

外经贸部人事教育劳动司 编著

外贸中专全国统编教材

中国对外经济贸易出版社

# 外贸英语

## Spoken English of Foreign Trade

# 口语



(修订本)

带音  
附录  
本书

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## 前 言

本教材是 1988 年版《外贸英语口语》(上册)和 1991 年版《外贸英语口语》(下册)(均为外贸中专全国统编教材)的修订本。修订本将原上、下两册合为一册。

随着我国对外经济贸易的发展,外贸教育也发生了很大变化,外贸中专学校需要一册更为实用、更具时代感的英语口语教材。新教材在保留原书优点的基础上,做了很大的改动:删去实用性不强的课;将内容重复或相关的课予以合并,合并后的各课保留了原课实用的内容;增编了“中国对外贸易和经济合作”,以及我贸易代表团赴国外访问等内容。

本教材仍以生活接待及出口业务谈判为主要内容,旨在培养学生的英语口语交际能力。

本教材具有以下特点:

1. 教材内容力求贴近实际,尽量采用有交际价值的语言,使其符合英语口语习惯。课文和练习的内容符合接待外商和外贸谈判的实际情况,句型、课文、练习等都是按业务交往的实际需要而编写的,有利于培养学生的日常生活接待和业务洽谈方面的口语交际能力。

2. 注重情景教学。无论生活接待还是业务谈判,所设计的情景,尽量符合交际实际。许多课文按照不同的情景设计成若干部分,使学生了解各种不同场合如何交际。课后练习中也设计有“角色扮演”等情景性练习项目。

3. 采用了“句型教学”的手段。把 Listen and Speak(句型听、说训练)置于课文前突出位置;而且,练习中也设计有句型操练项目。“句型教学”方法可使学生模仿英语的惯用句式,更快、更好地

学习说英语。

4. 听力和听说训练与口语训练相结合。在 Listen and Speak 句型操练中采用听力训练和听说训练的方法,有助于学习课文和练好英语口语。建议在学习课文前,在弄懂句型和例句的意思之后进行这一训练。训练时尽量不要看书,以求达到最佳的“听”的效果。

5. 注重“对白”及“独白”。学生练习英语口语,一是相互对话(可称为“对白”),二是自己表述(可称为“独白”)。按短文内容复述的练习题有助于增强学生整段叙述(“独白”)的能力,教学中也应操练好这类练习。

6. 扩大学生的词汇量。每课的 Additional Words and Expressions 栏是用来扩大学生英语词汇量的,或是供学生练习有关内容时从中选取单词和习语使用。

7. 本教材习题量较大,除各课的习题外,还附有“复习”练习(Revision)和“总复习”练习(General Revision)。这样,学生便能够大量、反复地操练已学的内容。

使用该教材请注意以下问题:

1. 由于题量大,部分习题可留在课外操练。  
2. “角色扮演”练习中设计的 Mr. ..., Ms. ..., Miss... 的角色,可互相更换,以便男女同学都可以操练。

3. 教材后附有练习参考答案。学生最好做完练习后再对答案。

4. 本教材没有具体的课时安排,教学进度可由教师酌情掌握。

本教材也可以供自学使用。教材配有录音带。

本书由隋思忠、王中砥主编。参编者:丁杨、丁晓鸿、林莉、周菲、姚范美、徐启慧。

我们希望新教材能起到让学生更快、更好地“开口”说英语的作用。同时,恳请广大读者对教材的不足之处给予批评指正,使之日臻完善。

编 者

2000 年 3 月

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## Lesson One

### Meeting a Foreign Businessman at the Airport and Accompanying Him to the Hotel

#### Listen and Speak

##### I. (Listen to me)

Excuse me, are you...? /Excuse me, but are you...? /  
Excuse me, aren't you...? /Excuse me, but aren't  
you...? /Excuse me, but which of you gentlemen is...? /  
Excuse me, you are..., aren't you?

(Read after me)

1. Excuse me, are you Mr. Johnson from the United States?
2. Excuse me, aren't you Mr. Hill from West Trading  
Company?
3. Excuse me, which of you gentlemen is Mr. Anderson?
4. Excuse me, but you are Mrs. Jones, aren't you?

##### II. (Listen to me)

Let me introduce... to... /May I introduce... to... /Allow  
me to introduce... to... /I'd like... to meet...

(Read after me)

1. Let me introduce my friend Bob to you.
2. May I introduce you to Mr. Chen?
3. Allow me to introduce Miss White to you.
4. I'd like you to meet our company's president (董事长, 总

裁)Mr. Brown.

