



全国国际货代行业从业人员资格培训考试 指定用书

国际货运代理 专业英语

中国国际货运代理协会 编



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前 言

改革开放以来,我国对外经济贸易和国民经济取得了举世瞩目的成就,2002年我国进出口贸易额均居世界第五位,吸引外资连续十年居发展中国家之首。我国外经贸和国民经济的不断发展,为国际货运代理业的发展奠定了基础;而国际货运代理业也在为外经贸和国民经济发展服务的过程中,不断壮大和发展,服务水平及国际竞争能力有了明显的提高,业已形成了模式多样的经营竞争体制,正逐渐与国际接轨。国际货运代理业作为我国外经贸工作的重要组成部分,在改革开放的过程中逐渐从小到大,从改革开放之前的独家企业到目前的3800多家,无论在数量上还是在质量上都得到了长足的发展。

在经济全球化的宏观背景下,世界各国、各地区的市场以现代化通讯及信息技术、物流服务和金融市场为纽带,更加紧密地联系起来。国际贸易、跨国投资以及各种经济技术合作也日益密切。国际货运代理业作为服务贸易中的一个重要部分,在区域间的经贸合作中,扮演着十分重要、不可替代的角色。国际货运代理业的发展对我国外经贸和国民经济的发展具有极其重要的经济和政治意义。

随着我国加入世界贸易组织,服务业将进一步对外开放,这既给我国国际货运代理业带来更为激烈的市场竞争,也带来了前所未有的商机和广阔的发展空间。根据我国政府加入世界贸易组织时做出的有关承诺,我国国际货运代理业将在今后几年内逐步开放。外资的引入,竞争的加剧,给我们带来

了新的挑战。国际货运代理业务覆盖了国际贸易、国际运输、现代信息技术、国际商务、法律等诸多方面的知识,对从业人员的基本素质、知识水平、经验积累等要求越来越高。

根据国际货运代理的行业特点,结合我国行业发展的现状,借鉴国际上一些国家的成功经验,国家行业主管部门决定在全国范围内统一开展规范的行业培训工作,并委托中国国际货运代理协会(CIFA, China International Forwards Association)负责组织实施行业培训和资格考试工作,旨在提高从业人员的业务素质,加快人力资源的队伍建设,从根本上提升企业的服务质量和水平,促进我国货运代理业的健康发展。鉴于目前我国大多数货运代理企业经营规模偏小,许多企业还处于发展起步阶段,竞争实力有限,缺乏专业人才,服务不够规范等现状,协会从2000年成立之初,就把培养高素质的国际货运代理人才作为协会的重要工作,并于2002年9月进行了全国国际货运代理业从业人员培训及首次考试,获得了社会的较高评价。

在总结经验的基础上,中国国际货运代理协会组成了由对外经济贸易大学、大连海事大学、上海海运学院、上海兰生外经贸进修学院、中国民用航空学院、中国民用航空管理干部学院等单位的专家、学者参加的考试指定用书编写委员会。同时,认真听取了商务、交通、海关、商检、工商、金融等政府管理部门和部分国际货运代理企业的意见,参照国际货运代理协会联合会(FIATA, International Federation of Freight Forwarders Associations)对全球从事货运代理人员的职业培训要求,对培训教材的内容、结构、篇幅等进行了认真的研究、论证,组织编写了本套“全国国际货代行业从业人员资格培训考试指导用书”,共六本,作为全国国际货运代理从业人员培训

与资格考试的统一指定教材。

本套教材与其他货代培训教材相比,具有以下突出特色:

1. **高度权威。**中国国际货运代理协会(CIFA)作为代表我国加入国际货运代理协会联合会(FIATA)的国家级会员,被FIATA授权为唯一负责组织中国内地国际货运代理行业职业培训工作的机构。CIFA按照FIATA对全球从业人员的培训要求,结合中国实际情况编写的此套教材,旨在帮助企业尽快地培养出一批优秀的国际化人才,提高企业竞争力,引导我国货运代理企业走向世界。

2. **博采众长。**本套教材的编写打破了地域和系统的界限,集中了与货运代理业务有关的政府管理部门、全国高校和货运代理企业等各方面的专家教授的建议和意见,是包括协会、政府管理部门、专家、学者等在内的集体智慧的结晶。

3. **适应发展。**本套教材在重点讲解货运代理理论与实务的基础上,有针对性地介绍了与货运代理业关系密切的海上和航空国际货物运输业务,符合传统货代企业从代办运输相关业务的单一经营商,向综合服务提供商转变的国际发展趋势,有助于推动我国的货运代理企业与国际接轨,引导企业在激烈的市场竞争中寻求新的生存、发展空间。

