

# 实用外贸英语口语



practical oral english of business

english

# 英语口语

主编/归樱

副主编/茹奇俐

# 实用外贸英语口语

主 编 归 樱

副主编 茹奇俐



中国青年出版社

(京) 新登字 083 号

图书在版编目 (CIP) 数据

实用外贸英语口语/归樱主编. —北京: 中国青年出版社, 2001  
ISBN 7-5006-4056-0

I. 实… II. 归… III. 对外贸易-英语-口语 IV. H319.9

中国版本图书馆 CIP 数据核字 (2000) 第 54282 号

中国青年出版社出版 发行

社址: 北京东四 12 条 21 号 邮政编码: 100708

河北遵化胶印厂印刷 新华书店经销

850×1168 1/32 6 印张 119 千字

2001 年 1 月北京第 1 版 2001 年 1 月北京第 1 次印刷

印数: 1—5,000 册 定价: 9.00 元

## 前 言

中国加入 WTO 的前景看好,中国经济与世界经济的联系将更加紧密,对外贸易飞速发展。这对从事外贸工作的人员提出了更高的要求。

本书以美国麦克马洪公司与中国的贸易公司进行业务洽谈的基本过程为范例,展示了一系列外贸实务环节情景下所进行的英语对话。全书共分十四单元。第一章:迎接外宾;第二章:欢迎晚宴;第三章:参观工厂及会见领导;第四章:游览和购物;第五章:离境;第六章:询价;第七章:报盘、还盘和接受;第八章:下单;第九章:支付方式;第十章:包装;第十一章:装运;第十二章:代理;第十三章:索赔、检测及仲裁;第十四章:保险。每个单元后面附有单词及短语的解释,并备有练习。希望读者能够通过本书掌握对外贸易实务中的各个环节,并学会在各个环节的不同情景之下用英语进行对话。

如何使用本书呢?我认为本书通俗易懂,至少可以有三种使用方法:

一、本书可以作为国际贸易专业本科生口语课的教材,让学生通过本书既掌握国际贸易实务的各个环节,也练习了英语口语,一举两得。

二、本书也可以作为从事外贸工作的人员自学的书籍。工作人员公务繁忙,很难有机会系统地学习外贸英语,因此,他们可以通过学习此书提高自己的外语水平。

三、本书也可以作为工具书来使用。由于本书比较系统地展示了在整个对外贸易过程各种环节中不同的情景下如何进行

对话,所以当读者在实际工作中遇到困难时,可以有针对性地查出在那一特定的情景之下应进行的对话,即时知道应使用哪些词汇,以解燃眉之急。

本书在整个编写过程中,得到了南京大学国际商学院国际贸易系系主任张二震教授的鼓励和热情指导,也得到了北京中国青年出版社王斌俊编辑及易晓强编辑的大力支持,在此一并表示衷心的感谢!

由于时间仓促和水平有限,书中定有不少疏漏之处,恳请各位专家和读者批评指正。

归 樱

南京大学国际商学院

2000年11月

## Contents

### 目 次

|                  |   |       |
|------------------|---|-------|
| Chapter one      | Meeting The Foreign Guest 迎接外宾<br>.....                         | (1)   |
| Chapter two      | Welcome Dinner 欢迎晚宴 .....                                       | (10)  |
| Chapter three    | Visiting The Factory and Meeting<br>The Leaders 参观工厂及会见领导 ..... | (18)  |
| Chapter four     | Sightseeing and Shopping 游览和购物<br>.....                         | (27)  |
| Chapter five     | Departure 离境 .....  | (37)  |
| Chapter six      | Business Inquiries 询价 .....                                     | (46)  |
| Chapter seven    | Offer, Counter Offer and Acceptance<br>报盘、还盘和接受 .....           | (54)  |
| Chapter eight    | Placing Orders 下单 .....   | (65)  |
| Chapter nine     | Terms of Payment 支付方式 .....                                     | (73)  |
| Chapter ten      | Packing 包装 .....  | (84)  |
| Chapter eleven   | Shipment 装运 .....   | (93)  |
| Chapter twelve   | Agency 代理 .....   | (102) |
| Chapter thirteen | Claims, Inspection and Arbitration<br>报盘、还盘和接受 .....            | (112) |
| Chapter fourteen | Insurance 保险 .....  | (121) |
| 参考译文 .....       |   | (130) |
| 练习参考答案 .....     |   | (173) |

