

敢说

商贸金融英语



宋建亭 主编

英汉对照 经典会话
情景交流 触类旁通
建立自信 走向成功



机械工业出版社
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敢说英语口语系列丛书

敢说 商贸金融
英语

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内容提要

随着我国改革开放的迅速发展及加入世贸组织，我国同世界各个国家和地区的经济合作与贸易往来日益增多，商贸金融英语也日益受到社会各界人士的重视，在工作中被广泛应用。

本书分为商务活动和金融业务两个部分，比较全面地展示了商贸金融活动的英语会话范例，易于模仿。学习者通过精心研读和积极操练，可以在较短的时间内很快提高自己的商贸英语和金融英语口语运用能力，巩固专业

词汇，充实知识内涵，为成为社会急需的商贸、金融专业人才打下坚实的基础。



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敢说

商贸金融英语

SPEAKING LOUDLY

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第一部分 商务活动



第一部分 商务活动

UNIT 1 Establishing Business Relations 建立贸易关系



DIALOGUE

对话 1

A: Hello, Mr Gao. I come here today to inquire about the possibility of establishing trade relations with your company.

B: Hello, Mr White. Welcome to our company.

A: We'd like to order some Chinese-made carpets, tapestries, blankets and so on, if your terms are favourable.

B: We'll see what we can. Please follow me to our showroom first. This is a pure wool carpet and that one is of artificial wool, both made in our company. We use two ways in weaving our carpets. One is machine-woven, the other is hand-woven. With different materials and ways of manufacture,

A: 高先生,您好!今天我到贵公司来是想探询与你们建立贸易关系的可能性。

B: 怀特先生,您好!欢迎您来我们公司。

A: 如果你们条件优惠的话,我们非常乐意订购中国制造的地毯、挂毯、毛毯等制品。

B: 我们会尽力帮忙的。请先到样品陈列室参观。这一条是全羊毛地毯,那一条是人造地毯,都是我公司生产的。我们采用两种编织手法,一种是机织,另一种是手工织。由于原料和编织工序不同,价格也不大相同。全羊毛地毯的一个特点是色调素雅,图案设计典雅优美。

PART ONE COMMERCIAL ACTIVITIES



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商务英语口语

SPEAKING LOUDLY

the prices are quite different. One feature of the wool carpet is plain and tasteful in colour. The design is classic and elegant. Look! This is the well-known "Beijing Style Carpet". Its pattern is very popular. The style is unique and antique, and the material is soft and springy. So it has been called the orthodox Chinese carpet by some foreign experts.

A: Would you please show me some more tapestries?

B: All right. We produce various kinds of tapestries, such as pure wool and velvet. We can offer you rich patterns, namely landscape, flowers and plants, birds and animals and so on. Look at this picture of the Great Wall. It is really magnificent. And that design of a magpie on a plum tree branch stands for luck and happiness. All these are fine pieces of art.

A: Oh, I have seen the exhibits and studied your catalogue. I think some of the items will find a ready market in Canada, especially pure wool carpets and velvet tapestries. Here is a list of my requirements.

看!这就是著名的“京式地毯”,图案十分流行。风格古香古色,很有特色。此外,它质地柔软,弹性足,因而被国外一些地毯专家称为正宗的中国地毯。

A: 您能否再给我看看挂毯?

B: 行啊。我厂生产各种挂毯,有全毛的、丝绒的等等。图案设计丰富多采,有风景,花卉,鸟兽等。看这幅“长城”,多么雄伟壮观!那幅“喜鹊登梅”象征着运气和幸福。这些都是很有艺术魅力的工艺品。

A: 看了展品和你们的产品目录后,我认为有些产品在加拿大会很有销路,特别是全羊毛地毯和丝绒挂毯。这是我的订单。

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第一部分 商务活动 III ▶



DIALOGUE

对话 2

A: Hello! Welcome to Guangzhou Fair.

B: Thank you. I'm from America. Here is my business card.

