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国际商务英语系列

国际金融英语口语

ENGLISH FOR INTERNATIONAL BANKING & FINANCE

徐雅琴 朱佩芬 韩晔辉 编著

上海交通大学出版社

内 容 提 要

本书不同于已出版的各种金融英语教材,侧重于银行间以及公司与银行间的业务关系。分十个单元,内容涵盖了现代银行体制、国际汇兑、银行与公司会谈、商讨条款、利率和服务费用、金融便利、贸易融资、项目筹资,以及金融新闻、金融业发展趋势和电子银行服务等。每个单元的三段对话内容相互关联,用词专业性强,贴近银行业务实际,语言地道规范,有利于学生学习和模仿。词汇表有助于学生理解、记忆和正确使用单词和词组。课文注释一方面为学生提供必要的背景知识;另一方面说明有些词汇的地道用法,简明实用。形式多样的练习与对话环环相扣,成为互相补充的有机整体。阅读材料大多选自最新原版书籍和报刊杂志,具有资料新、信息量大的特点,有助于扩展学生的视野。所收录的附录部分包括了2001年最新世界百家大银行排名等,具有较强的参考价值。

本书适用于财经经贸院校金融专业的学生,国内银行及外资银行的管理人员和职员,以及对金融英语感兴趣的同等水平的学习者。

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序 言

随着我国改革开放和社会主义市场经济体制的建设,商务英语越来越受到人们的重视。

商务英语(Business English 或 English for Business)是专门用途英语(English for Specific Purposes 或 English for Special Purposes, 简称 ESP)的一种。国外有的学者认为,专门用途英语是与某种特定专业、科目或目的相关联的英语。它有两个明显特点:一是有明确的特殊目的,应用于特定的职业领域;二是有特殊的内容,即专门化的内容。从这个意义上说,商务英语也就是对已在从事或将要从事商务行业的专业人才所教授或应用的专门用途英语。

国内专家学者中有人不同意商务英语或专门用途英语的提法,他们认为英语就是英语,没有商务英语、科技英语之分。对此,不妨可以姑存一说。但是,在英语国家确有商务英语、科技英语以及专门用途英语之说。商务英语成为一门学科,起始于 20 世纪 60 年代后期,至今有 30 多年历史。包括英语国家在内的西方国家商学院或大学商科专业普遍开设商务英语课程(在英国,仅教授商务英语的语言学校就有 100 多所)。有关商务英语的教材、辞书、研究论著、考试项目更是层出不穷。因此,商务英语实际上已发展成为一个独特的领域。

当然,商务英语绝对不是作为一种独立的语言而存在的,它是英语语言属下的一个专门用途学科。不论商务英语如何发展,它都不会、也不应该违背英语语言的基本规律。实际上,对学生而言,他们基础英语的根底如何,对学好商务英语起着决定性的作用。“根深才能叶茂”,没有英语语法、词法、句型等扎实的根基,商务英语的“枝叶”就不可能“茂盛”。因此,商务英语教学应始终坚持以英语语言训练为基本宗旨。但是,商务英语又毕竟有其自身的特点,它绝不是贸易、金融、法律等诸多方面专门词汇的堆砌,而自有其许多独特的语言现象(包括词汇、用语、语言结构等),独特的文体风格,等等。可以说,英语基础好,为商务英语的学习创造了最为重要的条件;但这并不等于说英语基础好的人就自然掌握了商务英语。我们在实践中经常可以看到,有些人虽有较高的英语水平,但由于没有受商务英语的培训,在涉外商务交往中仍然“词不达意”,难以与外方沟通,业务技巧也不能施展,真好比“隔行如隔山”。此外,既称商务英语,它又与所涉及的相关商务专业知识密切相关。很难想象一个根本不懂国际金融知识的人会很好地掌握金融英语,也很难想象一个没有任何国际经济法知识的人会自如地运用法律英语。商务专业知识对商务英语的渗透性,也决定了商务英语是需要经过专门学习或训练才能掌握的。

