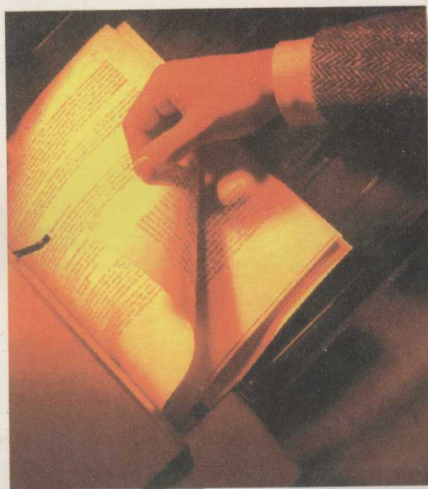


商贸英语

BUSINESS ENGLISH 900

郑玉琪



900句

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东南大学出版社

41.687/1396

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内容提要

本书的内容涉及外贸实务的推销、询价、报价、还价、佣金、订货、谈判、合同、代理、保险、包装、装运、付款方式、索赔、广告、海关申报与检查、技术合作等各个环节, 900 句商贸英语使用广泛, 语言规范, 极易上口和操练。本书可用作外贸英语(口语)教材或辅助教材, 也可作为必备工具书查阅。

读者对象: 外贸工作者、大中专院校(外贸专业)学生、外贸英语(口语)培训班学员及其他外贸英语(口语)学习者。

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商贸英语 900 句

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东南大学出版社出版发行

(南京四牌楼 2 号 邮编 210096)

东南大学激光照排中心排版

江苏省新华书店经销

溧阳市印刷厂印刷

*

开本 787×1092 毫米 1/32 印张 7.75 字数 188 千

1996 年 9 月第 1 版 1996 年 9 月第 1 次印刷

印数: 1—4000 册

ISBN 7—81050—160—7/H·13

定价: 9.50 元

(凡因印装质量问题, 可直接向承印厂调换)

前 言

前 言

在对外贸易交往中,外贸工作者既要具备丰富的国际贸易知识,掌握娴熟的谈判技巧,还要具有扎实的外贸英语基础,能用英语直接同外商进行交际。外贸英语面广量大,如果按部就班地从头学起,则要耗费较多的时间和精力。为了帮助广大商贸工作者和商贸英语爱好者在较短的时间内熟悉和掌握常用商贸英语句型,收到事半功倍的成效,作者编写了这本《商贸英语 900 句》。

《商贸英语 900 句》突出广泛性、实用性和针对性。书中选编的 900 个英语句型广泛应用于外贸文献、函电和洽谈中,内容涉及接待客人、安排事宜、日常办公业务、商务电话、制定日程、推销、询价、报价与还价、佣金、订货、谈判与合同、付款方式、代理、包装、装运、货物保险、海关申报与检查、广告、索赔与仲裁、技术合作等一系列外贸实务环节,可以边学边用,学用结合,在实践中巩固已学知识。

本书共有 20 节,每节均包括商贸英语套话(含注释)、商贸英语会话和句型操练三个部分。商贸英语套话每节 45 句,浅显易懂,可直接应用于商贸洽谈和商务交往,也可用于句型操练,举一反三。套话后的注释部分主要针对该节中出现的常用商贸术语作出简明扼要的说明,同时也解释一部分较难的词组或句法结构,并配有例句。商贸英语会话结合本节涉及的外贸专业知识,尽量采用前面出现的商贸英语套话编写而成。每节包括四段情景对话,侧重点各不相同,短小精悍,突出口语特点,便于模仿。句型操练部分含两至三项练习,内容均选自本节中的商贸英语套

