总主编 张锦涛

外事活动英语教程

主 编 张锦涛 胡明霞

南京大学出版社

国防语言课程系列教材

外事活动英语教程

图书在版编目(CIP)数据

外事活动英语教程/张锦涛,胡明霞主编. 一南京: 南京大学出版社,2017.7

国防语言课程系列教材 / 张锦涛主编 ISBN 978-7-305-18466-6

Ⅰ. ①外…Ⅱ. ①张…②胡…Ⅲ. ①外交事务-英语-军事院校-教材Ⅳ. ①D802.5

中国版本图书馆 CIP 数据核字(2017)第 090651 号

出版发行 南京大学出版社

社 址 南京市汉口路 22 号

邮 编 210093

出版人 金鑫荣

从 书 名 国防语言课程系列教材

总 主 编 张锦涛

书 名 外事活动英语教程

主 编 张锦涛 胡明霞

责任编辑 徐晨明 黄隽翀

编辑热线 025-83686531

照 排 南京理工大学资产经营有限公司

印 刷 南京人民印刷厂

开 本 787×1092 1/16 印张 16 字数 380 千字

版 次 2017年7月第1版 2017年7月第1次印刷

ISBN 978 - 7 - 305 - 18466 - 6

定 价 40.00元

网 址:http://www.njupco.com

官方微博:http://weibo.com/njupco

官方微信号:njupress

销售咨询热线:(025)83594756

^{*} 版权所有,侵权必究

^{*} 凡购买南大版图书,如有印装质量问题,请与所购 图书销售部门联系调换

国防语言课程系列教材

《外事活动英语教程》 策划编写人员

总 策划 张亚非

总主编 张锦涛

编 委 张亚非 孙 敏 张锦涛 王传经 杨继环

田文杰 王 波 贡卫东 刘学政 张宗涛

杨敏毕梅冬王轮朱小平谢钧

崔彩英 苗 露 邓 娜

本册主编 张锦涛 胡明霞

副 主 编 朱劲松 周小丽

编 者 (按姓氏笔画排序)

丁晓松 王华丹 李 静 张韵菲 杨丽娟

高洁子 高湉湉 黄 珊 黄晓勤 路玮丽

审 校 胡明霞

前言

军事外交是指国家在军事方面的对外交往活动,是国家外交活动的重要组成部分,包括军事人员互访、军事谈判、缔结军事条约以及处理国际上的军事事务等。近年来,我国立足国情,主动作为,积极开展全方位军事外交活动。我军人员出国参加国际军事活动以及国内接待各级别外军来访人员的次数和人数快速增加。在各类军事外交活动中,相关人员通晓国际礼仪,在待人接物和行为举止上表现出我国军人的专业素养和进退合宜的行为举止,对展示我军人员良好素质,提升我军软实力以及国家和军队的国际影响力均有重要作用。

作为国防外事活动的入门级教材,本书收录了我国官方外交文件、国内外外交领域相关研究文章以及外交场合具体实践等来帮助读者理解军事外交理念,详细介绍了外事活动中的具体礼仪和外事活动实施的注意事项。本书共分为三篇。第一篇挑选了代表我国最新官方外交理念的阐释文件、外交领域相关文章以及部分外交话语范例,搭建国防外事活动的基本概念框架。第二篇根据国防外事活动的主要领域例如武官到任、外交出访接待、国际会议等,介绍文书的写作方法,并通过具体外交活动中的对话实例展现真实的外交场景。第三篇介绍外交场合个人通用礼仪和官方礼仪,从应酬、联系、聚会、餐饮和公共礼仪等方面详细讲述礼仪的禁忌及要求,帮助读者全面了解社交礼仪,提升军队形象与个人形象。

通过专业文献和实际外交语言运用的实例,本书编者们希望给初涉外事活动领域人员提供一个较完整的国家外交概念、外事活动中处理事务时持有的基本理念以及具体外事活动的实施建议。鉴于时间仓促和编者们水平有限,本书难免有疏漏与不足之处,欢迎广大读者批评指正。

