

# 貿易英語入門

胡潤生編著



內部參考  
批判使用

# 貿易英語入門

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## 壹、貿易英語基本句型

### 一、主詞+動詞

1. Price rise. (現在式)  
物價上昇。
2. Price rose. (過去式)  
物價上漲了。
3. Price will rise. (將來式)  
物價將漲。
4. Prices are rising. (現在進行式)  
物價正在上昇。
5. Prices have risen. (現在完成式)  
物價已經上漲了。
6. Prices had risen when your order arrived. (過去完成式)  
接到您的訂單時，物價業已上漲了。
7. Prices may rise. (助動詞)  
物價可能會上漲。

### 類似動詞：

1. advance (增進、增大)

World sheep numbers in 1983/84 advanced by 2 per cent.

世界羊毛數量在一九八三至八四年間已增加百分之二了。

2. appear (出現、出版、發表)

Our advertisement will appear in next week's edition of the New York Times.

我們的廣告將在下週紐約時報版刊登。

3. arrive (抵達、到達)

The goods arrived in good condition.

貨物安然運達。

4. continue (繼續)

We hope the friendly relationship between us will continue for many years to come.

我們希望 貴我雙方友誼關係將永遠維持。

5. decline (減低、跌落)

The prices of all lines have declined.

各類產品價格已經下跌了。

6. go up (上昇、上漲)

Prices have gone up steadily since August.

從八月份開始，物價業已持續上昇。

7. happen (發生)

Mistakes will happen.

錯誤將會發生。

8. improve (好轉、改進)

The situation has improved.

情況已好轉。

9. increase (增加)

The numbers of bales sold at auction increased considerably.

貨物拍賣數已大量增加了。

10. operate (業務運行、作業)

The post office will operate on a holiday schedule.

郵局在假日照常營業。

11. open (開張、開幕)

The trade fair will open on May 5.

商展會將於五月五日開幕。

12. recover (恢復、回復)

The prices recovered little after the decline in August.

物價自八月份下跌後，已少許恢復。

## 二、**主詞** + **動詞** + **受詞**

1. Please send the goods immediately.  
請立即交貨。
2. We cannot promise the shipment before the end of October.  
我們無法應允於十月底裝運。
3. We should appreciate your early reply.  
=Your early reply would be appreciated.  
敬請早日函覆。
4. Our order No.10. is enclosed.  
=We enclose our order No.10.  
茲附上我方第十號訂單。
5. We should appreciate full particulars of your commera.  
謝謝 貴方照相機之詳細說明。

### 類似動詞：

1. acknowledge (確認、承認)  
We acknowledge receipt of your letter of November 9.  
閣下十一月九日來信收到。
2. appreciate (感激)  
We should appreciate the appportunity of serving you.  
能有機會為 閣下服務，至為感激。
3. arrange (安排)  
Please arrange early shipment of the following orders.  
請將下列訂貨儘早安排裝運。

4. contact (接觸、連絡)

We will contact our manufacturers upon receipt of your instructions.

接到 貴方指示後，我們就與我們廠商接觸。

5. arise (上升)

We have not raised the prices for five years.

我們已五年沒有漲價了。

6. receive (接收)

We have received your letter of July 2.

閣下七月二日來信，我們已經收到了。

7. supply (供給)

Please supply the following orders.

請提供下列訂貨。

8. observe (遵守)

The terms and conditions agreed upon must be strictly observed.

經協議之條件，務必嚴格遵守。

9. obtain (獲得)

We could finally obtain the goods you require.

我們最後可獲得 貴方所需貨品。

### 三、主詞+動詞+受詞+不定詞

1. We advise you to order at once.  
我們勸告 閣下立即訂購。
2. We must ask you to give more careful attention to our orders in the future.  
我們必須要求 貴方對於我們將來訂購多加注意。
3. We wish you to realize our situation.  
但願你能了解我們的情形。
4. I recommend you to do what he says.  
我勸你照他說的去。
5. You may desire us to supply you with the samples of our new transistor radios.  
貴方也許希望我們提供我方新電晶體收音機樣品。

#### 類似動詞：

##### 1. instruct (指示)

Our customer instructed us to deliver the goods by the end of March, 1985.

我方顧客指示我們務必於一九八五年三月底前交貨。

##### 2. like (喜歡、欲、想)

We would like all our customers to enjoy your services.  
我們希望我們所有顧客共享 貴方服務。

##### 3. recommend (建議)

We would recommend you to place your order as soon as possible.

我們向 貴方建議儘速訂購。

4. urge (力勸、力請)

May we urge you to place your order at once?