前 言

话,涉及交际功能、语言词汇和句法结构等。练习采用问答式和替换式,重复率高,简单易学。为了便于读者自学,套话、会话和注释中的例句均配有汉语译文。

本书中的部分句子选自东南大学出版社1993年9月出版的《实用外贸英语手册》(作者:郑玉琪、邹长征、左晓岚),谨向该书的另两位作者致以衷心的感谢。

限于作者水平,书中疏漏之处在所难免,恳请读者多多指教。

编 者

于东南大学外语系

1995年3月

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1 RECEIVING VISITORS

接待客人

I Useful Expressions

1. Excuse me, but are you Mr. Smith from Australia?
请问, 您是从澳大利亚来的史密斯先生吗?
2. How do you do, Mr. Zhang? Glad to meet you.
您好, 张先生, 见到您很高兴。
3. How are things going with you?
你过得怎么样?
4. Can't complain.
还过得去。
5. What can I do for you?
我能为您效劳吗?
6. I'll be all right by tomorrow and ready for business.
明天我就会恢复过来, 准备商谈业务了。
7. Will you be free on Friday?
星期五你有空吗?
8. I'd like to drop by today to talk over our contract.
我想今天顺便来找你谈谈我们的合同。
9. I have an appointment with the Sales Manager at 10:00.
我和销售经理 10:00 有个约会。
10. I hope to see you in my office next Friday.
我希望下周五在我的办公室里见您。
11. Do you mind if I call on you tomorrow?

我明天来找您行吗？

12. I have something urgent on Wednesday, so the appointment will have to be cancelled.
星期三我有急事，所以约见只好取消了。
13. Would it be convenient to see you next Tuesday?
下周二见您方便吗？
14. I have a previous engagement at 6:30.
6:30 我已有约会。
15. I'd like an appointment for tomorrow morning.
我想约在明天上午。
16. I'm afraid I won't be free on Tuesday.
恐怕我星期二没空。
17. I won't have anything particular on Monday.
星期一我没什么特别的事。
18. I'm sorry, but I won't be able to see you this afternoon.
对不起，我今天下午不能见您了。
19. I'm sorry to inconvenience you, but we have to postpone our meeting.
很抱歉使您感到不便，但我们不得不推迟我们的会议。
20. I wonder whether the manager could spare me half an hour tomorrow to talk about the transaction.
不知经理明天能否给我半个小时的时间谈谈这笔生意。
21. He's available on Tuesday or Friday.
星期二或星期五他在。
22. My office hours are 8:30 to 11:30.
我的办公时间是 8:30 到 11:30。
23. I'm afraid we'll have to change our appointment.

恐怕我们得改变我们的预约了。

24. I'd like to make an appointment with you.

我想和您约一个时间见面。

25. I couldn't make it this week.

这星期我抽不出空。

26. About our appointment for tomorrow, I wonder whether we could change it from 8:00 to 8:30.

关于我们明天的约会,不知能否从 8:00 改为 8:30?

27. What's your family name?

您姓什么?

28. Could you please give me your name, sir?

先生,请告诉我您的名字好吗?

29. We come here today, hoping to enter into business with you.

我们今天到这里来是希望和你们做生意。

30. Here is your invitation card.

这是给你们的请帖。

31. We are going to give a dinner party at Jinling Hotel this evening and would like to invite you all.

今晚我们在金陵饭店请客,请各位光临。

32. Do you like to have Chinese food or Western food?

你们要中餐还是西餐?

33. These dishes look delicious. I'm sure they will be to my taste.

这些菜看起来味道不错,一定会对我的口味的!

34. Let's drink to our friendly relations.

让我们为我们之间的友好关系干杯!

35. Let me propose a toast to the success of our negotiations.
我提议为我们的洽谈成功干杯!
36. I propose a toast to the health of all the guests.
我提议为所有来宾的健康干杯!
37. Let me help you to the roast duck.
我给您夹块烤鸭。
38. Please make yourself at home.
请别客气。
39. Please don't stand on ceremony.
请不必拘礼。
40. Please help yourself to whatever you like.
请挑您喜欢的菜吃。
41. It's really delicious, but I couldn't eat any more.
这味道的确很好,但是我一点也吃不下去了。
42. I hope everything goes well.
希望诸事顺利。
43. I'd like to say good-bye to you all.
我想向你们大家告别了。
44. I look forward to seeing you again.
我希望不久再见到您。
45. Good-bye and thank you for all you've done for me.
再见了,谢谢您为我所做的一切。