编 者 2017年4月

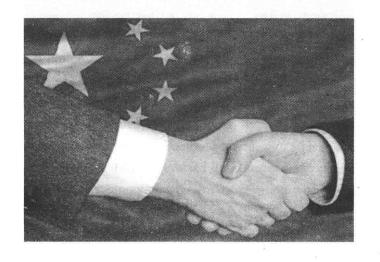
目 录

外交知识篇

Innovations in China's Diplomatic Theory and Practice Under New Conditions	
Military Attaché	012
China's Military Strategy ·····	
Military Confidence-Building	030
China-Russia Military-to-Military Relations: Moving Toward a Higher Level of	
Cooperation	036
China's Defense Technology and Cooperation ·····	042
China's Military and Security Cooperation ·····	046
A Citizen's Guide to Understanding U. S. Foreign Military Aid	049
Uphold Win-Win Cooperation and Promote Peace and Stability in the Asia-Pacific · · · · ·	055
Development of Peacekeeping Operations	062
Lending a Helping Hand: The People's Liberation Army and Humanitarian Assistance/	
Disaster Relief ·····	072
Joint Military Exercise ·····	081
Arms Control and Disarmament	086
Deepen the China-EU Comprehensive Strategic Partnership for Mutual Benefit and	
Win-win Cooperation	094
Defense White Papers	108
Defense Ministry's Regular Press Conference on Dec. 31 ·····	115
外交实践篇	
武官到任	127
公文写作	127
对 话	131
外事出访	132
公文写作	132

对话和演讲	
外事接待·····	
公文写作	
对 话	
国际会议····	161
公文写作	
对 话	180
联合国维和行动	
公文写作	182
对 话	188
文化礼仪篇	
文化礼仪篇导论	
个人礼仪篇	196
1. 肢体语言 & 第一印象(Body Language & First Impression)	
2. 介绍(Introduction) ·····	201
3. 握手(Shake Hands) ·····	203
4. 称呼(Form of Address) ······	206
5. 着装规范(Dress Code)	210
6. 电话礼仪 (Phone Manners) ······	216
7. 电邮 (Email Manners) ······	218
8. 出行 (Out & About) ····································	221
9. 乘坐交通工具(Taking Vehicles) ······	222
10. 做客礼仪(Guest manners) ·······	224
11. 餐桌礼仪(Table Manners) ······	225
12. 入座和离座 (Sitting and Leaving) ······	229
13. 欧美与中国用餐方式对比 (Comparison Between Western Style and Chinese	
Style Dining)	230
官方礼仪篇·····	235
1. 礼宾工作	235
2. 会见和会谈	237
3. 签字仪式	239
4. 宴请	240

外交知识篇





Innovations in China's Diplomatic Theory and Practice Under New Conditions

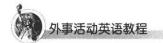
By Yang Jiechi[®], 2013

Since the successful conclusion of the 18th National Congress of the Communist Party of China (CPC) last year and the end of the annual sessions of the National People's Congress (NPC) and National Committee of the Chinese People's Political Consultative Conference (CPPCC) earlier this year, in light of new conditions and new tasks, the CPC Central Committee with Xi Jinping as General Secretary has focused on China's long-term and strategic agenda with a keen appreciation of the evolving global environment and trends of development in China. Bearing in mind both the domestic and international interests of the country and maintaining the continuity and consistency of its major diplomatic policies on China' external affairs, it has promoted innovations in diplomatic theory and practice by keeping up with the trend the times and pushing ahead with a pioneering spirit. With a good beginning made and an overall plan adopted, the CPC Central Committee has put forth many important strategic ideas on China's external affairs as well as diplomatic policies and principles, and taken a number of major diplomatic initiatives, which have not only created external conditions favorable for facilitating the work of the Party and the state across the board, but also enriched and developed the system of diplomatic theory with Chinese characteristics.

I . The new diplomatic initiative as taken are strategic, overarching and innovative in nature.

Given close international attention on major policy direction of CPC Central Committee with Xi Jinping as General Secretary after the 18th CPC National Congress, Xi Jinping made his first diplomatic activity by meeting the representatives of foreign experts working in China. Later, the Political Bureau of the CPC Central Committee held a collective study session on committing ourselves to the road of peaceful development. In these internal and external activities, President Xi Jinping made important remarks on China's opening-up strategy and foreign policy, sending out a clear message that China's new collective central leadership is committed to reform and opening-up, the path of peaceful development and the strategy of win-win cooperation with the outside world while

① Yang Jiechi, State Councilor of the People's Republic of China.



resolutely upholding China's core national interests.