## Chapter One Meeting the Foreign Guest

### I. At the Airport

(Mr. Guiberson arrives at Nanjing Lu Kou International Airport at nine in the morning. Wang Hua, business representative from Jiangsu Light Industrial Products Import and Export Corporation comes to meet him at the airport. As he has never seen Mr. Guiberson before, he holds up a placard on which is written the name of Mr. Martin Guiberson. Seeing this placard, Mr. Guiberson walks towards him.)

W: Excuse me, are you Mr. Guiberson? I am Wang Hua from



Jiangsu Light Industrial Products Import and Export Corporation.

**G:** Yes, I am Martin Guiberson from the American Roger McMahon Limited Corporation. Nice to meet you!

**W:** Welcome! (*They shake hands*) Is this your first visit to China?

**G:** No, this is my third visit to China, but first visit to Nanjing.

**W:** Did you have a pleasant journey?

**G:** Oh, yes, I enjoyed my trip. CAAC's service has improved a great deal, only our plane was delayed a little bit by the weather.

**W:** I am glad that you have arrived here safe and sound. Shall we go and claim your luggage?

**G:** OK.

**W:** How many pieces of luggage do you have?

**G:** Two suitcases and one bag.

**W:** The car of our company is waiting for you outside. Shall I help you with your suitcases?

**G:** That is very kind of you, but please don't carry both of them. Let me carry the heavy one.

**W:** OK, let's go.

## **II. On the Way to the Hotel**

(*Wang Hua and Martin Guiberson board the car and they head for Jin Ling Hotel*)

**G:** Many people told me that Nanjing is a beautiful city with rich historical and cultural heritage. Today, I really see this beau-



tiful city with my own eyes.

**W:** Nanjing is the former capital of 6 ancient dynasties in Chinese history and there are many famous historical relics and scenic spots around the city. Among them, Dr. Sun Yet-sen's Mausoleum is one of the most famous.

**G:** Oh, I heard about this place. Could you please tell me a bit more about it?

**W:** Dr. Sun Yet-sun was a famous democratic leader in modern Chinese history. After he died, his body was buried at the foot of the Purple Mountain in the east suburbs of Nanjing. His tomb is called Dr. Sun Yet-sun's mausoleum. It is a very magnificent and solemn place. Whenever you go there, respect and veneration will emerge in your heart. There are also some other historical relics scattered in the east suburbs. For example: the Tomb of Emperor Zhu Yuanzhang, the Girderless Hall and Linggu pagoda.

**G:** I will surely go there after I finish my work.

**W:** How long are you going to stay here?

**G:** About four days.

**W:** That's long enough. I will arrange some sightseeing for you after business talks.

**G:** What are the trees along the streets?

**W:** They are plane trees. Nanjing is very famous for its afforestation. In summer, the streets are all shaded by the trees.

**G:** It must be very nice here in summer.

### III. At the Hotel

( *Mr. Guiberson and Wang Hua arrive at Jin Ling Hotel.* )

**W:** Here we are at Jin Ling Hotel. This is a famous five-star hotel in Nanjing. We have reserved a single room for you here. Let's ask about it at desk.

( *They walk to the reception desk and the receptionist receives them warmly.* )

**W:** This is Mr. Martin Guiberson. We have reserved a single room for him here.

**R:** Welcome to our hotel. Let me see. Ah, yes, Room 1106 is reserved for Mr. Guiberson from the U.S.A. . Could you please fill out this form?

**G:** OK.

**R:** Here is your key. The bellman will show you into your room and carry the luggage for you.

( *The bellman leads them to Room 1106. He unlocks the door and switches on the light.* )

**G:** Oh, it is a very cozy room.

**B:** Shall I draw the curtains for you?

**G:** Yes, thank you.

**B:** How about the room temperature, sir?

**G:** It's rather warm. Could you please turn the heating down?

**B:** Certainly, sir, but the temperature will take about 20 minutes to adjust. If there is no change in twenty minutes, you can call housekeeping at extension 6.