A: Glad to meet you, Mr Smith. My family name is Wang and here is my name card.

B: Great! This is my first visit to the fair. Everything is new to me. Would you please give me some information?

A: Glad to. The Fair is a big gathering taking place twice a year. Thousands of businessmen from more than a hundred and fifty countries and regions are here to trade with China.

B: What about your company?

A: Ours is a company special in exporting leather products. And what about yours?

B: My firm has a high standing in my country. My bank is the City Bank, New York. You may refer to it for my status. Now I'd like to know whether you offer FOB or CIF.

A: Both. You may choose.

B: Do you sell shipping weight or landing weight?

A: Shipping weight. Prior to every shipment the cargo is inspected and

A: 你好! 欢迎光临广交会。

B: 谢谢。我是美国人,这是我的名片。

A: 幸会,幸会。史密斯先生,我姓王,这是我的名片。

B: 太好了,我首次参加广交会,一切都很有新鲜,希望你能给我介绍一些情况。

A: 好的。广交会是每年两度的盛会,有来自 150 多个国家和地区的成千上万的商人云集在此同中国做生意。

B: 你们公司的情况如何?

A: 我们公司专营皮制产品出口。你们公司呢?

B: 我的公司在国内信誉很高,我的开户银行是纽约市银行,你可以向该行了解我的资讯情况。我想了解一下你们报离岸价还是到岸价。

A: 都行,你可以选择。

B: 你们销售时计离岸重量还是计到岸重量?

A: 计离岸重量。中国进出口商检局在货物装船前进行检验和过磅,出具



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商务英语口语

SPEAKING BUSINESS

weighed by the China Import and Export Commodities Inspection Bureau, which will issue certificates of quality and weight. The certificates are to be taken as final.

B: I see. And what are your terms of payment?

A: Payment is to be made by irrevocable letter of credit payable against sight draft accompanied by a full set of shipping documents.

B: Can you offer firm for ten days?

A: That's pretty long. We usually offer three or four days. Anyway, for the good beginning of our cooperation, we'll try our best to meet your requirements. Here are some price lists for you.

B: Thank you very much. I'd like to have a talk in more detail, say, tomorrow morning, will that be suitable?

A: Certainly. See you tomorrow morning.

B: See you tomorrow morning.

质量和重量证明书,这些证书是权威的依据。

B: 我明白了,你们的付款条件是什么?

A: 付款方式是以不可撤销的信用证,凭随附全套装船单据的即期汇票支付。

B: 你们可以报有效期 10 天的价吗?

A: 那太长了些,我们通常报 3 天或 4 天有效的价。不过,为了我们良好合作的开端,我们会尽量满足你的要求。这里给你一些价目表。

B: 非常感谢。我想再详细谈谈,假如明天谈方便吗?

A: 方便,那就明天上午吧。

B: 明早见。



IALOGUE

对话 3

A: Glad to see you in your company.

B: So am I.

A: We are in the market for machines. What can you offer in this line?

B: What types do you have on mind ex-

A: 很高兴在贵公司见到你。

B: 我也很高兴。

A: 我们想购买工具机械,贵公司在这方面能提供些什么?

B: 你打算要买哪种机型呢?

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第一部分 商务活动 III ▶



actly?

A: Well, mainly lathe. We are also interested in shapers, grinders, and milling machines.

B: Let me show you some illustrations of the machines we make. Here's our latest catalogue.

A: Ah, these are the machines we're interested in. May we have a look at them?

B: Certainly. But they are in the show-room.

A: Is it far from here?

B: Not very far. It's only half an hour's car ride. Are you free now?

A: I will be free tomorrow afternoon. Suppose we make it, say, three o'clock tomorrow afternoon. Could you manage that?

B: Yes. I'll pick you up at your hotel.

A: 嗯,主要是车床,我们也想买牛头刨床、磨床和铣床。

B: 让我介绍一些本公司所制作的机械产品说明书,这是我们最新的目录。

A: 啊,这些正是我们感兴趣的机器。能看看货吗?