商务英语发展到今天,已是一个相当大的概念。仅以我国为例,商务英语在我国最早出现的只是一门外贸英语函电课程。这门课对培养和培训我国的外贸人才起到了重要作用。学生毕业后认为这门课是到工作岗位后最有“实用价值”的课程之一,用人单位也往往把毕业生的外贸英语函电水平作为录用的重要标准。因此,它已成为我国高等学校国际贸易或其他相关专业开设的必修课。但是当今国际贸易已有相当大的发展,一门外贸英语函电已远远不能满足实际工作需要,它实际上只是涉及国际货物贸易的一门英语课程。根据关贸总协定(GATT)乌拉圭回合最后文件,仅就国际贸易而言,就包含了货物贸易、服务贸易和技术贸易三个方面。何况,国际商务涉及的学科要多得多,包括国际贸易、国际金融、国际经济法、国际企业管理、涉外会计等多个领域。商务英语是一个涉及上述各领域的专门用途英语体系。

近几年来,我国高等学校以及企业界对商务英语的教学与研究越来越关注。北京、上海等地高校先后召开了有关的研讨会,就是很好的探索。在我国深化改革,扩大开放,社会主义市场经济体制逐步建立的今天,我们需要大批合格的国际商务人才,对他们商务英语水平的要求也日益提高。在这种情况下,我们要更加重视并加强对商务英语的教学和研究。上海对外贸易学院为此专门组织编写了这套国际商务英语系列教材,希望以此作为一种探索,进一步提高教学和科研水平,同时也希望与国内外的同行切磋交流,取长补短,共同提高。

衷心期待国内外同行及读者的批评帮助。

王兴孙

于上海对外贸易学院

编写说明

金融业是现代社会经济生活的中心和枢纽。随着我国经济日益与国际经济接轨,金融业的国际化速度将越来越快,因此既懂国际银行运作规范,又能以熟练英语与国外同行交流的复合型人才的培养显得日益重要。本书的编写正是为了适应这一需要所作的尝试。

本书是一本与高校财经金融专业知识教学相结合的英语口语教材,把口语能力的训练与金融专业知识的传授紧密结合,能帮助金融专业学生克服英语水平与专业知识不能同步增长的缺点,扩大词汇量、提高专业英语水平及口语能力,为学生进一步阅读原版专业书籍扫清学习障碍,使他们能更好地适应未来的工作。

本书不同于已出版的各种金融英语教材,侧重于银行间以及公司与银行间的业务关系。十个单元的内容涵盖了现代银行体制、国际汇兑、银行与公司会谈、商讨条款、利率和服务费用、金融便利、贸易融资、项目筹资,以及金融新闻、金融业发展趋势和电子银行服务等。每个单元的三段对话内容相互关联,用词专业性强,贴近银行业务实际,语言地道规范,有利于学生学习和模仿;词汇表有助于学生理解、记忆和正确使用单词和词组;课文注释一方面为学生提供必要的背景知识,一方面说明有些词汇的地道用法,简明实用;形式多样的练习与对话环环相扣,成为互相补充的有机整体;阅读材料大多选自最新原版书籍和报刊杂志,具有资料新、信息量大的特点,有助于扩展学生的视野。所收录的附录部分包括了2001年最新世界百家大银行排名等,具有较强的参考价值。

本书适用于财经经贸院校金融专业的学生,国内银行及外资银行的管理人员和职员,以及对金融英语感兴趣的同等水平的学习者。通过本书的学习,读者不仅能够学会国际商业银行业务中需要的口语表达方式,而且能够了解国际银行业的最新动态和发展趋势。

编者建议用72课时学完本教材,教师可根据学生的英语基础作适当的调整。

参加本书编写的人员有:第一至第五单元、第七单元由徐雅琴编写;第六、八单元及第十单元第2课由朱佩芬编写;第九单元由徐雅琴和韩晔辉编写;第十单元第1课由朱佩芬和韩晔辉编写。本书的课文翻译由韩晔辉和过钧承担,其中第一单元第1课、第三单元第1课及第3课、第四单元第2课及第3课、第七单元第3课由过钧翻译;其余均由韩晔辉翻译。各词汇表中的音标全部由唐庆完成。附录一及附录三由韩晔辉选编整理;附录二及附录四由徐雅琴选编整理。

