们的主导思想是使这本教材紧密结合业务,紧扣外贸词汇和常用句型,由浅入深,循序渐进,成为一本新型的专业英语教材。本书除了适宜于专业培训使用外也可作读者自学之用。

本教材分两大部分,各 20 课。第一部分为外贸活动中可能涉及的各种场合的常用语,每课 15 句。第二部分为外贸业务各环节的常用套语,每课 30 句,全书共 900 句。课后的注释除了对某些词组的特殊用法或在外贸中的习惯用法分别注解外,还对课文中出现的语法现象作了较为深入的讲解。前一部分每课的练习中还有意识地安排了相应的语法练习,以便教学时有系统地对基本语法进行重点复习。教师也可针对学生的具体情况作适当的展开或补充,使学生在突出 900 个基本句子学习的同时在基础英语方面也能得到巩固和提高。

本教材是一部专业外贸英语的强化教材,除了课文外还有译文和练习答案及外籍教师灌制的录音带一套。音带由上海海文音像出版社出版发行。我们希望通过本教材的培训,学生不仅在接待外宾和业务洽谈时能“脱口而出”,而且在拟写业务函电时也能“下笔如流”,达到较快胜任外贸工作的目的。

限于编者的水平,缺点错误在所难免,敬请广大同行批评指正。

编 者

1994年5月

于上海市对外经济贸易教育培训中心

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PART I

Unit 1 Greetings

- 1 Hello, Mr. Jones. How are you?
- 2 Fine, thanks. And you?
- 3 How is your manager? Is he well?
- 4 My interpreter and I are very well this morning. ^{口译员}
- 5 Good evening, sir. May I know your name, please?
- 6 Excuse me, are you Mr. Bill Jones?
- 7 Is he an exporter of chemicals? ^{出口商 化学品}
- 8 No, he isn't. He is an importer of textiles. ^{纺织品的进口商}
- 9 Are you a salesman? ^{推销员}
- 10 Yes, I am. We export black tea.
- 11 Those people are foreign businessmen.
- 12 I'm Sam Smith. My first name is Sam.
- 13 My name's Paul Johnson. My last name is Johnson.
- 14 I'm very pleased to meet you.
- 15 Good night, Mr. Johnson. See you tommorrow.

Vocabulary

manager ['mænɪdʒə] n. 经理

- interpreter [in'tə:prɪtə] n. 口译员
- exporter [eks'pɔ:tə] n. 出口商
- export [eks'pɔ:t] vt. 出口
- importer [in'pɔ:tə] n. 进口商
- chemical ['kemɪkl] n. 化学产品(常用复数)
- textile ['tekstail] n. 纺织品, a. 纺织的
- businessman ['biznɪsmən] n. 商人
- businessmen 商人(复数)
- salesman ['seɪlzmən] n. 推销员
- salesmen 推销员(复数)
- black tea 红茶

Notes

1. Hello, Mr. Jones. 你好,琼斯先生
Hello 也可写成 hallo 或 hullo。Mr. (先生)和 Mrs. (夫人)也可分别写成 Mr 和 Mrs 与姓氏或全名(包括名和姓)连用,如 Mr. Smith, 或 Mr. Sam Smith, 但不称 Mr. Sam, 也不能单独使用,称别人为 Mr.
2. Fine, thanks. And you? 很好,谢谢。您呢?
本句是省略句,原句应为: I'm fine, thank you. And how are you?
3. Sir. (先生),在不知对方姓名而要表示尊敬时用。对妇女用 madam。
例: Can I help you, sir (madam)?
4. Excuse me. 对不起,请问

这是一种礼貌的招呼方式,可引起对方注意,而 I'm sorry (对不起)则表示适度的遗憾或抱歉。

例: Excuse me, can you show me the way to the factory?

I'm sorry, we don't export green tea.

5. 英美人的名字,名在前,姓在后。例: Bill Jones, 其中 Bill 是名, 称作 first name 或 given name; Jones 是姓, 即 family name, 亦称 surname 或 last name.

6. 自我介绍有两种常用说法:

1. I am (Sam Smith).

2. My name is (Sam Smith).

7. I'm very pleased to meet you. 见到你很高兴。

也可说 I'm glad to see you. 或 It's a pleasure to meet you.

在强调认识了某人时可以说 I'm very pleased to know you.

Exercises

I. 用括号内适当的词填空:

1. Good afternoon, Mrs. Smith. How are you?

(Mrs. madam)

2. What can I do for you, sir?

(Mr. sir)

3. Excuse me is that man your manager?

(I'm sorry, Excuse me,)

4. My name's Jane Brown. Jane is my first name and Brown is my family name.

(family name first name)

II. 用所给的词语填空:

fine, how are you, good afternoon, a pleasure, pleased, good night

1. Good night, Helen. See you tomorrow.

2. Good afternoon, sir. May I know your name?

3. How are you?

Fine, thank you. And how are you?

4. Very pleased to meet you, Mr. Smith.

5. It's a pleasure to know you, Mary.

III. 阅读下列对话并回答问题:

Jackson: Excuse me, may I have your name, please?

Smith: My name is Caroline Smith. Caroline is my first name.

Jackson: It's a great pleasure to meet you, Miss Smith. I am Laker Jackson.

Smith: Nice to know you, Mr. Jackson. Are you a businessman?

Jackson: Yes, I am. We ^{出口} export green tea to African countries.

Smith: That's good. We are tea importers. ^{进口商} Can we have a business talk with you this afternoon?

