



# 国际贸易英文函电

(修订版)

武振山 著

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东北财经大学出版社



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网 址: <http://www.dufep.com.cn>

读者信箱: [dufep@mail.dlptt.ln.cn](mailto:dufep@mail.dlptt.ln.cn)

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## 再版说明

为了满足广大读者的需要，利用再版的机会，对全书进行了修订，并增加了 The Contract 和 Vocabulary 两部分。

作 者

2000 年 5 月

## 前 言

在国际贸易中，一笔交易，除当面洽谈外，通常是采用书信、电报、电传和传真等方式进行洽商，最终达成协议，签订合同，以确立合同当事人之间的经济关系。因此，函电仍是进行国际贸易的一种重要的通讯手段。

本书共分三部分：书信、电报和电传，是按照实际交易程序编写的，如建立业务关系、询价、报价、还价、接受、开证、保险、租船订舱、索赔和理赔等。每部分包括课文、单词与注释、常用语句和练习。全书中、英文对照，并有练习答案。

本书集国际经贸实务、英文和中文于一体，汲取了国内外同类书的一些新成果，紧密结合我国外经贸业务实际，总结和归纳了国际经贸业务中常用术语、常用短语、句型结构和缩略语。本书实用性强，具有工具书的特点，并可作教材和自学用书。

武晓力参加了本书的编写工作。

由于本人水平所限，谬误在所难免，望批评指正。

作 者

1991.9.15

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# Part One The Business Letter

## Unit 1 Business Letter-Writing

### I Business Letter-Writing

国际贸易书信是国际贸易活动的重要通讯方式。尽管随着科学技术的发展，电话、电报、电传和传真等通讯手段正广泛用于国际经济交往和贸易活动中，但是，国际贸易书信仍然具有特殊的重要性。

撰写国际贸易书信，一般应注意以下几点：

1. 准确：信的内容应力求目的明确，针对性强，清楚地表明或回答一方的要求、希望、兴趣和问题。

2. 语气：信欲达到的目的不同，其语气也有所区别。根据需要可采用说服、辩解、道歉、恳切、坚定等语气。写信要注意礼貌，不要盛气凌人，避免命令和粗鲁。

3. 自然：信要写得自然、由衷，用自己的语言、风格和方式，自然流畅地阐述要说明的问题。

4. 完整：尽管信的文体、语气和内容等有所不同，但阐述的问题必须完整、具体，避免模糊、笼统，使人一目了然，能得出准确、完整的概念。

5. 避免赘词：信要写得扼要，直接了当。所用词句应尽量简单明了，力求避免累赘冗长。信中应尽量避免：

(1) 不必要的形容词和副词，如下例中划线的词：

The question is under active consideration.

The invoice is definitely correct.

I rather think the price is too high.

The true facts are as stated.

We face a real danger.

We enclose herewith.

(2) 不必要的介词短语:

Instead of

We are writing with reference to

The information is needed in connection with

We shall be in a position to

In the course of the next few days

Say

about

for

able

during

(3) 铺张词藻。如下类短语:

It will be appreciated that...

It should be noted that...

I am to point out that...

(4) 使用被动语态:

Instead of

Say

He was granted a loan of  
£ 50 by us.

We granted him a loan of  
£ 50.

Payment of their account will  
be made by Greens next  
month.

Greens will pay their account  
next month.

(5) 商业癖语:

Instead of

Say

Openings:

We are in receipt of

We beg to acknowledge

We have to acknowledge

We have received

We beg to inform you

We are writing to inform you

We beg to thank you

We thank you

Your esteemed favour to hand

Your letter to hand

Yours to hand

} We have received your letter

### Endings:

The favour of your early  
reply will oblige me.

I shall be glad to hear from  
you soon

Assuring you of our best  
attention at all times,  
we beg to remain,

We assure you of our best  
attention at all times.

Awaiting the favour of your  
early reply, we remain,

We are awaiting your early  
reply.

### Miscellaneous:

Instead of  
as per  
enclosed please find  
  
inst., prox., ult.  
if it is within our power  
it will be our constant aim  
of even date  
only too pleased to  
per  
please be good enough to  
advise us

Say  
according to  
I (We) enclose (are  
enclosing)  
(name the month)  
if we can  
we shall try  
of today  
very glad to  
by  
please tell us

same

take an early opportunity

take into consideration

under consideration

yesterday's date

your communication

your good self

your favour

yours of the 15th

under separate cover

Your letter, the goods,

etc.

act promptly

consider

being dealt with

yesterday

your letter, phone message,

etc.

you

your letter

your letter of the 15th

separately, or better still,

by registered post, etc.

(6) 重复和罗嗦:

①语言不简洁易懂。

Instead of

accomplish

approximately

communication

purchase

request

require

terminate

utilize

Say

do

about

letter

buy

ask

need

end

use

在可能情况下, 请选用 (B)。

(A)

(B)

Will you be good enough to

in the near future

please.

soon

at the present time	now
come to a decision	decide
express a preference for	prefer
for the reason that	because
Every consideration will be given to your request.	Your request will be carefully considered.
We will execute your order expeditiously.	We will fulfil your order promptly.
It gives me much pleasure to inform you.	I am pleased to tell you.
We do not anticipate any increase in prices.	We do not expect prices to rise.