在本书编写过程中,上海对外贸易学院王兴孙副校长始终给予关注和指导。中国银行上海分行王劲松副科长、中国银行上海分行漕河泾支行吴文新副行长以

及中国银行公司业务处杨科副科长提供了不少帮助,并提出了宝贵意见。上海对外贸易学院章文红老师也对本书体例提出过宝贵意见。最后,复旦大学外文系主任、博士生导师朱永生教授在百忙之中对全书进行了评阅。在此一并谨致谢忱。

限于水平,本书疏漏和差错之处在所难免,敬请广大读者批评指正。

编 者

2001 年 10 月于上海对外贸易学院

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Unit 1 Bank Organization

1-1 The Organization of a London Merchant Bank

Charles Ramsay, the Director of a London merchant bank¹, is being interviewed about his bank's organization.

Interviewer: First of all, could you tell me how you're organized?

Charles: Yes, certainly. Just to give you the background, we were established as a merchant bank as long ago as 1869. We operated independently as one of the major merchant banks in the City until 1976, when the Metropolitan Bank acquired a one third interest in us, and as of last year we are now a wholly-owned subsidiary of that bank.

Interviewer: Oh, really? I didn't realize that.

Charles: Mmm. One of the consequences of our acquisition was that we sold off our non-banking related activities, though of course we still cover a full range of international banking services. Now in terms of² management structure, we have an Administration Division which looks after all administrative matters. These include planning, group financial control, accounting and audit, computer services, legal services, personnel, premises and so forth.

Interviewer: Ah, yes. That's cost centre³ services then?

Charles: That's cost centre services, right. Next we have the Banking Division and they deal with loans, syndicated loans⁴, project finance, overdrafts, documentary credits and correspondent banking.

Interviewer: I see.

Charles: We're very active in the markets and so we have a Dealing Division. They cover foreign exchange, currency options⁵, money market⁶ transactions, bonds, floating rate notes⁷, Eurodollar CDs, . . .

Interviewer: CDs?

Charles: Certificates of Deposit.

Interviewer: Oh, I see. Yes.

Charles: CDs, financial futures⁸ and bullion. Then there's our Corporate Finance Division which has expanded quite rapidly over the last couple of years. They provide advice to a large number of UK and international companies. The activities of the Corporate Finance Division include mergers, takeovers, acquisitions and divestments, as well as stock market and USM⁹ flotations in London, and of course capital raising.

Interviewer: Mmm, I see.

Charles: We also have an Investment Management Division which provides services to companies: pension funds, investment trusts¹⁰, unit trusts¹¹ and offshore funds¹². And finally

there's a Leasing Division which organizes leasing packages for lessors and lessees.

Well, that's who we are, and what we do. I think that sums it up¹³.

Interviewer: Ah, yes indeed.

Words & Expressions

1. metropolitan /metrə'pɒlɪtən/ *adj.* 大城市的, 大都会的
2. provincial /prə'vɪnʃəl/ *adj.* 省的; 外地的; 地方性的
3. acquire /ə'kwaɪə/ *vt.* 取得; 收购
acquisition /ˌækwɪ'zɪʃən/ *n.* 取得; 收购
4. as of 自...起; 直至
5. subsidiary /səb'sɪdiəri/ *n.* 附属的事物; 子公司 (= subsidiary company)
6. consequence /'kɒnsɪkwəns/ *n.* 结果, 后果
7. audit /'ɔːdɪt/ *n.* 查账, 审计
8. premises /'premɪsɪz/ *n.* 财产, 房地产; 经营场地
9. syndicate /'sɪndɪkət/ *n.* 辛迪加 *vt.* 把...组成辛迪加
10. overdraft /'əʊvədraʃt/ *n.* 透支; 透支额
11. documentary credit = documentary letter of credit 跟单信用证
12. correspondent banking 海外代理行业务
13. option /'ɒpʃən/ *n.* 选择权, 期权
14. bond /bɒnd/ *n.* 公债, 债券
15. floating /'fləʊtɪŋ/ *adj.* 飘浮的; (资产、债务等)流动的; (货币汇率等)浮的
16. Eurodollar /'jʊərəʊ,dɒlə/ *n.* 欧洲美元
17. bullion /'bʊljən/ *n.* 金块, 金条; 银块, 银条
18. merger /'mɜːdʒə/ *n.* 合并; 合营; 合伙
19. takeover /'teɪkəʊvə/ *n.* 合并; 吞并; 接收
20. divestment /daɪ'vestmənt/ *n.* = divestiture (资产)弃除
21. flotation /fləʊ'teɪʃən/ *n.* (企业等的)筹资开办, 创立; (为创立企业的)筹款; (债券、股票等的)发行, 发售
22. pension /'penʃən/ *n.* 养老金