**III. (Listen to me)**

We'd like you to ... /I'd like you to... /We should be so pleased if you could... /I should be so pleased if you could... /We'll be glad if you can... /I'll be glad if you can... /Would you like to...

**(Read after me)**

1. We'd like you to come to our Minifair.

2. I should be so pleased if you could come to the dinner party.

3. I'll be glad if you can spend an evening with us.

4. Would you like to come?

**IV. (Listen to me)**

It's kind of... to... /That's kind of... to... /It's nice of... to... /That's nice of... to...

**(Read after me)**

1. It's kind of your manager to invite me.

2. It's nice of you to do so much for me.

3. That's kind of you to have helped me.

4. That's nice of you to say so.

**V. (Listen to me)**

I wonder if you could... /I wonder if you would... /Could you...? /Would you help me with...? /May I trouble you to...?

**(Read after me)**

1. I wonder if you could ring me up in the evening.

2. Could you give me a hand?

3. Would you help me with my luggage?

4. May I trouble you to hold the door open for me? (麻烦您

扶一下门让它开着好吗?)

## Text

### I. Meeting a New Foreign Friend

(Mr. Liu and Mr. Chen are meeting a new foreign friend Mr. White at the airport. )

L: Excuse me, are you Mr. White from West Trading Company, London?

W: Yes, I am. So you are Mr. Liu from the Machinery Import and Export Corporation?

L: That's right. How do you do?

W: How do you do?

L: Now, let me introduce my colleague, Mr. Chen.

C: Glad to meet you.

W: Very Pleased to meet you.

L: Let us help you with your luggage.

W: Oh, thank you very much.

L: (waving) Taxi!

(in the taxi)

W: How far is it to the hotel?

C: A 20-minute drive.

L: Mr. White, we have reserved for you a single room with bath at the Peace Hotel. I think you'll like the room.

W: You are so considerate, Mr. Liu and Mr. Chen. Thank you for everything you have done for me.

L: It's a pleasure. By the way, we have arranged everything for your stay here. You will not only have business talks, but also have chances to go sightseeing and shopping.

W: I'm afraid time is very limited, because there are so many things to talk about. Do we really have any time for relaxation?

L: Yes, we do have.

W: I remember an English proverb: "Without labour there was no ease, no rest."

L: I remember another one: "All work and no play makes Jack a dull boy."

(They all laugh.)

(They arrive at the hotel and now in the room.)

W: Oh, the room is really nice. It faces a beautiful lake. The air is so fresh.

C: It's quiet here.

L: We'd like you to come to a dinner this evening.

W: With pleasure. What time will the dinner be?

L: At 7:00. I'll be back for you at 6:50. Our manager will wait for you in the dining room.

W: It's very kind of him.

L: You must be very tired. Have a good rest this afternoon. See you!

W: See you!

## **II. Meeting an Old Friend**

(Zhang Wei, a foreign trade salesman, meets his old friend Mr. Smith at the airport.)

S: Hello, Mr. Zhang.

Z: Hello, Mr. Smith.

S: How are you?

Z: Very well, thank you. And you?

S: Fine, thanks.

Z: Did you have a pleasant journey?

S: Yes, it was a smooth flight. I enjoyed the trip very much.  
(in the taxi)

S: Have you booked a room for me at the same hotel as last time? I like that hotel.

Z: Yes, I have booked a room in that hotel—the Victory Hotel.

S: Thanks. That's nice of you. By the way, I'll stay here for three days only. Then I am flying to Japan for some urgent business. I wonder if you could book a flight direct to Tokyo?

Z: Yes, certainly. I'll make the reservation right away.

S: Thank you, Zhang Wei.

Z: Not at all.

### New Words

corporation *n.* 公司; (美) 有限公司

company *n.* 公司

accompany *v.* 伴随, 陪同

colleague *n.* 同事

drive *n.* 驱车旅行; 旅程

reserve *v.* 预订

reservation *n.* 预订

(make a reservation 预订)

considerate *a.* 关切的, 体贴的; 考虑周到的

relaxation *n.* 休息; 娱乐

proverb *n.* 谚语

dull *a.* 呆笨的

book *v.* 预订

urgent *a.* 紧急的

## Phrases and Expressions

a single (double) room with bath

带有浴室的单人(双人)房间

a single (double) room without bath

不带浴室的单人(双人)房间

a smooth flight (一次)平稳的飞行

right away 马上,立刻

## Notes

1. Excuse me, ... 请原谅,劳驾。是用于与陌生人搭话的常用语,如:Excuse me, does this bus go to the zoo? /Excuse me, could you tell me how to get to the People's Park? 参见 *Listen and Speak I* 及例句。

