

# 对外贸易 基础英语

应兆兰 主编

(第四册)



中国对外经济贸易出版社

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**应兆兰**

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蒋耀宗

副主编

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## 前 言

《对外贸易基础英语》是对外经济贸易职工中等专业学校英语课程的统编教材，供全日制中专、干部学校和职工工业余培训等教学使用，也可供职工自学之用。

本书试用本原系上海市对外贸易职工大学编写（六册本）。参加编写的有王其昇、应兆兰、蒋耀宗、陆季馥、王振华、盛佩华、荣兆汎等同志。几年来，经过全国二十多个省、市有关单位的教學使用，普遍反映较好。一九八五年，在外经贸成人教育英语教学研讨会上决定将该书进一步修订后作为外经贸职工中专学校的英语统编教材。根据会议精神，由对外经济贸易部人事教育局组织有关专业人员，在教学实践的基础上进行修订和审定，成为现在出版的《对外贸易基础英语》四册本。

本教材系选用外贸业务资料、日常业务用语和部分生活用语，结合英语语法、修辞、翻译的基础知识汇编而成。课文的体裁有短文、函电、会话等。这些课文，按照听、说、读、写全面发展的要求，采用业务与英语相结合、写作与口语并重的编写方法，依据各个业务环节，循序渐进，由浅入深。本书四册共六十课，分四个学期学完，使用单位可根据实际需要有所取舍。

通过两年的学习，要求学员在原有初步英语知识的基础上，掌握约2200个英语单词和词组以及一些常用的业务术语；能用简短的口语与外国人谈话；能借助英文工具书看懂日常的函电、单证，并能翻译、草拟简单的函电，以应一般业务工作的需要。

担任本书主编的是应兆兰同志，副主编蒋耀宗同志。参加编写工作的同志还有林根荣、盛佩华、徐卓英、王振华、汪梅臣。

负责审定工作的是诸葛霖副教授(审定组组长)、张素我副教授和曹国煌副教授。

由于时间短促和其他条件限制,本教材的内容和体例难免有不足或错误之处,敬请给予指正。

对外经济贸易部人事教育局

一九八六年八月

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# Lesson One

## On Price, Delivery and Packing

### Text

Toronto, Oct. 15, 19..

Dear Mr. Li,

Please accept my apologies for not writing to you earlier after I returned to Toronto. This is our business season and things have been very hectic.

It was a pleasure to have met you and your manager in Shanghai. I wish to thank you for your hospitality extended to me during my visit. I visited several fascinating cities during my travels in China, but I liked Shanghai most of all.

Now we have, through exchange of telexes, booked with you 1,000 dozen sets of your pillowcases. It is regrettable, however, that the price we have to pay is much higher than your original quotation. We understand, of course, that your price has to follow the rising cost of raw materials.

What disappointed us is the time of delivery specified in your offer. I was under the impression that this basic item was, as a rule, readily available and the lead time comparatively short. We would appreciate it if you could see your way to completing the order earlier.

Your sample arrived here quite late. After looking at the polythene bag closely, we have decided to adopt your design, with some minor changes as outlined in our telex of

October 10. Therefore we are enclosing a copy of the photo of your polythene bag, on which all the changes are marked out for your convenience. We do not think that your manufacturers will have any difficulty in reproducing this polythene bag. Furthermore, we should like to request you to have the fibre content label sewn to the outside of the pillowcase instead of to the inside as your sample shows. Canadian Customs regulations require that the label should be visible from the outside. Please confirm this by return.

It is hoped that with your support we shall be able to explore the possibility of business with you in some other items

Sincerely yours,

### New Words and Expressions

apology [ə'pɒlədʒi] <i>n.</i>	道歉
Toronto [tə'rɒntəʊ] <i>n.</i>	多伦多(加拿大港市)
hectic ['hektɪk] <i>adj.</i>	激动的, 兴奋的, 闹哄哄的
extend [ɪks'tend] <i>v.t.</i>	给予, 扩展, 延长
<i>v.i.</i>	伸展, 延续, 扩充
fascinating ['fæseɪnɪŋ] <i>adj.</i>	迷人的
travel ['trævl] <i>n.</i>	(常用复数)游历, 旅行, 游记
<i>v.i.</i>	旅游
exchange [ɪks'tʃeɪndʒ] <i>n., v.t.</i>	交换, 互换