Notes

1. merchant bank (英国)商人银行 (= (美国)investment bank 投资银行)
系工商企业提供资金的金融组织。除提供风险资本之外, 还专为合并与接管事宜提供咨询, 并从事承包商行、投资信托、黄金与外汇、保险及租赁等特种业务。商人银行大部分在伦敦或一些英联邦国家, 20 世纪 80 年代初共有 50 家。
2. Now in terms of management structure, we have an Administration Division which looks after all administrative matters.
in terms of 在...方面, 如:
This product is attractive to our customers in terms of quality and price. 这项产品在质量和价格上对我们的客户都是有吸引力的。
3. cost centre 成本中心

此处指归集和分配支出和费用的职能部门。每个企业为了划分所属各部门的成本计算和管理的职责范围,一般均需确定若干个成本中心,以进行有效的成本管理。

4. syndicated loans 辛迪加贷款,银团贷款

一种由全球许多国家的银行参与的贷款。对于一些贷款数额庞大的投资计划或建设项目,个别银行因财力有限或避免独立承担过高的风险,无力或不愿负责全部贷款数目,这些巨额资金的筹集,一般要采用银团贷款进行,即由多家商人银行合作,负责组成融资安排的贷款团体,这个团体根据一份贷款合约的条款,向借款人发放贷款,款项则由贷款团体中的参与人按承担责任提供。

5. currency options 货币期权,外汇期权

有权在未来既定的日期内,选择是否以既定汇价换取一种货币的(期权)合约。

6. money market 金融市场,货币市场

指买卖证券、黄金和外汇的市场;或经营短期信用票据(一般不超过一年)的买卖、贴现、转让的信贷市场。

7. floating rate notes 浮息票据

指借贷期间利率会随市场波动而变动的金融工具。

8. financial futures 金融期货(合约)

以金融工具为买卖基础的期货合约;主要包括三大类:货币期货、利率期货和股市指数期货。

9. USM (Unlisted Securities Market) 非上市证券市场。

10. investment trusts 投资信托公司

指运用资本投资于其他公司的公司。

11. unit trusts 单位信托(基金)

一种运用他人资金进行投资的组织,通过发售单位吸纳个别投资者的款项,组成一个单独的投资基金进行管理。

12. offshore funds 境外资金

指将资金转移到低税国家,即所谓的避税港地区,逃脱国家税法的管辖,借以获取更大的盈利。

13. I think that *sums it up*.

to sum up 总结;概括说明,如:

At the end of the meeting, Charles summed up, and added a few points. 会议结束时,查尔斯作了总结,并且补充了几点。

Exercises

1. Comprehension questions:

1. When was the bank first established?
2. What kind of bank is it?
3. When was the bank acquired by the Metropolitan Bank?
4. What is the present status of the bank?
5. What is one consequence of their acquisition?
6. Describe the management structure of the bank.
7. What does the Administration Division do?

8. What does the Banking Division deal with?
9. What services does the Dealing Division cover?
10. What does CD stand for?
11. Who does the Investment Management Division provide services for?
12. What does the Leasing Division do?
13. Where is the bank located?