②重复使用一个主要词，而其含义不同。

How do you account for the fact (explain the fact) that the ac-  
count is wrong?

We shall take a firm line (strong line) with the firm's represen-  
tative.

Please quote your best price (lowest price) for your best quality  
coat.

③使用抽象词义的词。

Instead of	Say
We have no hesitation in advising you	We advise you
The preparation of new salary scales is in hand.	New salary scales are being prepared.
Please inform us of the present position.	Please inform us how matters now stand.
Due to the unusual nature	As the request is unusual

of the request

信写好打印出以后，应从以下几方面认真审阅一遍：

- 信是否符合格式，整洁美观；
- 拼写是否正确，标点符号的使用是否得当；
- 内容是否完整，资料是否准确；
- 内容是否简洁、清楚，语气是否得当；
- 收信人读了信之后，能否得到完整、准确的概念；
- 如果自己是收信人，看了此信后能否满意。

国际贸易书信的文字日趋口语化，简单明了，有些词语逐渐被淘汰。但考虑到书信语言发展的特点和实际情况，在本书的书信中仍然使用了某些被认为过时了的，而在实际业务中仍为人们所使用的词语。

## II Format and Structure of the Business Letter

1. 从结构上看，英文商业书信一般可分为 11 个部分：

- (1) 信头 (The Heading)：发信人的地址和发信日期。
- (2) 封内地址 (The Inside Address)：收信人的名称和地址。
- (3) 称呼 (The Salutation)
- (4) 事由 (The Subject Heading or Caption)
- (5) 开头语 (The Opening Sentence)
- (6) 信的正文 (The Body of the Letter)
- (7) 结尾语 (The Closing Sentence)
- (8) 结束语 (The Complimentary Close)
- (9) 签名 (The Signature)
- (10) 附件 (The Enclosure)
- (11) 再启 (The Postscript)

第 (1) 至第 (9) 项是信的主要组成部分，一般不可缺。第 (10)、(11) 两项视实际需要，可有可无。至于编号 (Serial Num-

ber)、查号 (Reference Number) 及主办人代号 (Identification Mark) 等, 可根据需要予以列入。

2. 从信的格式看, 可分成三种: 缩行式、平头式和混合式。

(1) 缩行式: 封内地址在分行时, 都比前一行缩进二格或三格; 信的正文, 每段开始一行都缩进若干格。

例如:

① China National Light Industrial Products

Import & Export Corporation,

Dalian Branch

110 Stalin Road

Dalian, China

April 12, 1999

Our Ref. No. ...

Your Ref. No. ...

② The Pakistan Trading Company,

15 Broad Street,

Karachi, Pakistan

③ Dear Sir,

④ Re: Chinese Light Industrial Products

⑤ We thank you for your letter of April 8 and shall be glad to enter into business relations with your firm.

⑥ As you know, it is our policy to trade with the people of all countries on the basis of equality and mutual benefit. We believe we shall be able, by joint efforts, to promote friendship as well as business.

We are sending you 3 pamphlets and a pricelist covering part of our exports. Please advise what articles you are interested in at present.

⑦ Your early reply will be highly appreciated.

⑧ Yours faithfully,

⑨ China National Light Industrial Products Import & Export  
Co., Dalian Branch.

... (Signature)

⑩ Encl.

(2) 平头式：每一段开始一行都与前一行取齐，一律不缩行。

例如：

① G. C. Williams Company Limited

48 Brushfield Street,

London

Our Ref. ...

Your Ref. ...

② China National Cereals, Oils and Foodstuffs

Import & Export Corporation

110 Stalin Road,

Dalian, China

③ Dear Sirs,

④ Re: Electric Fan

⑤ We are one of the largest importers of electric goods in this city  
and shall be pleased to establish business relations with you.

⑥ We are now interested in your electric fan, details as per our En-  
quiry Note No. 1345 attached, and shall be glad to receive your  
lowest quotation as soon as possible.

We would like to mention that if your price is attractive and deliv-  
ery date acceptable, we shall place our order with you immedi-  
ately.

⑦ We look forward to your early reply.

⑧

Yours faithfully,

⑨

G. C. Williams Company Limited

... (Signature)

⑩ Encl.

(3) 混合式：封内地址采用平头式，其他部分采用缩行式。

### 3. 信的组成部分

#### (1) 信头 (The Heading)

信中发信人的地址和发信日期等称为信头。信头一般包括发信人的姓名、地址、电报挂号、电传挂号、电话号码、经营项目、编号和查号等。

日期的几种写法：

April 11, 1998

12 Nov., 1998

1st October, 1998

May 25th, 1998

写日期时应注意：

·年份应写完整，如：不能用“98”代表“1998”。

·月份要用英文名称，不能用数字代替，如：不能用“9/4/98”代表“April 9, 1998”。

·月份名称可以缩写，如：January→Jan., February→Feb.。

·日期可用序数词或基数词，如：March 20, 1999 或 20th March, 1999, 人们趋向使用基数词。

#### (2) 封内地址 (The Inside Address)

受信人的行名地址一般位于信笺的左上方，在信头之下。封内地址与信封地址相同。写封内地址的目的是方便工作，便于归档与查阅。

#### (3) 称呼 (The Salutation)