

司显柱 许俊农 编著

外贸英语 情景会话

(第二版)

孔庆炎 安丰金 审定

Business Scene Conversation

机械工业出版社



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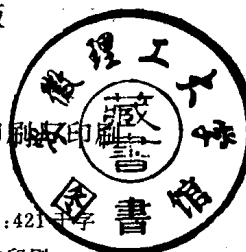
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前 言

随着我国对外开放的不断扩大以及社会主义市场经济的日益发展,尤其是我国的国际关税及贸易缔约国地位即将恢复,可以预料,我国经济将愈来愈广泛深入地融进世界经济一体化中。毋庸置疑,这就必然要求我国的广大经贸人员掌握和提高用英语进行涉外经贸洽谈的会话能力。基于此,为了满足目前从事或即将从事涉外经贸工作的人员学习用英语进行外贸洽谈的需要,我们编写了本书。

全书根据国际贸易各固有环节及常见方式,相应地分成相对独立而又具有有机联系的各个单元(专题)。每一单元围绕一个专题设计两篇范例性情景会话。这些会话不仅具有示范性,更具有可操作性。为了帮助初级水平的读者更好地掌握和消化会话内容,每篇会话后都附有生词表,这样可为读者节省大量查词典的时间。考虑到每一单元中的两篇会话难以全面反映实际贸易洽谈中多种多样、生动活泼的语言形式,作者还在每一单元后精心挑选和补充了与该节内容紧密相关的词汇,归纳整理了通用的会话套语及固定表达法,设计了旨在帮助读者消化、巩固会话内容的练习,并提供了情景会话的汉语译文。这样,只要读者真正消化和掌握每一单元的内容,就能在实践中举一反三,触类旁通,成功地完成外贸洽谈任务。

为了使读者在进行涉外经贸谈判方面的英语口语训练的同时,还能学到许多实用的外贸业务知识,附录还列有诸如“国际贸易术语及其缩写字表示法”等实用内容,因此本书亦兼有工具书的功能。

本书内容充实,基本涵盖了对外经贸洽谈中涉及到的所有环节及贸易方式:实用性强,紧扣外贸业务,既着眼于专业性,也兼顾普及性。因此,本书不仅可作为高等院校外贸专业师生的教科书以及实际外贸工作人员的案头手册,也适合众多的自学者使用。

全书由司显柱构思、设计,并撰写了除第七、十八、十九、二十三及二十四单元(由许俊农先生执笔)以外的所有内容。由于作者水平有限,欠妥之处在所难免,敬请广大读者批评、赐教。

作 者

1994年3月

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Unit One

Arrival of Foreign Businessmen

Dialogue

1. (At the airport)

A: Excuse me, sir, but aren't you Mr. John Green from New Zealand?

B: Oh, yes, I'm John Green from New Zealand Trading Company Ltd.

A: Allow me to introduce myself. I'm Zhaobing, director of Hefei Municipal Import and Export Office. And I am here just to meet you.

B: How do you do, Mr. Zhao? It's very kind of you to come here to meet us.

A: How do you do? (They shake hands) By the way, how many people have come with you? Three?

B: Yes, there are three of us. Mr. Zhao, this is Mr. Burns and this is Ms. Jones. Both are my colleagues (They greet each other).

A: Welcome to Hefei. Is this your first trip to China?

B: No. We visit China frequently. But this is indeed our first trip to Hefei. We consider it a great honour to be invited by you to visit your beautiful city.

A: Our pleasure to have you here. Hefei, the capital city of Anhui province, is one of the beautiful cities in East China. The mountains and hills are green and the rivers and lakes are clear. And particularly in summer it is shrouded in a green garment of trees. And I hope all of you will have a pleasant stay here.

B: Thank you, Mr. Zhao. I'm sure all of us will have a wonderful time in Hefei.

A: How long do you intend to stay?

B: About a week.

A: Good. We'll have enough time for our business talks. And between talks, we'll arrange some sightseeing for you, if you wish.

B: Wonderful! Nothing would please us more.