II. Match each of the words or expressions in Part A with its correct definition in Part B:

Part A

1. accounting and audit
2. bonds
3. correspondent banking
4. Eurodollar CD
5. divestment
6. investment trust
7. merger
8. metropolitan
9. overdraft
10. wholly-owned subsidiary

Part B

- a. a company entirely owned by another company
- b. a limited company formed to invest in securities
- c. activities where one bank acts as an agent for another bank
- d. documents promising to pay sums of money at specified times
- e. of or in a capital city
- f. money overdrawn on bank accounts to agreed limits
- g. document given for a deposit repayable on a fixed date, the currency being dollars which are deposited outside the USA
- h. the joining of two or more companies into one
- i. the keeping of financial records and their periodic examination
- j. the selling-off of interests

III. In the following exercise, put Nos. 1-5 into Chinese and Nos. 6-10 into English:

- | | |
|----------------------------|----------|
| 1. USM flotation | 6. 辛迪加贷款 |
| 2. financial futures | 7. 跟单信用证 |
| 3. takeover | 8. 商人银行 |
| 4. offshore funds | 9. 交易部 |
| 5. group financial control | 10. 养老基金 |

IV. Fill in the blanks with the proper form of the words or expressions given below:

- | | | | | |
|----------------|-----------|-------------|------------|--------|
| acquire | interview | merger | subsidiary | as of |
| as long ago as | deal with | in terms of | sell off | sum up |

1. The proposed _____ of our bank into theirs is under discussion.
2. The new regulations came into effect _____ January 1, 1999.

3. Charles's bank is now a wholly-owned _____ of the Metropolitan Bank.
4. John tends to think of everything _____ money.
5. The administrative division _____ all the administrative matters in the bank.
6. Can you _____ the main points of this lesson in a few sentences?
7. The president of the bank _____ about the bank reform yesterday.
8. The rest of the goods will _____ at greatly reduced price.
9. The merchant bank was established in London _____ 1869.
10. Nationsbank was _____ by First Union in 1998.

V. Put the following sentences into English:

1. 这家商业银行提供一整套国际银行业务。(a full range of)
2. 我们的公司融资部在过去几年中发展很快。(expand)
3. 新国库券的发行受到了广大投资者的欢迎。(flotation)
4. 合并、接管和收购是增强企业竞争力的重大举措。(takeover, acquisition)
5. A 公司与 B 公司就租赁房屋事宜签订了一份协议, A 公司为出租方, B 公司为承租方。(lessor, lessee)

VI. Banking Conversation: Tell your partner about the organization of the bank you are working for or you will be working for.

Supplementary Reading

How a Bank Is Organized and Operates

The way in which a bank is organized and operates is determined by its objectives and by the type of economy in which it conducts its business. A bank may not necessarily be in business to make a profit. Central banks, for example, provide a country with a number of services, while development banks exist to increase the economic growth of a country and raise the living standard of its population. On the other hand, the aim of commercial banks is to earn profits. They therefore provide and develop services that can be sold at a price that will yield a profit.

A commercial bank which provides the same range of services year after year is less likely to be successful than one which assesses changes in the demand for its products and which tries to match products to its customers' needs. New services are constantly being introduced and developed by commercial banks, and the full-service philosophy of many banks means that they are akin to financial supermarkets, offering a wide variety of services. However, not every bank may want to offer every kind of financial service.

Many banks offer a combination of wholesale and retail banking. The former provides large-scale services to companies, government agencies and other banks. The latter mainly provides smaller-scale services to the general public. Both types of banking, however, have three essential functions, which are:

- (1) deposits
- (2) payments
- (3) credits

These three functions are the basis of the services offered by banks. They make it possible for banks to generate profits and to achieve their operating aims.

Several factors have combined to make banking an international business. These include the growth of multinational companies and of international capital markets, the increased competition between the banks themselves, and important improvements in communications and transportation. The major banks of the world have established extensive international operations by acquiring banks in other countries, by extending their own branch network abroad and by establishing correspondent relationships with foreign banks so as to develop profitable joint operations. The operations of these major commercial banks are dynamic and rapidly changing, and their organization is of a global nature.