B: 可以。不过,它们在展厅里。

A: 展厅离这儿远吗?

B: 不太远,开车只需要半小时,你現在有空吗?

A: 我明天下午有空。假如明天下午3点去,你能安排吗?

B: 行,我会到酒店去接你。



DIALOGUE

对话 4

A: In fact, this hotel is considered one of the best in Beijing; there are some twenty-five star hotels like this in Beijing.

B: Is this hotel a joint venture business with an American company?

A: No. It's a Sino-Japanese investment. One thing is obvious. No matter where you go in the country today, you can

A: 实际上,这家宾馆被认为是北京最好的宾馆之一。北京大约有 25 家这样的星级宾馆。

B: 是与美国合资的吗?

A: 不,是中日合资的。现在非常明显的是,在我国无论你走到哪里,你都能看到这样的星级宾馆。我认



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SPEAKING IDIOM

see all these star hotels everywhere. I guess they're all part of the basic facility construction resulting from the open-door-and-reform.

为这些基础设施建设都得益于改革开放政策。

UNIT 2 Approaching Customers 接待顾客



DIALOGUE

对话 1

A: Good afternoon, sir. I'm pleased to have you here.

B: Good afternoon.

A: Are you looking for some particular type of decoration material?

B: Well, it's hard to say. The truth is, I've got a new flat and I want to get some idea of what I will eventually be needing to decorate it.

A: I see. Well, you have certainly come to the right place, because we are an old established firm. If you will permit me, I could be happy to show you around and introduce some products for you.

A: 下午好, 先生。很高兴能来我们这儿。

B: 下午好。

A: 您是在找装潢材料吗?

B: 嗯, 很难说。事情是这样的, 我刚分到一套新房子, 我想知道到底需要些什么材料来装饰。

A: 嗯, 我明白了。您来这里确实来对了, 因为我们是老字号。如果您愿意的话, 我乐意带您去周围看看, 为您介绍一些产品。

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第一部分 商务活动 III▶



DIALOGUE

对话 2

A: Good morning, sir. What can I do for you?

B: Yes, please. I am leaving China soon. I want to buy a Chinese toy for my son as his birthday present, but I don't know which one is the best for him.

A: How old is your son?

B: Four years old.

A: This is a "Panda Trucker". It is an electric toy. I think your son will enjoy playing with it.

B: Show me how it works, please.

A: It's very simple. Put two batteries into this box, then turn on the switch, and the panda will drive the truck.

B: What an interesting toy it is! I'll take one. I'm sure my son will be delighted. Here's the money. Thank you for your suggestion.

A: You are welcome. Hope you a pleasant journey.

A: 早上好,先生,有什么事可以帮您吗?

B: 是的。我马上就要离开中国了,我想为我儿子买个中国玩具作为他的生日礼物,但我不知哪一个适合他。

A: 你儿子多大了?

B: 4岁。

A: 这是一个“熊猫司机”,这个是电动玩具。我想你儿子会喜欢的。

B: 请给我演示一下如何使用。

A: 很简单。装两节电池,打开开关,熊猫就能驾驶卡车了。

B: 多么有趣的玩具啊,我要买一个。我儿子肯定会喜欢。给你钱,谢谢你的建议。

A: 不用客气,祝你一路顺风。



DIALOGUE

对话 3

A: Oh, so many toys on sale here.

B: Yes, we have a big variety of toys, such as plastic toddler toys, building

A: 噢,这儿有这么多玩具啊。

B: 是的,我们有各种各样的玩具,像塑料娃娃、积木等。



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SPEAKING ENGLISH

blocks.

A: My daughter is only twelve months old.

Will you please find one for her?

B: There are lots of kinds of plush toys here. Shall I show you a sample of each?

A: They do look so lovely that I can't decide which to buy.

B: This plush pug-dog is a new product. Many people like to buy it.