pillowcase	['piləukeis]	<i>n.</i>	枕套
regrettable	[ri'gretəbl]	<i>adj.</i>	令人遗憾的
original	[ə'ridʒənəl]	<i>adj.</i>	原先的, 最初的
rising	['raiziŋ]	<i>adj.</i>	上升的
cost	[kɒst]	<i>n.</i>	成本; 费用
		<i>v.t., v.i.</i>	花费
raw	[rɔ:]	<i>adj.</i>	未加工的; 天然状态的; 生的
material	[mə'tiəriəl]	<i>n.</i>	原料; 资料
		<i>adj.</i>	物质的; 重要的
disappoint	[,disə'point]	<i>v.t.</i>	使失望
specify	['spesifai]	<i>v.t.</i>	指定; 详述
impression	[impreʃən]	<i>n.</i>	印象; 感想
basic	['beisik]	<i>adj.</i>	基本的; 基础的
rule	[ru:l]	<i>n.</i>	习惯; 通例; 规律
		<i>v.i.</i>	(价格)保持某水平; 统 治; 控制
as a rule			通常; 一般说来
readily	['redili]	<i>adv.</i>	容易地; 欣然
lead		<i>n.</i>	先导
lead time			订货至交货间的时间
comparatively	[kəm'pærətivli]	<i>adv.</i>	比较地
short	[ʃɔ:t]	<i>adj.</i>	短的; 短期的; 短缺的
complete	[kəm'pli:t]	<i>v.t.</i>	完成; 结束
		<i>adj.</i>	完全的; 完成的
polythene	['pɒliθi:n]	<i>n.</i>	聚乙烯
adopt	[ə'dɒpt]	<i>v.t.</i>	采用; 采取

minor	[ˈmaɪnə]	adj.	较小的; 次要的
outline	[ˈaʊtlaɪn]	v.t.	略述; 画……的轮廓
		n.	略图; 大纲
reproduce	[riːprəˈdjuːs]	v.t.	仿造; 复制
furthermore	[ˈfəːðəˈmɔː]	adv.	此外; 而且
fibre	[ˈfaɪbə]	n.	纤维
content	[ˈkɒntent]	n.	含量; 容量
			(常用复数)内容; 目录
label	[ˈleɪbl]	n.	标签; 标记
		v.t.	贴标签于; 标明
sew	[səʊ]	(sewed [səʊd], sewn [səʊn] 或 sewed)	
		v.t.	缝; 缝制
		v.i.	缝纫
outside		n.	外面, 外部
instead	[ɪnˈsted]	adv.	代替
instead of			而不是……; 代替
Canadian	[kəˈneɪdʒən]	adj.	加拿大的
		n.	加拿大人
Customs	[ˈkʌstəms]	n.	海关
regulation	[regjuˈleɪʃən]	n.	规定; 规章
require	[rɪˈkwaɪə]	v.t.	要求; 需要
visible	[ˈvɪzəbl]	adj.	看得见的; 明显的
explore	[ɪksˈplɔː]	v.t.	探索; 考察
possibility	[ˌpɒsəˈbɪlɪti]	n.	可能性; 可能
			(常用复数)可能的事
sincerely	[sɪnˈsiəli]	adv.	真诚地

## Notes

- I. This is our business season and things have been very hectic.

现在是我们的销售旺季，业务非常繁忙。

这里 things 作“业务”解，前面不加冠词。

- II. Now we have, through exchange of telexes, booked with you 1,000 dozen sets of your pillowcases.

通过交换电传，现在我们已向你们订购了 1,000 打/套枕套。

book with you 在外贸英语中作向你方订购(买进)解，它与 book your order 不同。后者作接受你的订单解，意指向你方卖出。

- III. I was under the impression that this basic item was, as a rule, readily available and the lead time comparatively short.

我以为这种基本商品通常易于取得供应，而且订货至交货的时间也较短。

be under the impression 作“以为”、“认为”解。

- IV. We would appreciate it if you could see your way to completing the order earlier.

如果你们能设法早日交齐定货，我们将表示感谢。

这里用的 would 和 could 是情态动词 will 和 can 的过去式，用来表示婉转、客气。

- V. After looking at the polythene bag closely, we have decided to adopt your design, with some minor changes as outlined in our telex of October 10.