4. **内容翔实。**本套教材涉及了国际货代业务的海运、空运、陆运、多式联运、物流、信息、库存管理等所有环节,不仅阐释了传统的货运代理业务,而且对有发展前景的国际多式联运、现代物流、货代保险等作了较为系统的介绍。内容翔实,涵盖了开展国际货运代理业务必须的各方面知识。

5. **实用性强。**本套教材不仅具有较高的理论性,而且具有较强的实用性和操作性;不仅适合国际货运代理企业业务人员的培训,同时也是企业中高层管理人员的重要参考书和

工具书。

本套教材的编写是由中国国际货运代理协会经过认真准备,周密部署,在商务部及其他政府管理部门的大力支持和配合下进行的。商务部部长助理郭莉、人事教育劳动司和外贸司的有关司长和处长参与了教材的审定工作。

在教材的编写过程中,我们还得到了其他一些业内专家、学者和热心单位的帮助和支持,谨在此一并表示感谢。

本套教材除作为国际货运代理行业岗位培训及资格考试指定用书外,还可作为有关院校和其他方面人员研究和了解我国国际货运代理业发展情况的参考用书。

由于编写时间紧、任务重,难免出现一些疏漏、错误,真诚欢迎各界人士批评指正,以便再版时予以修正,使其日臻完善。

中国国际货运代理协会

2003年5月

编写说明

改革开放 20 多年来,中国国际货运代理业发展迅猛,日益繁荣,业务范围不断扩大。特别是自 2000 年 9 月 6 日,中国国际货运代理协会宣布成立以来,业已初具规模的中国国际货运代理业正在逐步走向成熟壮大。随着我国国际货运代理市场的放开,一个多家经营、鼓励竞争、竞争有序的市场格局已经开始形成。

为了更好地适应加入 WTO 后我国对外经济贸易事业的发展需求,缩小与国际上同行企业之间的差距,规范服务,提高我国国际货运代理业的国际竞争实力,学习和借鉴国际上的一些成功经验,也为了更加完善由中国国际货运代理协会负责组织实施的行业培训和资格考试工作,提高从业人员的英语业务能力,从而提升企业的服务质量和水平,我们受中国国际货运代理协会的委托,并在协会的指导下,就教材的内容、结构、篇幅、难易度等进行了认真的研究、论证,组织编写了《国际货运代理专业英语》一书,作为全国国际货代行业从业人员资格培训与考试的统一教材。

该教材具有以下特点:

1. 实用性强。教材的编写完全针对国际货运代理从业人员的业务英语需要,全部内容紧密结合国际货运代理实务,具有很高的实用价值。

2. 题材广泛。本书内容力求贯穿国际货运代理业务各个环节的英语材料,包括海运、空运、陆运和铁路运输货运代理业务的单据票证、工作流程、专业词汇等。本书不仅可以帮助从业人员学习掌握货运的专业词汇、常用短语和语法特点等,还有助于从业人员通过学习,提高英语阅读理解能力。

3. 难度适中。考虑到我国货运代理从业人员的英语实际情况和工作实际需要,教材所选课文和阅读材料的篇幅适中,紧扣专业,易懂易学。

本教材由大连海事大学外语系和中国民航管理干部学院外语系合作编写,谭万成和孙燕平担任主编。参加编写的人员有王海燕、宫学军、马志波,王敬芳副教授,另外田静副教授对教材的编写给予大力支持和帮助,在此表示衷心感谢。中国国际货运代理协会培训部主任王春明,对外联络部主任郑海棠自始至终给予

了热情的指导和帮助；编辑同志在付梓前仔细编审，精心设计，对此我们亦表示衷心感谢。

由于编者水平有限，教材中出现疏漏，错误在所难免，希望广大读者批评指正。

编者
2003年5月

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Unit One

Scope of Freight Forwarding Services

Text

Originally, a freight forwarder was a commission agent performing on behalf of the exporter/importer routine tasks such as loading/unloading of goods, storage of goods, arranging local transport, obtaining payment for his customer, etc..

However, the expansion of international trade and the development of different modes of transport over the years that followed enlarged the scope of his services. Today, a freight forwarder plays an important role in international trade and transport. The services that a freight forwarder renders may often range from routine and basic tasks such as the booking of space or customs clearance to a comprehensive package of services covering the total transportation and distribution process.