Notes

1. Excuse me, but are you Mr. Smith from Australia? 此句中的 Excuse me 是向陌生人提问时所用的客套语,目的在于引起对方注意。e.g. "Excuse me," he said, "but is there a fairly cheap restaurant near here?" ("请问,"他说道,"附近有便宜一点的餐馆吗?") Excuse me 也可用于表示不同意别人观点或持有不同的观点,或在打扰和打断别人时表示道歉。e.g. Ex-

cuse me, but with all respect, I think you have misunderstood. (对不起, 我完全尊重你, 但我想你误解了。) Excuse me for disturbing you at home. (请原谅我在您家里打扰您。)

2. How do you do, Mr. Zhang? 与人初次见面时打招呼用 How do you do, 回答也用 How do you do. 熟人之间问候对方健康可用 How are you, 分别一段时间后互致问候时用 How's everything 或 How are things (going) with you.
3. Can't complain. 此句中的主语 I 被省略, 口语中常常省略根据上下文不难理解的词语, 又如: Haven't seen you for a long time. (好久不见了。)
4. What can I do for you? 此句用于主动给别人提供帮助, 类似的句子还有 Can I help you? (我能帮助您吗?)
5. I'd like to drop by today to talk over our contract. I'd like to 是 I would like to 的缩写形式, 表达想做某事的愿望。e. g. I'd like to change my room and go somewhere else but it's so cheap where I am. (我想换个房间, 搬到别的地方去, 但我现在的住处又是如此便宜。) drop by 表示顺便走访(某人), 也可用 drop round. e. g. I'll drop by when I've finished the shopping. (我买完东西后顺便来看看你。)
6. I have an appointment with the Sales Manager at 10:00. 与人洽谈外贸业务, 一般须经事先约定, 不能贸然造访, 以免浪费时间或引起尴尬。表示约会的常用词组如下:

make an appointment	预约
fix an appointment with sb.	与某人约会
keep one's appointment	守约
fulfil an appointment	践约
break an appointment	失约
cancel an appointment	取消约会

7. He's available on Tuesday or Friday. available 表示某人在, 不太忙, 可以与某人见面交谈。e. g. The doctor is not available now. (医生现在没有空。)
8. I couldn't make it this week. make it 是固定词组, 这里的意思是“能接受邀请, 按时赴约”。e. g. Come round for drinks on Sunday, about 5:00. Can you make it? (星期天五点左右来喝几杯, 你能来吗?) make it 还可表示成功地做某事。e. g. After failing the exams three times, I realized I'd never make it in accountancy. (三次考试失败以后, 我意识到我永远也做不了会计工作。)
9. What's your family name? family name 指姓氏, 又称为 surname. 西方人

的名字为 first name 或 given name, 有的人在 first name 和 family name 之间还有一个 middle name. e. g. James Michael Parks

10. Please help yourself to whatever you like. help oneself to food or drink: 为自己夹菜或斟酒; help sb. to food or drink: 给别人夹菜或斟酒。

II Dialogues

(1)

A: Hello, John!

你好, 约翰!

B: Hello, Mary! Haven't seen you for a long time. How are things going with you?

你好, 玛丽! 好久不见了, 你过得怎么样?

A: Very well indeed, thank you. I just returned from a business trip. And how are you?

确实很好, 谢谢。我刚出差回来。你好吗?

B: Can't complain, thanks. Remember me to Robert.

还过得去, 谢谢。代我问候罗伯特。

A: Sure, thanks. Bye-bye.

一定办到, 谢谢。再见!

B: Bye.

再见!

(2)

A: Good morning, sir. What can I do for you?

早上好, 先生。我能为您效劳吗?

B: Good morning. I'd like to see the manager.