A: But I'm sure you need a good rest after your long journey. Shall we get in the car and go to the hotel?

B: Exactly! I hope there will be no problem in having two or three rooms for one week.

A: Not at all. We've already booked them for you.

B: Thank you indeed.

A: Let's go. This way please.

2. (At the hotel)

(C: Hotel receptionist)

C: Good afternoon! Welcome to our hotel.

A: Good afternoon! I'd like to have two rooms, please.

C: Single or double?

A: A single room for this lady and a double one for this gentleman and me.

C: Have you made a reservation?

B: Yes. I've reserved them for these three New Zealand friends. I am Zhaobing, from the Municipal Import and Export Office,

C: Oh, yes, Mr. Zhao. That's here. You have reserved the rooms the day before yesterday.

A: Do the rooms have a bath? I feel like taking a bath right now.

C: Yes. Every room has a bath and a telephone.

A: That sounds very good! Can we book the plane tickets to Shanghai seven days from now here?

B: Sure.

C: Please fill in this registration form. By the way, please show me your passports and write down their numbers here.

A: Ok. Here are our passports.

C: Thank you! Here are the keys to your rooms.

A: Thanks.

B: There is a restaurant on the first floor. You can have both Western and Chinese food there.

A: Very good!

B: I guess you must feel a little tired after the long trip. If there's nothing else you want, I'll be leaving. We will start to work at two thirty this afternoon. You can take a good nap.

A: I don't think there is anything else. You have been very considerate toward us. Thank you very much.

B: You are welcome. See you this afternoon.

A: See you then.

New Words and Expressions(生词及词组)

guest n.	客人, 宾客	single adj.	单人的
airport n.	飞机场, 航空港	double adj.	双人的
New Zealand n.	新西兰	reservation n.	预定, 保留
municipal adj.	市的, 市政的	remind vt.	使……想起, 回忆起
especially adv.	特别地, 特地	reserve v.	预定, 保留
delegation n.	代表团	have(take)a bath	洗个澡
honour n.	荣誉	registration n.	登记
shroud v.	覆盖, 掩蔽	registration form	登记表, 登记卡
garment n.	外装, 外衣	passport n.	护照
interval n.	间隙	restaurant	餐厅
sightseeing n.	观光	Western (style) food	西餐
care for	喜欢	Chinese (style) food	中餐
book v.	预订	nap n.	小睡, 打盹
get aboard(on)	上车(船、飞机等)	considerate adj.	考虑周到的, 替人着想的
receptionist n.	接待员		

Additional Words and Expressions(补充词汇)

flight 20	第20次航班	doorman	门卫
departure time	起飞时间	bellboy (= bellhop)	旅馆接待员(主要帮旅客拿行李, 送他们至房间)
arrival time	到达时间	suite	套房
local time	当地时间	single(double)room	单人(双人)房间
destination	目的地	single(double)bed	单人(双人)床
stewardess	航空小姐, 空姐	twin beds	(双人间的两张)单人床
steward	(班机上的)男服务员	air-conditioning	空调
baggage claim	行李认领处	heating	供暖
baggage loaders	行李车		
lounge	候机厅		
Information Desk	问询处		

Useful Sentences(常用套语及表达法)

1. Excuse me, but aren't you...
对不起, 请问您是……
2. Sorry to interrupt you, but...
对不起, 请打断一下, 但是……
3. Look here!
瞧这边!

4. Just a munite.

请等一下!

5. How do you do!

(用于第一次见面时)你好!

6. How are you ?

您好!

7. Fine, thank you.

我很好! 谢谢!

8. How are you doing?

你过得怎样?

9. Ok.

好。

10. Hi! (Hello!)

你好!

11. Hello, nice (glad /pleased) to see you.

您好,见到你很高兴。

12. Not much.

不太好。

13. Sure!

(当然)那还用说!