Unless the consignor, the person sending goods, or the consignee, the person receiving goods, wants to attend to any of the procedural and documentary formalities himself, it is usually the freight forwarder who undertakes on his behalf to process the movement of goods through the various stages involved. The freight forwarder may provide these services directly or through subcontractors or other agencies employed by him. He is also expected to utilize, in this connection, the services of his overseas agents. Briefly, these services are:

The forwarders, on behalf of the consignor (exporter), would:

Choose the route, mode of transport and a suitable carrier.

Book space with the selected carrier.

Take delivery of the goods and issue relevant documents such as the Forwarders' Certificate of Receipt, the Forwarders' Certificate of Transport, etc..

Study the provisions of the letter of credit and all Government regulations applicable to the shipment of goods in the country of export, the country of import, as well as any transit country; he would also prepare all the necessary documents.

Pack the goods, taking into account the route, the mode of transport, the nature of the

goods and applicable regulations, if any, in the country of export, transit countries and country of destination.

Arrange warehousing of the goods, if necessary.

Weigh and measure the goods.

Draw the consignor's attention to the need for insurance and arrange for the insurance of goods, if required by the consignor.

Transport the goods to the port, arrange for customs clearance, related documentation formalities and deliver the goods to the carrier.

Attend to foreign exchange transactions, if any.

Pay fees and other charges including freight.

Obtain the signed bills of lading from the carrier and arrange delivery to the consignor.

Arrange for transshipment en route if necessary.

Monitor the movement of goods all the way to the consignee through contacts with the carrier and the forwarders' agents abroad.

Note damages or losses, if any, to the goods.

Assist the consignor in pursuing claims, if any, against the carrier for loss of the goods or for damage to them.

The forwarders, on behalf of the consignee (importer), would:

Monitor the movement of good on behalf of the consignee when the consignee controls freight, that is, the cargo.

Receive and check all relevant documents relating to the movement of the goods.

Take delivery of the goods from the carrier and, if necessary, pay the freight costs.

Arrange customs clearance and pay duties, fees and other charges to the customs and other public authorities.

Arrange transit warehousing, if necessary.

Deliver the cleared goods to the consignee.

Assist the consignee, if necessary, in pursuing claims, if any, against the carrier for the loss of the goods or any damage to them.

Assist the consignee, if necessary, in warehousing and distribution.

New Words and Expressions

scope

/ skəʊp /

n. 范围, 机会, 余地

freight	/ freɪt /	n. 货物, 运费, 货运
agency	/ 'eɪdʒənsɪ /	n. 代理处, 代理
routine	/ ru:'ti:n /	n. 例行公事, 常规, 日常事务
payment	/ 'peɪmənt /	n. 付款, 支付
mode	/ məʊd /	n. 方式, 模式, 样式, 时尚
render	/ 'rendə(r) /	vt. 呈递, 给予
distribution	/ ,dɪstrɪ'bju:f(ə)n /	n. 分配, 分发, 配给物
consignor	/ ken'saɪnə(r) /	n. 发货人, 寄件人
consignee	/ ,kɒnsaɪ'ni:/	n. 收货人, 收件人
formality	/ fɔ:'mælɪtɪ /	n. 正式手续
undertake	/ ,ʌndə'teɪk /	vt. 承担, 担任, 许诺, 保证
subcontractor	/ ,sʌbkɒn'træktə(r) /	n. 转包商, 次承包者
utilize	/ 'ju:tɪlaɪz /	vt. 利用
route	/ ru:t /	n. 路线, 路程
carrier	/ 'kæriə(r) /	n. 承运人, 运送者
delivery	/ dlɪ'lvəri /	n. 递送, 交付, 交货
document	/ 'dɒkjʊmənt /	n. 文件, 文档
issue	/ 'ɪʃu:, 'ɪsju:/	n. 出版, 发行; vi. 发行, 放出, 发行
provision	/ prə'vɪʒən /	n. 供应, (一批)供应品, 规定
applicable	/ 'æplɪkəb(ə)l /	adj. 可适用的, 可应用的
shipment	/ 'ʃɪpmənt /	n. 装船, 出货
pack	/ pæk /	n. 包裹, [贬]一群, 一副
destination	/ destɪ'neɪʃ(ə)n /	n. 目的地
warehouse	/ 'weəhaʊz /	n. 仓库, 货栈, 大商店
insurance	/ ɪn'ʃʊərəns /	n. 保险, 保险单, 保险费
port	/ pɔ:t /	n. 港口, 舱门, 左舷
transaction	/ trænz'zækʃ(ə)n /	n. 办理, 处理, 交易
charge	/ tʃɑ:dʒ /	n. 费用, 收费
monitor	/ 'mɒnɪtə(r) /	n. 监听器, 监视器, 监控器
claim	/ kleɪm /	n. 索赔
duty	/ 'dʒu:tɪ /	n. 税, 义务, 责任