**G:** Extension 6?



**B:** Yes, that is right, sir. Is there anything else I can do for you?

**G:** Yes, I want to do some laundry, where can I get them done?

**B:** You can dial Extension 9 for laundry service.

**G:** Thank you very much.

**B:** Here is the bathroom. The bell is on your bedside table. If you need anything, just ring the bell.

**G:** Thank you very much for your consideration. By the way, where can I get a city map of Nanjing?

**B:** You can get a free copy of it on the service counter in the lobby.

**W:** Mr. Guiberson, you must be very tired after such a long journey. Have a good rest please. Shall I pick you up at nine to-

morrow morning?

G: OK, I will wait for you then.

### New Words

|                 |                  |
|-----------------|------------------|
| import n. v. 进口 | board v. 坐上      |
| export n. v. 出口 | heritage n. 遗产   |
| placard n. 牌子   | dynasty n. 朝代    |
| luggage n. 行李   | relics n. 遗迹     |
| mausoleum n. 陵墓 | veneration n. 崇敬 |
| tomb n. 墓       | cozy a. 舒适的      |

### Phrases & Expressions

|                    |              |
|--------------------|--------------|
| shake hands 握手     | fill out 填   |
| safe and sound 安全地 | switch on 打开 |
| head for 朝向        | turn down 关小 |

### Notes

1. Nanjing Lu Kou International Airport 南京禄口国际机场
2. Jiangsu Light Industrial Products Import and Export Corporation 江苏省轻工业品进出口公司
3. American Roger McMahon Limited Corporation 美国罗杰·麦克马有限公司
4. Shall we go and claim your luggage? 我们去取行李,好吗? 意为:“Would you like me(us) to ……?”
5. Jin Ling Hotel 金陵饭店
6. There are also some other historical relics scattered in the east suburbs. For example; the tomb of Emperor Zhu Yuanzhang,

the Girderless Hall and Linggu pagoda. 在东郊还分散着一些其他的历史遗迹。如:明孝陵、无梁殿和灵谷塔等。“scattered”是过去分词,作定语。

7. …… , but the temperature will take about 20 minutes to adjust. 这里 will take 纯属将来的动作。比较: Will you come (可能指将来的动作,也可能表示意愿)。

### Exercises

I. Answer the following questions according to the texts.

1. Why does Wang Hua hold up a placard at the airport?
2. What are the most famous historical relics in Nanjing?
3. What kind of room has been reserved for Mr. Guiberson?
4. Where can he get a city map of Nanjing?
5. Give a brief introduction about the history of Nanjing.

II. Fill in the blanks with words and expressions from the texts.

1. **Liu:** Welcome to Nanjing, Mr. Green. I'm very happy to \_\_\_\_\_ you.

**Green:** I'm \_\_\_\_\_ to meet you too. It's a privilege for me to be able to \_\_\_\_\_ your beautiful city.

**Liu:** Well, every city has something of its own. How was your \_\_\_\_\_?

**Green:** Oh, \_\_\_\_\_. The weather was fine \_\_\_\_\_.

**Liu:** \_\_\_\_\_. Is this your \_\_\_\_\_ to Nanjing?

**Green:** Yes, it's \_\_\_\_\_ here and I've been \_\_\_\_\_.

**Liu:** I hope \_\_\_\_\_.



2. W: Hello, my name is Wang Hua. I \_\_\_\_\_ Jiangsu Light Industrial Products Import & Export Corporation. \_\_\_\_\_ to Nanjing.

G: \_\_\_\_\_ you. I'm Martin Guiberson from \_\_\_\_\_. I'm \_\_\_\_\_ to \_\_\_\_\_ you.

W: Our corporation has \_\_\_\_\_ me to be your host here \_\_\_\_\_.

G: Thank you, Mr. Wang.

W: How's your flight, Mr. Guiberson?

