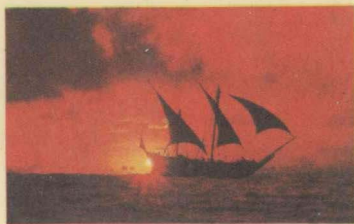


实用外贸英语手册

郑玉琪 邹长征 左晓岚

东南大学出版社



You will be interested to hear that we have the best-quality diamond of the kind you last year at the lowest price and 100 pieces. We are pleased to supply you with 100 carat.

With the increase of the demand for diamonds, the price has risen conspicuously this spring, the nearest to the previous price, so we recommend you to take advantage of which is firm for a week only. Yours faithfully,

We received today an inquiry from Nanjing concerning the supply of diamonds. Therefore, please let us have five minutes to see if we can pass on the information.

We would like to mention that we have made a large number of diamonds made in Europe over the past five years. We will make every effort to quote at a competitive rate.

Your prompt reply would be appreciated.

Yours faithfully,

As your name and address are listed in the Yellow Pages, we can be contacted by telephone.

ing to you with a desire to establish a long-term relationship.

We are one of the leading diamond suppliers in the world, and are enjoying an excellent reputation for our services and the excellent quality of our products. If you need more objective information, please direct all inquiries to Banlun. We are looking forward to your order, and we can offer a further supply of diamonds of the same quality as that supplied previously. The total amount is 2,000 carat, and we are pleased to supply to you at \$100 per carat.

general retail costs which become much lower. At present, the price of diamonds at consignment will be much lower than the prompt advantage of this offer.

Many of our trade connections are interested in wrist watches in large quantities. We would like to know all details of your products so that we can make a selection.

We are sure that the connections concerned will place regular orders with various goods. We have been in the business for 10 years, and we would ask you to quote at a competitive rate to secure the business.

We are appreciated.

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实用外贸英语手册

A HANDBOOK FOR PRACTICAL FOREIGN
TRADE ENGLISH

郑玉琪 邹长征 左晓岚



东南大学出版社

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内 容 简 介

本书的内容针对外贸业务实际,涉及外贸谈判、订货、保险、海运、索赔、仲裁等各个方面,具有很强的实用性。语言力求口语化,用词规范地道,极易上口和操练。全书中英文对照,便于阅读,可作为必备工具书查阅,也可用作外贸口语的辅助教材。本书录音带由美籍专家配制。

读者对象:外贸工作人员、大中专院校学生、外贸口语培训班学员及其他外贸英语(口语)学习者。

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凡属印装质量问题请直接向承印厂调换

前 言

对外贸易的蓬勃发展促进了国际领域的商品流通,加强了国与国之间的商务交往,同时也大大加快了我国社会主义市场经济与世界经济的接轨进程。在这种形势下,除外贸工作者外,越来越多的人对外贸英语,尤其是外贸口语,逐渐产生了浓厚的兴趣,迫切希望通过参加培训班、自学、查阅工具书等手段打好一定的外贸知识基础。正是为了适应这样的实际需要,我们编写了《实用外贸英语手册》一书。

《实用外贸英语手册》突出实用性、针对性和口语化。本书的内容与外贸实务密切结合,涉及接待客人、技术合作、安排事宜、书写信函、商务电话、询价、报价与还价、推销、谈判与合同、订货、付款条件、货物保险、包装与海运、索赔与仲裁等一系列环节,深入浅出,通俗易懂。

本书每一节均包括外贸英语会话、外贸英语套话和常用外贸英语词汇三个部分。外贸英语会话结合外贸专业知识,用浅显地道的英语口语编写而成,便于模仿。每节含一至二个情景对话,长短适中,并具有一定的趣味性。外贸英语套话是指根据每节内容所编写的常用表达方式,每节约40句左右,可直接在外贸洽谈和商务交往中使用,也可据此进行句型操练。常用外贸英语词汇同样按类编写,包括单词和词组,中英文对照,按英语字母顺序排列。为了便于读者自学,会话和套话均配有汉语译文。书后附

有贸易信函实例、缩略语、世界 60 家商业银行、世界各国主要对外贸易组织、机构和世界货币。

由于本书编写仓促，编者的外贸知识和编写水平有限，书中必定存在着错谬之处，请广大读者不吝赐教。

编 者

于东南大学外语系

1993. 7

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1 RECEIVING VISITORS

接待客人

I Dialogue

A: Good morning.
早上好。

B: Good morning, sir. I'm the receptionist of the Light Industrial Products Import and Export Corporation. Can I help you?
早上好, 先生。我是轻工业产品进出口公司的接待人员。您有事吗?

A: Yes, please. I have an appointment with the Sales Manager Mr Gage at 10:30.
是的, 我与销售部经理盖奇先生 10 点半有个约会。

B: May I have your name please?
请告诉我您的名字好吗?

A: Black. Peter Black. I'm from the Northern Star Bicycle Factory.
布莱克。彼得·布莱克。我是北极星自行车厂的。

B: Oh, yes. Please take a seat, Mr Black. I'll phone Mr Gage's office.

噢, 对了。布莱克先生, 请坐。我给盖齐先生办公室挂电话。

A: Thank you. (Michel dials)
谢谢。(米歇尔拨号)

C: Mr Gage's office.
盖齐先生办公室。

B: Hello, Mary. This is Reception. Mr Black is here for his 10:30 appointment with Mr Gage.
你好, 玛丽, 我是接待处。布莱克先生已经来了, 他和盖齐先生 10 点半有个约会。

C: Mr Black?
布莱克先生?

