

新编

外贸商务 英语会话

宁洪 主编

**English Conversations for
Foreign Trade and Commerce**



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内容提要

本书主要为涉外经贸商务英语会话,内容包括外贸商务洽谈、金融业务活动和进出口货物物流活动等。书中每个章节的对话和相关阅读材料中的疑难词句都附有注释加以注解清楚,以利读者参考、学习和提高英语会话能力。

本书为对外经贸人员、大专院校对外经贸专业学生及英语爱好者等学习英语会话必备书籍。

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编写说明

自2001年11月10日中国正式加入世界贸易组织以来，中国与世界各国的商务活动日益增多。外贸英语成为了英语学习的热点。

在经济日益全球化的今天，外贸英语人才已成为市场急需的主流。

为了适应这一新形势，全国各高等院校相继成立与外贸英语、商务英语相关的学院，成人高等教育也顺应社会需求，开设了外贸英语、商务英语专业。

针对此种情况，为弥补广大外贸英语专业、商务英语专业大学生口语教材的不足，适应外贸英语、商务英语工作应聘及实际工作中的语言交流及一般谈判需要，我们参照以往的优秀外贸、商务、涉外等方面英语教材，集众家之长，编写了这本《外贸商务英语会话》。

本书为外贸英语专业口语基础教材，可作大学本科外贸、商务专业英语口语课程教材，也可供具有一定外贸专业知识的大学文、理和英语专业本科学生自学。

本书特色

本书内容具有较强的知识性、实践性和广泛性，具有如下特点：

确保扎实的口语语言基本功。本书严格遵循英语口语表达的原则，语言流畅，易于上口。对所选文章中的书面英语语体进行了整编，更加突出了口语特点。

涵盖面广。本书共 18 章，涉及外贸、商务英语基础口语训练的几乎所有重要层面。

注重自学的原则。每章英语对话（全书共 56 段）、阅读理解（共 17 段）均配有相应的中文注释，便于广大读者进行自我汉英、英汉口语练习。课堂教学和自学可采用英汉、汉英互译法。

写作与对话相结合的原则。特设了“写作与对话”一项，鼓励读者通过英语写作和对话练习巩固所学的外贸、商务英语专业基础知识。

本书设计为学期英语口语课程教材，可在 18 周（周 2 学时）内完成。

本书编写由南开大学外语学院宁洪任主编，负责全书框架设计、全书中“英语对话”和“阅读理解”章节的英语文章选编、英语文字改编及参考译文翻译。

参加编写的人员有：

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由于种种原因，书中定有不足之处，望本书读者给予斧正。

编者

于南开大学

2004 年 2 月 16 日

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Unit 1 商务接待

Business Reception

1.1 英语对话 English Dialogues A, B, C, D

(In the following dialogues: R = Receptionist, H = Mr. **Omar Hussein**, M = **Maria**, the Sales Manager's secretary, S = Mr. **Shelley**, the Sales Manager, Li = Mr. Li, a visitor.)

Dialogue A

R: Good morning. Can I help you?

H: Good morning. Is this **Modern Office Ltd.**? I have an **appointment with the Sales Manager at 11:30.**

R: May I have your name, please?

H: Hussein, Omar Hussein. I'm from **the Gulf Trading Company.**

R: Let me see ... Ah, yes, Mr. Hussein. Please take a seat, Mr. Hussein. I'll tell the Manager's secretary that you are here. (Dials the phone.) Hello, Maria, **this is Reception.** Mr. Omar Hussein from the Gulf Trading Company is here. He has an appointment with Mr. Shelley at 11:30.

M: Mr. Omar Hussein? Right. **I'll come down now and take him to Mr. Shelley's office.**

M: Mr. Hussein?

H: Yes, that's right.

M: **I'm the Sales Manager's secretary.** Please come this way. I'll take you to his office.

H: Many thanks.

注释 Notes

1. Maria: 玛丽亚
2. Omar Hussein: 奥马尔·侯赛因
3. Shelley: 谢利
4. Modern Office Ltd.: 现代办公用品有限公司
5. I have an appointment with ... at 11:30: 我 11 点半和 …… 有个约会
6. the Gulf Trading Company: 海湾贸易公司
7. this is Reception: 这里是接待处
8. I'll come down now and take him to Mr. Shelley's office: 我现在就下去带他到谢利的办公室去
9. I'm the Sales Manager's secretary: 我是销售部经理秘书

Dialogue B

H: Excuse me. Is this the Modern Office Ltd.?

R: Yes, that's right. Can I help you?

H: Well, I'd like to see the Director about contracts for office furniture. Here's my card.

R: Thank you. So, Mr. Hussein, have you made an appointment with the director?

H: Oh, no, I'm afraid I haven't.

R: In that case, I think it will be almost impossible to see him. But Mr. Shelley also deals with contracts. He is the Sales Manager.

H: Oh, is it possible to see him now?

R: Just a moment please. I'll phone his secretary to see if he's free. Please take a seat. (Dials the phone.)... Hello, Maria, Rose

here, Reception. I have a Mr. Hussein here, and he wants to know about office furniture contracts. Is Mr. Shelley free to see him now?

M: Yes, he is, and he is now in his office. His 10:15 appointment was just cancelled. Send Mr. Hussein up right now.

R: Right. Mr. Hussein, the Sales Manager is free and can see you. Please go up to his office. He is In Room 2002 on the second floor. The stairs are on the left and the lift is at the end of the corridor.

H: Thanks a lot. I think I'll walk upstairs myself anyway.

注释 Notes

1. I'd like to see the Director about contracts for office furniture: 我想见董事长(经理)和他谈谈签订办公室家具合同的事
2. Here's my card: 这是我的名片
3. In that case, . . . : 如果那样的话,
4. But Mr. Shelley also deals with contracts: 但谢利先生也处理签订合同事宜
5. Just a moment please: 请稍候
6. Hello, Maria, Rose here, Reception: 你好玛丽亚, 我是露丝, 服务台
7. I have a Mr. Hussein here: 我这里有一位叫侯赛因的先生
8. His 10:15 appointment was just cancelled: 他 10 点一刻的约会刚好取消
9. Send Mr. Hussein up right now: 请马上让侯赛因先生上来
10. The stairs are on the left and the lift is at the end of the corridor: 楼梯在左边, 电梯在楼道的尽头
11. I think I'll walk upstairs myself anyway: 我想还是自己上楼吧

Dialogue C

H: Excuse me. You are Mr. Shelley, the Sales Manager, aren't you?

S: Yes. It's me.

H: How do you do, Mr. Shelley? I'm Mr. Omar Hussein from the Gulf Trading Company.

S: How do you do, Mr. Omar Hussein? You're welcome. What can I do for you?

H: **I'm glad to have the opportunity of** visiting your corporation Ltd. **We are interested in your office furniture and hope to make business contacts with you. I'd like to have some information about your usual business practices** because **we hope to sign some contracts with your corporation Ltd. for the latest products** you company produces.

S: That's nice. **We have been looking forward to having more business partners** and really hope we can do business together. **By the way, did you have a pleasant trip here?**

H: Yes, but not quite. **The September 11 Incident** is still **having negative effects** on many airlines. **Many flights have been cancelled, and I had to change flights** several times. But the journey to be here is generally O.K.

S: **I'm very glad that you have not been held up too much on your way here. Well, now let's get down to business. Our usual practices are like this . . .**

注释 Notes

1. I'm glad to have the opportunity of (doing something): 我很高兴有机会