freight forwarder	货运代理
transshipment	转载
freight forwarder	货物代理人
foreign exchange	外汇, 外国汇票
bills of lading	提单
commission agent	委托代理人
letter of credit	信用证
customs clearance	清关

Reading Comprehension of the Text

A. Answer the following questions.

1. What is a freight forwarder's original duty?
2. In what way do the international trade and different modes of transportation widen the scope of a freight forwarder's services?
3. What services does a forwarder provide on behalf of a consignor or an exporter?
4. What services does a forwarder provide on behalf of a consignee or an importer?
5. What does transshipment mean?
6. What is the relationship between a consignor and a consignee in foreign trade?
7. What are the different modes of transport?
8. What is the Forwarders' Certificate of Receipt?
9. Who generally arranges the insurance of goods?
10. Do the carrier and consignor play the same role in foreign trade? Why?

B. Decide whether the following statements are true or false. Write "T" for true and "F" for false.

1. A freight forwarder was an agent performing on behalf of the exporter routine tasks such as loading/discharging of goods.
2. The expansion of international trade, to a certain degree, enlarged the scope of a forwarder's service.
3. The services that a freight forwarder provides may often cover both routine and basic tasks such as the booking of space.
4. The forwarder should always arrange warehousing of the goods on behalf of the consignor.

5. The forwarders, on behalf of the consignee (importer), would arrange customs clearance and pay duties, fees and other charges to the customs and other public authorities.
6. A freight forwarder plays an important role in international trade and transport.
7. The freight forwarder provides all kinds of services all by himself.
8. The freight forwarder, on behalf of the importer, has the right to deliver the cleared goods to the consignee.
9. The freight forwarder cannot assist the consignor in pursuing claims against the carrier for loss of the goods or for damage to them.
10. The freight forwarder, on behalf of the consignor, can issue the Forwarders' Certificate of Receipt and the Forwarders' Certificate of Transport.

Supplementary Terms and Expressions

special cargoes	特殊货物
project cargoes	工程货物
heavy crane	重吊
customs terminal	海关站
trade terms	贸易条款
trade contract	贸易合同
general cargo	杂货
transit operations	运输过程

Exercises

I. Vocabulary

A. Match the words or phrases in column A with the definitions in column B.

A	B
1. freight	a. cargo
2. expansion	b. discharge
3. scope	c. commodity
4. render	d. help

- | | |
|--------------|----------------|
| 5. contract | e. agent |
| 6. charges | f. provide |
| 7. assist | g. fees |
| 8. goods | h. development |
| 9. forwarder | i. area |
| 10. unload | j. agreement |

B. Fill in the blanks with appropriate words.

<i>reject</i>	<i>enjoy</i>	<i>rather</i>	<i>that</i>	<i>practice</i>
<i>formulation</i>	<i>forwarder</i>	<i>subject</i>	<i>from</i>	<i>damage</i>

In the 1 _____ of standard trading conditions, however, freight forwarders 2 _____ a significant amount of freedom to contract out of responsibility which, otherwise, they would have to assume. In common law, a freight 3 _____ acting as a carrier (for example, when he undertakes to provide road transport himself) is a "common carrier" and is 4 _____ to "strict liability", e. g. , he is liable for loss of or damage to goods except when such loss or 5 _____ is caused by an inherent vice (that is, a defect) of the goods, acts of God or other factors for which he is exempted 6 _____ liability under "common law".

In actual 7 _____, a freight forwarder avoids such strict liability by stipulating in the standard trading conditions that he is not a "common carrier". Moreover, the fact 8 _____ forwarders invariably reserve the right to accept or 9 _____ shipments rather than hold themselves out to accept any goods offered for shipment lends support to their stand that they normally function in the capacity to private carriers 10 _____ than common carriers.

II . Reading Practice

Legal status of a freight forwarder

Common law countries

In the absence of international legislation in the field of freight forwarding, the legal status of a freight forwarder varies from country to country depending on the legal system in each country. Generally speaking, in common law countries (where traditional usage and