Words & Expressions

1. conduct /kən'dʌkt/ *vt.* 管理; 进行; 经营
2. yield /jild/ *vt.* 产生(效果、收益等); 带来
3. assess /ə'ses/ *vt.* 对...进行估价, 评价
4. akin /ə'kin/ *adj.* 同类的; 近似的; 有血缘关系的
5. wholesale /'həʊlseɪl/ *adj.* 批发的; 大批的 *n.* 批发
6. retail /'ri:teɪl/ *adj.* 零售的; 小量的 *n.* 零售
7. the former... the latter... 前者... 后者...
8. function /'fʌŋkʃən/ *n.* 功能, 作用; 用途
9. generate /'dʒenəreɪt/ *vt.* 产生, 发生(电、热、光、力、摩擦力等)
10. acquire /ə'kwɪə/ *vt.* (尤指通过努力)取得, 获得; 收购
11. correspondent /kən'spɒndənt/ *adj.* 一致的; 相称的 *n.* 有往来的商号
12. dynamic /daɪ'næmɪk/ *adj.* 有活力的; 强有力的

Exercises

I. Answer the following questions:

1. What makes a commercial bank successful?
2. What is wholesale banking?
3. What is retail banking?
4. What are the three essential functions of banking?
5. What are the factors that make banking an international business?

II. Put the following sentences into Chinese:

1. The way in which a bank is organized and operates is determined by its objectives and by the type of economy in which it conducts its business.
2. They therefore provide and develop services that can be sold at a price that will yield a profit.
3. Both types of banking, however, have three essential functions, which are deposits, payments and credits.
4. They make it possible for banks to generate profits and to achieve their operating aims.
5. The operations of these major commercial banks are dynamic and rapidly changing, and their organization is of a global nature.

1-2 The Organization of a Large American Bank

Eric Walsh, an Assistant Vice-President of a leading American bank, describes the structure of his

bank to Jennifer Meyer, a British banker.

Eric: OK, there's an organization chart of our bank here, Jennifer, in the back of the annual report, that we can run through, just to make things a little clearer.

Jennifer: Oh, good.

Eric: We were reorganized earlier last year, so the organization is still fairly new. Basically, as you can see, we're split into six line divisions.¹ The first of these, the Banking Division, consists of three geographic groups: Group One the Americas, Group Two Europe, and Group Three Africa, Asia and the Middle East. All these groups offer a full range of international banking services.²

Then there's the Private Banking Division which serves consumers in the domestic and international markets.

The Treasurer's Division has a wide spread of operations³ which includes investment portfolio⁴ management, commercial paper⁵, government and municipal bonds^{6,7}, foreign exchange, bullion, and public finance⁸.

Jennifer: So there are three operative divisions.

Eric: That's right, and these three operative divisions are backed up by another three servicing divisions.⁹ Firstly, there's the Administrative Division which covers administrative services as well as personnel, premises and economic analysis.

The Financial and Information Systems Division includes the Comptroller's Department, the Corporate Tax Department, and the Systems and Data Processing Department.

And then finally, the Corporate Planning Division includes strategic planning, and credit policy and administration.

Jennifer: Yes, I see.

Eric: It gets much more complicated than that if we go into detail,¹⁰ but I'll leave the annual report with you, in case you ever need it for reference.

Jennifer: Right. Thank you very much.

Words & Expressions

1. leading /'li:dn/ *adj.* 主要的
2. structure /'strʌktʃə/ *n.* 机构, 组织, 体系
3. chart /tʃɑ:t/ *n.* 图, 图表
4. annual /'ænjʊəl/ *adj.* 每年的, 年度的
5. run through 匆匆阅读, 把...略略过目
6. line division 业务部门
7. consist of 组成, 构成
8. geographic /dʒiə'græfɪk/ *adj.* 地理(学)的, 地区(性)的
9. treasurer /'treʒərə/ *n.* 司库, 会计(员), 出纳(员), 财务主任
10. a spread of operations 业务范围
11. portfolio /pɔ:t'fəʊliəʊ/ *n.* (一投资者所持有的)投资组合; (银行等投资单位持有的) 有价证券财产目录
12. operative /'ɒpəreɪv/ *adj.* 操作的