我们在仔细地看了该聚乙烯袋子之后，决定采用你们的设计，但需象我方10月10日电传所开列的那样稍加改变。

这个句子内有两个状语：(1) After... closely 及 (2) with... October 10。前者是时间状语，修饰 have decided；后者是条件状语；修饰 adopt。

look closely at 作“审视”“细看”解。

to adopt your design 是不定式短语，作 have decided 的宾语，在 as 后面省略了“they are”。

VI. Furthermore, we should like to request you to have the fibre content label sewn to the outside of the pillowcase instead of to the inside as your sample shows.

再者，我们还要求你们把纤维含量标签缝在枕套的外面，而不是像你们样品所表明的那样缝在里面。

1. to have the fibre content label sewn to...

这个 have 后面跟宾语和过去分词的复合结构，一般是表示让别人做某事。(参阅第三册第13课注释Ⅲ)。在这里不言而喻指的是让生产厂这样做。

2. instead of... 是介词短语。它后面可以接介词短语 (instead of to the inside)，也可接其他一些词。例如：  
They asked us to send them a sample instead of a catalogue. (名词)

This order of yours is smaller instead of larger. (形容词)

You should come early instead of late. (副词)

Instead of riding a bicycle, he went there on foot.

(动名词)

VII. Sincerely yours, (或 Yours sincerely,)

这是信末署名前的一种客套话，多用于给较熟悉的对象信中。

## Grammar

### Degrees of Comparison of Adverbs

(副词的比较等级)

I、英语中有很多副词和形容词一样，也可分为原级、比较级和最高级。

II、比较级和最高级的构成

副词比较级和最高级的构成与形容词相同。(参阅第二册第13课语法 I)

1. 单音节词和个别双音节词在原级末尾加 -er -est,

原级	比较级	最高级
hard	harder	hardest
fast	faster	fastest
soon	sooner	soonest

但如 early 一词构成其比较级和最高级时，须先变 -y 为 -i，再加 -er 和 -est。

2. 双音节词和多音节词在原级前加 more 和 most,

原级	比较级	最高级
deeply	more deeply	most deeply
carefully	more carefully	most carefully
favourably	more favourably	most favourably

3. 少数副词的变化形式是不规则的：

原级	比较级	最高级
well	better	best
badly ([ 'bædli] 坏)	worse	worst
much	more	most

little

less

least

far

farther

farthest

(further)

(furthest)

### III、副词原级、比较级和最高级在比较中的用法

#### 1. 原级用于两者同等程度的比较:

Can you run *as fast as* he?

That boy doesn't listen to the teacher *as (so) attentively as* others.

#### 2. 比较级用于两者不同程度的比较:

Mr. Green comes to the fair *oftener* (或 *more often*) *than* you.

如果上下文清楚,可不用 *than* 引出的从句。

I have been very busy since I returned to Toronto.

I am sorry I didn't write to you *earlier*.

副词的比较级和形容词的比较级一样,有时可用其他词如 *much* (……得多), *far* (……得多), *still* (更……), *a little* (稍微……) 等来修饰,表示程度。

Plastic straps are now used *much more widely than* before.

Comrade Li did the work *far better than* I.

#### 3. 最高级用于三者或三者以上的比较:

Of all the designs which one do you like *best*?

I visited several fascinating cities during my travels in China, but I liked Shanghai *most of all*.

在使用副词最高级时,一般要用一个短语来说明比较的范围。

在最高级的副词前面,定冠词可用可不用。现在



一般倾向于不用。

### Word Study

take v.t.

1. 拿, 取

Mr. Kino took out his passport and showed it to the Customs officer (海关关员).

Comrade Wang came in, taking some samples in his hand.

2. 带, 领

Take your raincoat (雨衣) with you; you'll need it. Would you take us to visit the exhibition?

3. 服用, 吃

The doctor advised the patient to take some medicine and have a good rest.

He was so busy at his work that he forgot to take his lunch.

4. 搭, 乘(车)

The foreign guests will take an early train to Guangzhou tomorrow morning.

Which bus shall I take to get to the Shanghai No. 1 Department Store?

5. 花费, 占用

It took much more time to produce this article than I had expected.

How long will it take for the letter to reach London by air?