14. May I introduce Mr. Taylor?

请允许我介绍泰勒先生。

15. Allow me to introduce you to Mr. Smith.

请允许我把你介绍给史密斯先生。

16. Allow me to introduce you to my director, Mr. ...

请允许我介绍您给我的主任,……先生。

17. Mr. Smith, let me introduce you to ...

史密斯先生,请让我把您介绍给……。

18. I'd like you to meet ...

请您认识一下……。

19. Ms. Robert, this is Mr. Greem.

罗伯特女士,这是格林姆先生。

Exercises

I. Comprehension Questions:

- (1) 1. Who arrives at Hefei Airport?
2. Who goes there to meet them?
3. Is this the first time Mr. Green has come to Hefei?

4. What kind of place is Hefei?
 5. How long do Mr. Green and his colleagues intend to stay in Hefei?
 6. What's the purpose of the Green's party to visit Hefei?
 7. Do they spend all of their time on business talks while in Hefei?
- (2)
1. Do Mr. Green and his colleagues have any problem in getting rooms in a hotel? Why?
 2. How many rooms and what kind of rooms do they want to have?
 3. Are Mr. Green and his colleagues satisfied with the rooms? How are the rooms equipped?
 4. Where do they plan to go after their stay in Hefei?
 5. What sort of form does the receptionist ask the foreign guests to fill in?
 6. Does the hotel serve Western food? And where is the restaurant?
 7. Why does Mr. Green say that Mr. Zhao is very considerate?

II. Put the following dialogue into English:

A: 对不起, 请问您是史密斯先生吗?

B: 是的, 我就是。

A: 我是市引进外资办公室的翻译, 我姓王。

B: 您好, 王先生。

A: 您好, 史密斯先生! 我来介绍一下, 这是我们的经理李先生, 他前来迎接您。李经理, 这是美国来的史密斯先生。

C: 您好! 史密斯先生, 欢迎你到我市来。

B: 您好! 李先生, 你来接我, 太好了。

C: 我很高兴来接你, 一路上很好吧?

B: 谢谢, 很好。

C: 史密斯先生, 这是您第一次来我市吗?

B: 是的, 完全是第一次。

C: 希望您在这儿过得愉快。

B: 谢谢, 我一定会过得很愉快的。

A: 这旅行袋好像很重, 我来替您拿吧!

B: 不用, 谢谢, 我自己能行。

A: 我们先办理海关手续好吗? 只要一会儿就行了。

B: 王先生, 我在这里人生地疏, 看来由您安排一切最保险, 一切照您所说的办。

A: 好的。我们将为您安排好一切, 汽车就等在那边, 我们走吧。

C: 史密斯先生, 请上车。

III. Translate the following text into Chinese:

Mr. Chairman, Ladies and Gentlemen:

We are delighted to be in your lovely city of Guangzhou. It's here that we will conclude what has been for all of us a memorable visit to your magnificent country.

We have visited your historic, heroic capital city of Beijing. We have visited Shanghai, the bustling industrial and port city through which much of the growing trade between our countries will flow. We have caught the magic and enchantment of Guilin, a place with complete serenity.

And we have now come to Guangzhou for the close of the Guangzhou Fair, yet another symbol of the growing ties between the United States and the People's Republic of China.

We believe we have accomplished a great deal during our brief stay. We have concluded six agreements — twice the number of all previous agreements between our two governments.

More importantly, we have seen and talked with your people. We have dined with you, drunk with you, bargained, worried and laughed with you. In all this, our respect has grown, our friendship warmed.

I should like to propose a toast:

To the health of our host and to the health of the Chinese people;

To our growing personal as well as commercial ties;

To our next visit to your beautiful country, and yours to ours.

会话参考译文

第一单元:外商抵达

会话

1. (在机场)

A: 对不起,请问您是新西兰来的约翰·格林先生吗?

B: 是的,我是新西兰贸易有限公司的约翰·格林。

A: 请允许我自我介绍一下,我叫赵兵,是合肥市进出口办公室的主任,我特意到机场迎候您。

B: 您好,赵先生,您到这儿来迎接我,真是太好了。

A: 您好(他们互相握手),你们一行几人? 三个人吗?