13. back up 支持;补充
14. service /'sɜ:vɪs/ *n.* 服务 *vt.* 为...服务;向...提供服务
15. comptroller /kəm'prəʊlə/ *n.* 审计员,审计官
16. corporate /'kɔ:pəreɪt/ *n.* 公司的;法人(团体)的
17. data /'deɪtə/ *n.* 资料,材料
18. strategic /strə'ti:dʒɪk/ *adj.* 战略(上)的

Notes

1. Basically, as you can see, we're *split into* six line divisions.
to split into... 原意是“分裂,分离,离婚”的意思,这里表示“分成”,如:
Congress Party was split into two fractions after Rajiv Gandhi was assassinated. 拉吉夫·甘地被刺后,国大党分裂成两派。
2. All these groups *offer a full range of* international banking services.
to offer a full range of... 提供全套的...,如:
China Travel Service offers a full range of services to tourists. 中国旅行社为游客提供全套服务。
a range of... 一系列的...,如:
All markets require a wide range of quality and price levels for any group of products. 对不同种类的商品,所有市场都要求有各种档次的货色和价格。
This product has a complete range of sizes for you to choose from. 这种商品尺寸齐全,可供你选择。
3. The Treasury's Division *has a wide spread of operations* which includes investment portfolio management, commercial paper, government and municipal bonds, foreign exchange, bullion, and public finance.
...has a wide spread of operations... 业务范围广泛,如:
There is a wide spread of prices quoted by various dealers. 各个交易商报出的价格之间差幅很大。
4. investment portfolio 投资组合
指企业所拥有各种证券的搭配组合,以期获取最高的收益和最小的风险。
5. commercial paper 商业票据
一种由工商机构发行的短期、无抵押借贷的证明文件,发行机构在文件上承担了到期偿还借款的责任。只有实力雄厚、财政健全的大型企业才有资格发行商业票据。商业票据的期限在一年以下,常见的有30日、60日、90日与180日多种,故属货币市场工具。
6. government bond 政府公债
由政府发行的一种长期债券,期限通常在五年以上。美国国债的半数为长期的政府公债。
7. municipal bond 市政债券
美国市政当局发行的债券,通常分为两类:一是以发行者的信誉(以及纳税能力)作后盾的一般契约债券(或称一般责任债券),一是以特定收入作后盾的“收入债券”。
8. public finance 政府财政
与政府相联系的财务活动。其中包括税收、公共债务、公共支出和其他有关领域。
9. ...and these three operative divisions *are backed up* by another three servicing divisions.
to back up 支持;补充,如:

He backed up his thesis with plenty of data. 他用了足够的数据支持论文的观点。

10. It gets much more complicated than that if we *go into detail*, ...

go into detail 详细叙述,逐一说明,如:

The president of the bank went into great detail about his bank's plan for the new year. 行长极其详细地讲述了银行新一年的计划。

Exercises

I. Comprehension questions:

1. What kind of bank is it?
2. Where can we find the organization chart of the bank?
3. When was the bank reorganized?
4. How many divisions does the bank have? What are they?
5. How many geographic groups does the Banking Division consist of? What are they?
6. What kind of service does the Banking Division offer?
7. What does the Private Banking Division do?
8. Which division is in charge of investment portfolio management and commercial paper?
9. Which three divisions are servicing divisions?
10. What does the Administrative Division do?

II. Match each of the words or expressions in Part A with its correct definition in Part B:

Part A

1. credit policy
2. annual report
3. premises
4. comptroller's department
5. bullion
6. line division
7. personnel
8. reorganized
9. strategic planning
10. municipal bonds

Part B

- a. a report presented each year, giving details of the company's activities
- b. formed or structured in a new way
- c. sections of a company which deal with different products or services from each other
- d. documents issued by a local government authority, promising to repay loans at a certain time
- e. bars of gold or silver
- f. employees, staff
- g. buildings and surrounding land
- h. a department which controls the internal finances of a company
- i. deciding the main aims of an organization
- j. plans for the lending of money