早上好。我想见经理。

A: Have you made an appointment?

事先约过吗?

B: Yes, 10 o'clock this morning.

是的，今天上午 10 点。

A: I see. May I have your name, please?

明白了。请告诉我您的尊姓大名好吗？

B: Kerry White. I'm from the Ocean Shipping Company.

克里·怀特，我是远洋运输公司的。

A: Oh, yes. The manager is waiting for you at his office. I'll show you there.

噢，对了。经理正在办公室等您，我带您去。

B: Thanks a lot.

多谢。

(3)

A: Good afternoon. Can I help you?

下午好，您有事吗？

B: Yes, I'd like to see someone here about a new product our firm has developed.

是的，我想见见贵公司某人，介绍一下我们公司开发的一项新产品。

A: Do you have an appointment?

您约过吗？

B: No, I'm afraid not, but I'm sure someone in your accounting section would be interested in seeing what I have to offer.

没有，我没有约。不过我相信贵会计科一定会对我们的新产品感兴趣的。

A: I'm sorry, but all equipment purchase is handled by Mrs. Andrews in the ordering section. Let me take you to her office.

对不起，所有购置设备事宜都由采购科的安德鲁斯女士负责。我带您去她的办公室吧。

B: Many thanks.

多谢。

(4)

A: Excuse me, sir, but are you Mr. Michael Smith from the United States of America?

请问先生，您是美国来的迈克尔·史密斯先生吗？

B: Yes, but I don't think we've met each other before.

没错，但是我想我们以前没有见过面吧。

A: No. My name is Zheng Qing. This is my card. I'm from the Textiles Import and Export Corporation. I've come here to meet you on behalf of the Corporation.

没有。我叫郑清，这是我的名片。我是纺织品进出口公司的，代表公司来迎接您。

B: Thank you very much. This is the first time I have been in China. I hope to establish a firm business relationship with your corporation.

非常感谢。这是我第一次来中国，我希望和贵公司建立牢固的业务关系。

A: I'm sure we'll have a pleasant cooperation. You must be very tired from a long journey. I'll accompany you to the guest house first.

我肯定我们的合作将是令人愉快的。经过长途旅行，您一定很累了。我先陪您去宾馆吧。

B: Many thanks for your considerateness.

非常感谢您的周到考虑。

III Exercises

Exercise 1 mind + 从句；动名词；复合结构

Do you mind if I close the window?

No, not at all.

Would you mind if I took one of the pictures as a keepsake?

Certainly not.

You mustn't mind if they are strict with you.

Of course not.

I'm sure she wouldn't mind your going with us.

Really?

I don't mind you joking.

Thank you.

I don't mind whatever you do.

It's very kind of you.

I don't mind whether they agree or not.

Neither do I.

Would you mind passing me the book?

No, not at all.

Exercise 2

I'd like to do sth.

What can I do for you?

I'd like to leave a message.

What would you like to do?

I'd like to see the General Manager now.

Is there anything else you want to do?

Yes, I'd like to sign the contract with you today.

What do you want to do?

I'd like to be a salesman.

Can I help you?

Yes, please. I'd like to apply for the position of Sales Manager

in your company.

Well, what do we do next?

I'd like to have taken you round the radio factory, but I must fulfil an appointment.

I'd like to establish a long-term business relationship with your corporation.

Thank you for your kindness.

Exercise 3 wonder + 从句

I wonder what these products are.

They are new electronic devices.

I wonder if you have got our business letter dated April 25 from Nanjing.

Yes, we have.

I wonder how you came to miss our advertisement for skilled workers.

Sorry, I forgot to buy the paper yesterday.

She wondered why they hadn't ordered the new-type air-conditioners.

Because they knew little about the new device.

I wonder whether you would mind starting our business negotiation from next week.

Certainly not.

I was wondering if you would open the L/C now.

Yes, I'll do that.

They wondered what they should do if they couldn't deliver the goods in time.

They should compensate for the customer's loss.