B: 是,共三个人。赵先生,这位是本斯先生,这位是琼斯女士,都是我的同事(他们互致问候)。

A: 欢迎你们到合肥来,这是你们第一次访问中国吗?

B: 不,我们常到中国访问,不过到合肥来却是第一次。我们把你方邀请我们到这个美丽的城市看作无尚的荣耀。

A: 能邀请你们来,我们感到十分荣幸。合肥是安徽省省会,是华东最为美丽的城市之一,这儿山青水秀,尤其在夏季,这儿可是满城绿荫,犹如碧海。希望你们能在这儿过得很愉快。

B: 谢谢。赵先生,我们在这儿一定会过得很愉快。

A: 请问你们准备在此逗留多久?

B: 大约一周时间吧。

A: 那好。我们有足够的时间洽谈生意,在谈生意的间隙,如果你们愿意,我们可以安排你们游览。

B: 太好了,我得说没有比这更令我们满意的事了。

A: 但是我肯定经过这么长的旅行后,你们一定需要好好休息一下,让我们上车去旅馆好吗?

B: 很好。我想到旅馆找几间住宿一周的房间没什么问题吧。

A: 没有问题,我们已经为你们预定好了。

B: 太谢谢了。

A: 让我们走吧,请这边走。

2. (在旅馆)

(C: 旅馆接待员)

C: 午安,欢迎光临我宾馆。

A: 午安,请给我们安排两个房间。

C: 单人间还是双人间。

A: 为这位女士安排一个单人间,这位先生和我本人安排一个双人间。

C: 你预定过房间吗?

B: 定了,我已在三天前为这三位来自新西兰的朋友预订了房间。我是市进出口办公室的赵兵。

C: 是的,赵先生,你登记在这里,你是前天预订的。

A: 房间有浴室吗?我想马上洗个澡。

C: 有。每个房间都有浴室和电话。

A: 很好。我们可以在这里预订七天后去上海的飞机票吗?

B: 当然。

C: 请按格式填写登记表。顺便说一下,请出示您们的护照,并在此处写上它们的号码。

A: 行,这是我们的护照。

C: 谢谢,这是你们房间的钥匙。

A: 谢谢。

B: 一楼有餐厅,供应中、西餐。

A: 很好。

B: 我想在长途旅行后你们一定很累了。因此, 如果你们没有其他事, 那么我要走了。

我们今天下午两点半开始洽谈, 这样你们中午可以好好地睡一觉。

A: 我想没有什么啦, 您为我们想得很周到, 很感谢。

B: 不要客气, 下午见。

A: 下午见。

Unit Two

Arranging Time Schedule

Dialogue

1. (Mr. Zhao, director of the Municipal Foreign Fund Investment Department, enters into Mr. Brown's room at 9 o'clock in the morning of the following day after the arrival of Mr. Brown and his party.)

A: Good morning, Mr. Brown. I hope you had a good sleep last night. Have you recovered from the journey?

B: Oh, yes. I had a sound sleep last night and I enjoyed it a great deal. The hotel is fitted up with modern comforts and conveniences and the food here is very much to my taste.

A: Very glad to hear that.

B: Ah, sit down please, Mr. Zhao. Would you like a cup of tea or coffee?

A: A cup of tea, please. (Mr. Brown serves Mr. Zhao a cup of tea.)

A: Thank you. Well, Mr. Brown, I'm here to ask your opinion about the time schedule of the next six days. I was wondering if this question would suit you right now?

B: Perfectly all right. Ah, just a minute, let me call Mr. Johnson and Ms. Jones to my room. (Mr. Johnson and Ms. Jones enter the room, and Mr. Zhao gets up from his seat and exchanges greetings with them both.)

A: Well, we've drawn up a tentative program for the following six days, which lasts from tomorrow till the day you board the plane to Shanghai. And I am wondering whether you like it. (Zhao hands over the schedule to Mr. Brown, and Mr. Brown, together with Mr. Johnson and Ms. Jones, begins to read it.)