B: Yes, he's from the Northern Star Bicycle Factory.
对, 他是北极星自行车厂的。

C: Oh, yes, that's right. Mr Gage is expecting him. He's in Room 412 on the fourth floor. Please ask Mr Black to come upstairs right now.
噢, 不错。盖齐先生正在等他。他在四楼 412 房间, 请布莱克先生上楼吧。

B: Thanks. (Replaces the phone) Mr Black, would you please go upstairs to Room 412 on the fourth floor? Mr Gage is expecting you at the office.

谢谢。(放下电话) 布莱克先生, 请您到四楼 412 房间去, 盖齐先生正在办公室等您。

A: Room 412 on the fourth floor.
四楼 412 房间。

B: Right. The stairs are on the left, but there's an elevator at the end of the corridor.

对, 楼梯在左边, 不过走廊顶头有电梯。

A: Thanks a lot. I think I'll take the elevator.

多谢。我想我还是乘电梯吧。

B: Bye-bye!

再见!

II 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. Did you have a nice trip?
旅途愉快吗?
4. 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。
5. Can I help you?
您有事吗?
6. What can I do for you?
我能为您效劳吗?
7. Haven't seen you for a long time.
好久不见了。
8. Pleased to meet you again.
很高兴又见到您。
9. Fancy seeing you here.
真想不到在这儿见到您。
10. How are things going with you?
你过得怎么样?
11. How's everything?
一切都好吗?
12. Can't complain.

还过得去。

13. Not too bad, thanks.
并不太坏, 谢谢。
14. I'm very well indeed, thank you.
我确实很好, 谢谢你。
15. I have an appointment with the Sales Manager at 10:00.
我和销售部经理 10 点钟有个约会。
16. Can Mr David see me today?
戴维先生今天能见我吗?
17. Do you mind if I call on you tomorrow?
我明天来找你行吗?
18. I hope to see you in my office next Friday.
我希望下周五在我的办公室里见你。
19. 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。
20. Will Mr Wang be able to see me now?
王先生现在能见我吗?
21. Will you be free on Friday?
星期五你有空吗?

22. Would it be convenient to see you next Tuesday?
下周二见你方便吗?
23. 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。
24. I'd like an appointment for tomorrow morning.
我想约在明天上午。
25. I'd like to make an appointment with you.
我想和您约一个时间见面。
26. He's available on Tuesday or Friday.
星期二或星期五他在。
27. I won't have anything particular on Monday.
星期一我没什么特别的事。
28. My office hours are 8:30 to 11:30.
我的办公时间是八点半到十一点半。
29. I couldn't make it this week.
这星期我抽不出空。
30. I'm afraid I won't be free on Tuesday.
恐怕我星期二没空。

31. I have a previous engagement at 6:30.
六点半我已有约会。
32. I'm afraid we'll have to change our appointment.
恐怕我们得改变我们的约会了。
33. I'm sorry, but I won't be able to see you this afternoon.
对不起, 今天下午我不能见你了。
34. About our appointment for tomorrow, I wonder whether we could change it from 8:00 to 8:30.
关于明天我们的约会, 不知能否从八点改为八点半。
35. 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。
36. I have something urgent on Wednesday, so the appointment will have to be cancelled.
星期三我有急事, 所以约会只好取消了。
37. Could you please give me your name, sir?
先生, 请告诉我您的名字好吗?
38. What's your family name?
您姓什么?

39. What's your full name?
你的全名叫什么?
40. May I know your name?
请问尊姓大名?
41. 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。
42. Our manager would like to invite you to a dinner party this evening at the Sichuang Restaurant.
今天晚上我们经理想请你们去四川饭店吃饭。
43. We are going to give a dinner party at the 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。
44. Here is your invitation card.
这是给你们的请帖。
45. Thank you for your invitation.
谢谢您的邀请。
46. Do you like to have Chinese food or Western food?
你们要中餐还是西餐?
47. Do you like your steak well-done or underdone?

您喜欢牛排煮得老一点还是嫩一点？

48. Medium rare, please!

请稍嫩些！

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

这些菜肴看起来味道很不错，一定会对我的口味的！

50. I propose a toast to the health of all the guests.

我提议为所有来宾的健康干杯！

51. Let me propose a toast to the success of our negotiations.

我提议为我们的洽谈成功干杯！

52. Let's drink to our friendly relations.

让我们为我们之间的友好关系干杯！

53. Please don't stand on ceremony.

请不必拘礼。

54. Please make yourself at home.

请别客气。

55. Please help yourself to whatever you like.

请挑您喜欢的菜吃。

56. Let me help you to the roast duck.

我给您夹块烤鸭。

57. 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。
58. Well, maybe I could manage some more soup.
好吧,也许我可以再喝点汤。
59. Good-bye and thank you for all you've done for me.
再见了,谢谢你为我所做的一切。
60. I hope everything goes well.
希望诸事顺利。
61. I look forward to seeing you again.
我盼望不久再见到您。
62. I'd like to say good-bye to you all.
我想向你们大家告别了。

III Vocabulary

appointment	n.	约会
assistant manager		助理
available	a.	可供应的;可得到的;人在场的
branch manager		分公司经理
branch office		分公司