Jackson: OK. See you then.

Smith: See you.

Questions:

1. Who is the importer? *Mr. Smith.*
2. What's the name of the exporter? *Laker Jackson.*
3. What does Miss Smith import? *He imports green tea.*
4. When are they going to have a business talk?
this afternoon.

IV. 请给 A 和 B 当翻译:

- Excuse me, Are you Mr. Anderson?*
- 1) A: 请问,您是安德森先生吧?
B: Yes, I'm Michael Anderson from U.S.A. ^{SURNAME}
I'm from Chemicals Corporation, My name is Zhang.
A: 我是化工公司的,我姓张。
B: Very pleased to meet you, Mr. Zhang.
Me too, Mr. Anderson. Welcome to Shanghai
A: 我也很高兴,安德森先生。欢迎您来上海。
B: Thank you.
- 2) A: Hello!
what's your name
B: 请问您尊姓?
A: My name is Bill Jones.
Mr Jones, Nice to meet you, I named Li.
B: 琼斯先生,很高兴见到您。我姓李。
A: Are you from Shanghai Textiles Corporation?
Yes, I am this company's salesman
B: 是的,我是该公司的一名销售员。我们进出口纺织品。
We import and export textiles

V. 把下列句子改成问句并作肯定和否定回答:

1. Mrs. Jones is very well today.
2. We import green tea.
3. Mr. Smith has an interpreter.

4. Her name is Jane.
5. That salesman exports chemicals.

VI. 对下列句子中的划线部分提问:

1. Mr. Jones likes the color of the hat.
2. They import textiles every year.
3. Those businessmen stay in China for two weeks.
4. The manager's office is on the second floor.
5. Our English class begins at 8 o'clock.

Unit 2 Introduction of People

- 16 Please allow me to introduce myself. I'm Zhang Ming.
- 17 My name is Leo. May I know yours?
- 18 She is my colleague, Liu Hong-ying. (同事 医务室)
- 19 She works in the clinic of our company.
- 20 Mr. Thomas, this is Ann Robinson.
- 21 How do you do, Miss Robinson?
- 22 Ann is one of my good friends.
- 23 She is the director of our department. (经理 行政或企业的领导)
- 24 I am an accountant of the Shanghai Engineering Corporation. (会计 工友)
- 25 I am glad my name is not new to you. (部门经理)
- 26 May I introduce you to Mr. Gao, our section chief?
- 27 I'd like you to meet my friend, Nancy.
- 28 Are you Miss Brown from Messrs. Jackson & Co. Ltd?
- 29 Mr. Ma is a representative of China Resources Company Hong Kong. (代表 资源)
- 30 Mr. Smith is a regular customer of ours. (有规律的)

Vocabulary

allow [ə'laʊ] vt. 允许

introduce [ˌɪntrə'dju:s] vt. 介绍

colleague ['kɒli:g] n. 同事
clinic ['klinik] n. 医务室
company ['kʌmpəni] n. 公司
director [di'rektə] n. 经理, 董事
engineering [ˌendʒi'niəriŋ] n. 工程
corporation [ˌkɔ:pə'reiʃən] n. 公司
accountant [ə'kaʊntənt] n. 会计
section ['sekʃən] n. 部门

chief [tʃi:f] n. 首领

section chief 部门领导(经理)

Messrs. ['mesəz] Mr. 的复数

limited ['limitid] a. 有限的

representative [ˌreprɪ'zentətɪv] n. 代表 a. 有代表性的

resource [ri'sɔ:s] n. 资源

regular ['regjulə] a. 有规律的

Notes

1. May I know yours?

yours 是名词性物主代词或称物主代词的绝对形式, 在本句中相当于 your name。名词性物主代词相当于形容词性物主代词加名词。

例: May I borrow your bike? Mine (= my bike) isn't here.

I like your car. I don't like hers (= her car)

情态动词 may 用来表示“许可”, 用 May I... 征询对方许

可,在文体上比较正式,在口气上比较客气,但在日常会话中用 Can I... 征询对方许可在现代英语中更常见。

2. She is my colleague, Liu Hong-ying. 她是我的同事刘虹英。

刘虹英也可写成 Hong-ying Liu 但如果是单名一般不倒置,如李萍就只写成 Li Ping 而不写成 Ping Li 以免外国人弄不清哪个是姓,哪个是名。本句中 Liu Hong-ying 起到了补充说明 my colleague 的作用,是 my colleague 的同位语(参看本课第十一句)。由于同位成分的所指相同,句法功能也相同,往往略去其一并不影响句子的完整,如句中 Liu Hong-ying 和 my colleague 指的是同一个人,因此任去其一,句子仍能成立。

She is my colleague. 与 She is Liu Hong-ying. 皆为完整的句子。

又如: We both have difficulties in English study. (we 和 both 是同位语)

3. How do you do? (或 How d'ye do?) 你好!

见面用语,尤用于被正式介绍见面时,回答时也用 How do you do?

4. Ann is one of my good friends. 安是我的好朋友。

直译为“安是我好朋友中的一个”,意思是我有诸多好友,而她仅是其中之一。类似的说法还有 a good friend of mine.

5. I'd like... 我想要...

它是 I would (should) like 的缩写。would like 经常用来表示“想要”,尤其是在礼貌地提出要求或表示愿意提供帮助时运用此结构,其后可接名词或代词,不定式,动名词和由

I'd like { + n. / pron.
+ to do
+ doing