A: All right. I'll take your advice.

A: 我女儿只有 12 个月大。你可以为她选一个吗?

B: 我们这里有许多长毛绒玩具, 我给你拿些样品吧?

A: 它们看起来都那么可爱, 但我不能决定买哪一个。

B: 这个长毛绒哈巴狗是新产品, 很多人都愿意买它。

A: 好吧, 我听你的。

UNIT 3 Recommendation

商品推荐



DIALOGUE

对话 1

A: Good evening, sir. Anything you want to buy here?

B: Yes. I'd like to buy some milk powder. What would you recommend?

A: We have many kinds of different purposes. I wonder whom you are buying for?

B: My wife. She is pregnant.

A: I see, sir. We have the very thing you want: Anlene Hi-Calcium milk powder. It is especially good for pregnant women and lactating mothers.

A: 晚上好, 先生。要买东西吗?

B: 是的, 我想买点奶粉。你能推荐一下吗?

A: 我们有各种各样、满足不同需要的奶粉。不知您给谁买?

B: 给我太太买, 她怀孕了。

A: 知道了, 先生。我们正好有您想买的: 安怡高钙奶粉。它对孕妇及哺乳中的妈妈尤其有益。

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第一部分 商务活动



B: Is it?

A: You may rest assured. It sells well all over China and enjoys a good fame.

B: May I have a look at the English introduction?

A: Certainly. Here it is.

B: 是吗?

A: 您尽可放心,它在中国很畅销,深受顾客称赞。

B: 可以看一下英文说明书吗?

A: 当然可以,给您。



DIALOGUE

对话 2

A: Welcome. It seems you're interested in this dress.

B: Yes. But I'm afraid it is too thick to wear in summer.

A: That's no problem. It is made of linen, so you won't feel hot in it. I can assure you it wears well and keeps its shape.

B: That's nice, but I don't like the collar.

A: The collar? It's just the collar that is popular with young people in Shanghai.

B: I don't care what others wear. Anyway, let me have it.

A: Here you are.

A: 欢迎您来我们店。您好像对这条裙子很感兴趣。

B: 是的,但太厚了,恐怕不适合在夏天穿。

A: 这没问题。它是用亚麻做的,所以穿在身上并不觉得热。我可以向您保证,它很耐穿,不变形。

B: 不错,但我不喜欢这领子。

A: 领子吗?正是这种领子在上海年轻人中特别流行。

B: 我倒不在乎别人穿什么。好吧,就买这条吧。

A: 给。



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敢说

商贸金融英语

SPEAKING LOUDLY



DIALOGUE

对话 3

A: Good morning.

B: Good morning. I want to buy a ready-made suit.

A: Any particular style?

B: Double breasted suit.

A: Here you are. We have this style in several sizes and colours. Is this your favorite colour?

B: No. Will you please show me more colours?

A: Certainly. What about this grey one? This colour is quite in fashion this year.

B: All right.

A: Will you try this one for size, please?

B: It's a bit small for me. It seems a little narrow in the shoulders.

A: How about the trousers? Do they feel comfortable?

B: It's also a bit narrow in the seat.

A: Here is a bigger size. I'm sure it will be OK.

A: 早上好!

B: 早上好,我想买一套成衣。

A: 样式有特殊要求吗?

B: 双排钮扣的。

A: 给你。这种式样我们有各种型号和不同颜色的。你喜欢这种颜色吗?

B: 不,请你给我拿其他颜色的,好吗?

A: 当然可以。这件灰色的怎么样,今年非常流行灰色。

B: 好的。

A: 试试这件,好吗?

B: 这件小点儿,肩头有点儿窄。

A: 裤子怎么样,舒服吗?

B: 臀部有点儿窄。

A: 给你这件大点儿的,肯定合适。



DIALOGUE

对话 4

A: Excuse me. Which one is the highest quality here?

A: 打扰一下。请问一下哪件质量最好?

□
语
必
备