G: \_\_\_\_\_. I \_\_\_\_\_ the plane in San Francisco and it \_\_\_\_\_ 17 hours to get here. But it was a \_\_\_\_\_.

W: I'm glad you have arrived here \_\_\_\_\_.

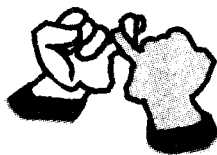
III. Please translate the following into Chinese.

1. After Dr. Sun Yet-sun died, his body was buried at the foot of the Purple Mountain in the east suburbs of Nanjing.

2. Whenever you go there, respect and veneration will emerge in your heart.
3. Nanjing is the former capital of 6 ancient dynasties in Chinese history and there are many famous historical relics and scenic spots around the city.

IV. Please compose dialogues according to the following situations.

1. You represent China National Light Industrial Products Import & Export Corporation (轻工业品进出口总公司), and you are assigned to meet an American business person-Darren Miller, marketing manager of Valley View Company-at the airport.
2. Mr/Grey from America has come at the invitation of the China Council for the Promotion of International Trade. You have come to the airport to meet him.



## Chapter Two

### Welcome Dinner

#### I. Famous Chinese Wines

*(In order to show friendliness to the foreign guest, Zhang Dawei, general manager of Jiangsu Light Industrial Products Import and Export Corporation hosts a welcome banquet for Mr. Martin Guiberson. Wang Hua and some other people from the Corporation are also present at the banquet. Before the start of the banquet, Mr. Zhang delivers a speech.)*

**Z:** Ladies and gentlemen:

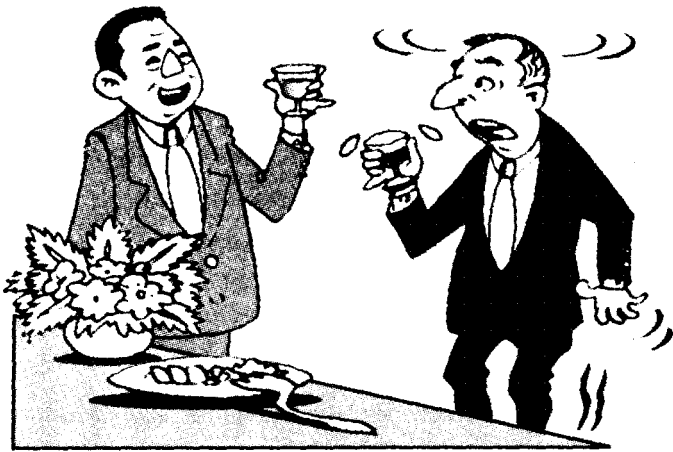
It's my pleasure to have you here this evening. On behalf of Jiangsu Light Industrial Products Import and Export Corporation, I'd like to extend our warm welcome to our honored guest Mr. Martin Guiberson, deputy general manager of the American Roger McMahon Limited Corporation. I hope Mr. Guiberson will enjoy his stay in Nanjing and acquaint himself with the products of our company and establish business relations with the factories in Jiangsu. My toast is "May Mr. Guiberson's trip be successful and fruitful."

**G:** Thank you very much for your kindness.

**W:** Mr. Guiberson, let me fill up the glass for you. What would you like to drink? Maotai or Wu Liangye?

**G:** I have heard of Chinese Maotai, a very strong wine, right? I would like something smooth and mellow.





**W:** Why don't you try Wu Liangye? It is made from five kinds of grains and is milder than Maotai.

**G:** All right, I'll try some. Oh, it tastes really good.

**Z:** And it is good for your health, too. I suggest we toast to your health and our friendship. bottom up, as we Chinese say: Ganbei!

**G:** Ganbei.

**W:** Let me fill up your glass again.

**G:** I enjoy this wine very much but I have had enough. You know, I am afraid of Chinese Ganbei. Always bottom up.

**Z:** You don't have to "Ganbei". Just drink as you please.

**G:** Thank you.

**Z:** Let's fill up our cups and propose the last toast to our successful cooperation. Cheers!

**All:** Cheers!