我們可否力請 貴方立即訂購？

5. enable (使能夠)

Our sufficient stocks enable us to execute all orders promptly.

我們充足存貨，能使我們迅速履行全部訂單。

6. help (幫助)

An early reply from you would help us to expedite shipment.

貴方早日函覆，有助於我們加速裝運。

7. induce (說服、引誘)

The high quality and low price of our goods will induce you to place a trial order.

我們高品質低價位的產品，會吸引 貴方試購的。

8. cause (致使)

The demonstration will cause you to understand our product better.

此項產品展示將使 貴方對我們產品更爲了解。

9. expect (期待、希望)

We expect you to quote your lowest prices.

我們希望 貴方以最低價報價。

#### 四、**主詞**+**動詞**+ **that 子句**

1. We hear that you are importers of office equipment.  
我們聽說 貴公司爲辦公用具進口商。
2. We hope that our arrangements will meet with your approval.  
我們希望我們的安排，會符合 貴方要求的。
3. We feel that these matters should be discussed later.  
我們認爲，這些事件應列入稍後討論。
4. We regret that we are obliged to cancel the order.  
很抱歉，我們不得不取消訂購。
5. We are glad that you are interested in our products.  
貴方對我們產品發生興趣，我們非常高興。

#### 類似動詞：

1. find (發現、覺得)

You will find that our services are very valuable to you.

貴方會發現，我們的服務對 貴方是很有價值的。

2. guarantee (保證)

We can guarantee that our products are the best of its kind.

我們可向 貴方保證，我們的產品是此類產品最佳者。

3. note (注意)

Please note that shipment must be effected by February 22.

請注意，裝運務必於二月二十二日實施。

4. explain (解釋、說明)

We could explain in confidence that they are not regarded as a reliable firm here.

我們大膽地說明，他們並未被認為是此地可靠公司。

5. assume (假定、猜測)

We assume that you have contacted our friends in New York.

我們猜想，你已與我們在紐約朋友接觸了。

6. agree (同意)

Our manufacturers do not agree that the defects were caused during assembling.

我們的廠商不認為缺點係在裝配時發生的。

7. add (附言、再言)

We would add that we intend to do business with you on a long-term basis.

再說，基於長期基礎上，我們打算與貴方做生意。

## 五、主詞+動詞+受詞+ that 子句

1. They informed us that they are ready to help us.  
他們通知準備幫助我們。
2. We must inform you that the goods were very carelessly packed.  
我們務必通知 貴方，貨品包裝欠佳。
3. Friends of ours in your country advised us that you are able to supply the following goods:  
貴國朋友告訴我們，你們有能力供應下列產品：
4. We assure you that we shall spare no efforts to justify the confidence you have shown in our products.  
我們保證將儘力去證實 貴方對我們產品的信心。
5. The whistle warned visitor that the ship was ready to sail.  
汽笛警告 (預告) 旅客船即將啓行。

### 類似動詞：

1. convince (確信)

An examination of our goods will convince you that they will sell very well.

我們貨品之檢驗就會讓你確信其銷路甚佳。

2. inform (通知、奉告)

We inform you that your order has been shipped.

貴方所訂貨物，業已交運，特此奉告。

3. tell (告知)

We told you(that) it would reach you around 10th May.

我們會告知 貴方，貨物約在五月十日運到。

4. remind (提醒)

May we remind you(that) the payment should be made immediately?

我們可提醒 貴方立即付款好嗎？

## 六、主詞 + 動詞 + 間接受詞 + 直接受詞

1. Please send us your catalog  
= Please send your catalog to us.  
請惠贈 貴方目錄。
2. Please send us your order at once.  
請把 貴方訂單立即寄來。
3. This product will give you satisfaction.  
此種產品會令 閣下滿意的。
4. Please send us the catalog and price list of your  
accounting machines.  
請惠贈 貴公司收銀機目錄及價目表。
5. Please send it to our friends in New York.  
請把它送到我們在紐約的朋友。

### 類似動詞：

#### 1. pay (支付)

They will pay you the money for the advertising.  
他們會把廣告費支付給你的。

#### 2. write (寫)

We wrote you a letter several days ago.  
我們在幾天前寫了一封信給你。

#### 3. return (歸還)

We are returning you the money for the time being.  
我們暫時把錢歸還給你。

4. offer (提供)

We can offer you the following goods immediately.  
我們可立即將下列貨品提供 貴方。

5. cause (導致、致使)

The delay caused us considerable inconvenience.  
延誤致使我方諸多不便。

6. show (顯示、表示)

They are showing us their willingness to serve you.  
他們正向我方表示願意為 貴方服務。