2. How do you do? 你好! 用于初次见面时客套话,通常是两人在握手时说这句话。

How are you? 身体好吗? 熟人见面时打招呼的用语。回答时可用 Fine (或 Very well, Pretty well 等), thank you (或 thanks). And how are you? (或 And you? )。

Hello. /Hi. /Why, hello. 打招呼较随便的用语,意思是“你好”;也可以用作谈话的引子,如:A: Hi, Little Zhang! B: Why, hello, Mr. Smith! 又如:A: Hi, John, where have you been? I have been looking for you for a while. B: I have been to the exhibition hall.

3. Without labour, there was no ease, no rest.

(英语谚语)不干活,就没有安逸和休息。

4. All work and no play makes Jack a dull boy.

(英语谚语)只工作,不玩耍,杰克变成小傻瓜。或:只干不玩,变成呆汉。

5. We'd like you to (v.) 邀请人的用语。参见 *Listen and Speak III* 及例句。

6. It's kind (或 nice) of you (him, ...) to (v.) 意思是“谢谢你(他, ...)做了某事”,“你(他, ...)这样做我太感谢了”或“你(他, ...)这样做太客气了”。也可以用省略方式表达,即省去后面的 to (v.)。参见 *Listen and Speak IV* 及例句。

7. I wonder if you could (或 would)... 请求别人做某事的用语。参见 *Listen and Speak V* 及例句。

## Exercises

### I. Answer the questions to the text:

1. Which country is Mr. White from?
2. In which corporation do Mr. Liu and Mr. Chen work?
3. Did they meet Mr. White before?
4. Which hotel does Mr. White stay at?
5. Is Mr. White satisfied with the room he stays in?
6. Which hotel will Mr. Smith stop at?
7. How long will Mr. Smith stay for his business visit?
8. Where will he fly after his visit to China?

### II. Pattern drills in oral form:

1. Make a sentence using “We have reserved (or: booked)...” after the model:

Model: (a single room with bath)

We have reserved a single room with bath.

(1) (a single room without bath)

(2) (a double room with bath)

(3)(a double room without bath)

(4)(a flight to Beijing)

2. Make a sentence by using "the same... as..." after the model:

Model 1: (Mr. Jackson, stay, in, hotel, Mr. Smith)

Mr. Jackson stays in the same hotel as Mr. Smith.

(1)(I, work, in, company, he)

(2)(Miss Jones, travel, on, airplane, Miss Black)

Model 2: (we, buy, quantity, last year)

We want to buy the same quantity as last year.

(1)(they, order, products, last time)

(2)(ABC Co., put, advertisement in the local newspaper, last season)

### III. Substitution:

1. Excuse me, but are you Mr. White from New Jersey?

substitutes:

(Mr. Yu from Shanghai)

(Mrs. Brown from Sydney)

(Miss King from Modern Office Ltd. )

(Mr. Hill, John Hill from England)

2. I'd like you to come to the Spring Fair

substitutes:

(the Shenzhen Minifair(深圳小型交易会))

(the industrial fair(工业博览会) here)

(the exhibition)

(the World Exposition(万国博览会))

3. Let me introduce you to our manager.



substitutes: (my colleague	(you)
Xiao Yunhai)	
(our vice-manager	(your president
Mr. Zhou)	(董事长; 总经理, 总
	裁))
(you)	(assistant to manager
	(经理助理) of East
	Trading Ltd. )
(their sales	(your sub-manager
supervisor (销	(副经理, 协理))
售主任))	

4. It's kind of you to see me.

substitutes:

(That's nice) (Xiao Yu) (make the reservation)  
 (It's nice) (her) (have booked the ticket for me)  
 (That's very (you) (pick us up)  
 kind)

5. I wonder if you could help me with the heavy box.

substitutes:

(mail this letter for me)  
 (show me the sample (样品))  
 (call a taxi for us)

**IV . Fill in the blanks in oral form with a suitable word or suitable words to complete the sentences:**

1. (Mr. Wilson meets Mr. Xiao at the airport. )

Host: Excuse me, \_\_\_\_\_?

Visitor: Yes, and \_\_\_\_\_?

H: That's right. \_\_\_\_\_ you.

V: \_\_\_\_\_, too.

H: Can I \_\_\_\_\_ with your luggage?