Feb. 7 Monday

9:00 Discussion on Price

12:00 Lunch Break

14:00 Guided Visit to the Factory

19:00 Free

Feb. 8 Tuesday

9:00 Discussion of Terms of Payment

12:00 Lunch Break
14:00 Tour of Xiaoyaojin Park
19:00 Talk on the Clauses of the Contract
Feb. 9 Wednesday
.....

A: What do you think of this arrangement?

B: It sounds good to me. (Then he turns to Mr. Johnson and Ms. Jones) What do you two think of it?

C: The plan fits me very nicely .

D: Well, Mr. Zhao, would it be possible for a free afternoon to be arranged? You see, I have a friend here, and I want to take this opportunity of business trip to pay a visit to him.

A: And I think that could be easily arranged. Anything else?

B, C, D (in chorus): No more.

B: You see, we are total strangers here, and I suppose the safest way is to put ourselves at your disposal.

A: Thank you for saying so. And I'll make sure that your stay here is a pleasant one.

B: Thank you very much indeed.

A: Then it's all settled. And finally, for this very afternoon, the vice-mayor of the city who is in charge of foreign trade will meet you at his office at 3 o'clock.

B: How nice of him. We all will be most delighted to go and meet him.

A: Then I'll come for you at 2:30 this afternoon.

B: O. K. We'll be waiting for you in the lobby downstairs.

A: Goodbye.

B, C, D: See you this afternoon.

2. (Mr. Joyce, a foreign client, who is invited to participate in the Anhui Foreign Trade Fair, meets Mr. Zheng, director of Foreign Investment Department of Anhui Provincial Foreign Trade and Economy Commission.)

Z: Mr. Joyce. I'm Zhengxin, director of the Foreign Investment Department. Welcome to the Fair.

J: It's very kind of you to come and meet me.

Z: This is your first visit to the Fair, I presume.

J: That's right. I'm afraid I don't know the ABC of things here.

Z: Don't worry about that. If there is anything special, you can always tell me, and I'll try my best to make you feel at home.

J: Thank you. Couldn't you give me a brief account of the Fair?

Z: With pleasure. This is the second Fair. The first one was held four years ago. Unlike the first, the Fair of this session is jointly sponsored by the provincial foreign trade corporations and the foreign trading bureaus of all the 16 cities and prefectures of the province. Each is represented by a trading delegation here.

Z: Thank you for your information.

J: Now, how long will the fair last?

Z: One week, starting from the opening ceremony to be held tomorrow morning. The Fair is expected to close on Saturday evening. Have you had time to go around the products display halls?

J: Yes. I just returned from the halls a moment ago. And I consider myself lucky to have got your invitation. Much to my surprise, I've seen a wide variety of articles, some of which, I should say, could find a ready market in my country.

Z: Very glad to hear that.

J: You see, Mr. Zheng, the purpose of my attending the Fair is to explore the possibilities of establishing trade relations with your corporations. I would appreciate it if you could introduce me to some firms which deal in textiles.

Z: Certainly. That's part of my job. The textiles are handled by Hefei, Huainan, Luan and Wuhu Corporations. All have their representatives here authorized with full power to handle their business during the Fair.

J: Really encouraging. Do you think it is possible for me to meet them during my stay here?

Z: Of course. I'll let them know of your intention and make arrangements for you to meet each of them separately.

J: That'll be wonderful. But is it possible for me to visit one or two textile factories if this won't cause you too much trouble?

Z: I think that could only be arranged after you have talked with their representatives. Personally I should say there won't be any problems.

J: When do you think I could contact these firms' representatives?

Z: It could be arranged right away. Now please have a cup of tea while I call up these people and make a schedule. It's still not yet 10 o'clock. You can start a business talk this very morning if you won't mind.

J: No, of course not.

New Words and Expressions (生词及词组)

schedule n. 时间表, 程序表

department n. 处, 部门

recover v. 恢复, 复原

have a sound sleep 睡个好觉, 睡得很香

a great deal 十分, 非常

fit up with 对……提供设备, 装备

comfort n. 舒适, 安逸, 生活舒适的事物

taste n. 口味, 味道, 爱好