Since the end of the annual sessions of NPC and CPPCC in 2013, Xi Jinping and other Party and state leaders have paid visits to major countries, neighboring countries, emerging market economies and developing countries in Asia, Africa, Latin America, Europe and North America, and hosted visits by dozens of foreign leaders. These activities of bilateral and multilateral diplomacy both at home and abroad have enabled Chinese leaders to meet more than one hundred foreign heads of state and leaders, which has effectively enhanced China's friendly exchanges and pragmatic cooperation with other countries.

Actively promoting relations with the major countries. Xi Jinping, as China's president, made Russia the first leg of his first overseas visit, which strengthened bilateral cooperation in the economy, trade, energy and strategic security and consolidated the basis of the China-Russia comprehensive strategic partnership of coordination. President Xi Jinping met with US President Barack Obama at the Annenberg Estate in Los Angeles, during which the two sides agreed to work together to build a new model of major-country relationship based on mutual respect and win-win cooperation, thus charting the course and drawing the blueprint for growing China-US relations in the future. China and the United States also successfully held their fifth round of Strategic and Economic Dialogues, making good progress in implementing the agreement of the two presidents and advancing the building of a new model of major-country relationship. With other Chinese Party and state leaders visiting European countries, China has played host to French President Francois Hollande and other European leaders, and worked steadily to open up new areas of mutually-beneficial and pragmatic cooperation between China and Europe.

Energetically working to stabilize and advance the friendly and good-neighborly relations in the surrounding areas. China's relations with its neighbors are, on the whole, moving towards a more favorable direction. While attending the Boao Forum for Asia Annual Conference 2013 and holding a series of state activities, President Xi Jinping expounded on the new ideas in China's domestic and foreign policies, which promoted China's strategic trust with the relevant countries and elevated its relations with the neighboring countries. We have received visits by state leaders from neighboring countries, such as President Truong Tan Sang of Vietnam, President Park Geun-hye of ROK and Prime Minister Nawaz Sharif of Pakistan, strengthened bilateral relations with neighboring countries in areas including Southeast Asia and Central Asia, and consolidated our good-neighborly friendship and cooperation with them. On the issues such as Diaoyu Islands, South China Sea, we have acted firmly to uphold our territorial sovereignty and maritime rights and interests while working hard to appropriately handle and resolve disputes with neighboring countries through dialogue and negotiation. On the North Korean nuclear issue, while firmly committed to the goal of denuclearization on the



Peninsula, and we have actively reached out to relevant countries to move the situation on the Peninsula towards relaxation.

Vigorously working to strengthen friendship and cooperation with developing countries. President Xi Jinping's successful visits to Africa and Latin America have fully reflected the great importance we attach to developing countries. By visiting Tanzania, South Africa and the Republic of the Congo, Xi Jinping set a precedent for a Chinese head of state to visit Africa. What is more, he also met with over a dozen of African leaders at a breakfast meeting, with fruitful results achieved in renewing friendship, enhancing mutual trust, advancing cooperation and identifying opportunities for common development. By visiting Trinidad and Tobago, Costa Rica and Mexico, and holding bilateral talks with leaders of eight Caribbean countries, President Xi Jingping has enhanced political trust and result-oriented cooperation and brought China's overall cooperation with Latin America and the Caribbean to a new high.

Deeply engaging in and shaping processes of multilateral diplomacy. When meeting leaders of international organizations, President Xi Jinping stressed China's commitment to the advocacy and practice multilateralism and the great value it places on the important role of the UN and other international organizations. China will honor its due international obligations and work in close cooperation with relevant international organizations in maintaining world peace and security, promoting human development and progress and addressing global issues and challenges. Fresh progress has been made in China's relations with major international organizations. Attending the 5th BRICS Leaders' Meeting in Durban, South Africa, President Xi Jinping worked for closer communication and coordination with other major developing countries on global economic and political matters of great consequence and brought about progress in building BRICS mechanisms. The summit issued the eThekwini Declaration and Action Plan, decided to establish a development bank and a contingent reserve arrangement among BRICS countries, thus providing a strong driving force to the establishment of a new international political and economic order that is fairer and more equitable.

The CPC Central Committee with Xi Jinping as General Secretary has made innovative headway on the basis of past achievements. A sound and momentous beginning has thus been achieved in our diplomatic work. With the layout being more comprehensive and more balanced, China's diplomacy under new circumstances displays such features as rich ideas, clear priorities, firm positions, flexible approaches and distinctive styles. This has not only aroused greater interest of all parties to further grow relations with China, which paves the way for sound diplomatic work in the later half of the year and the next five to ten years, but also boosted the morale of the Party, the army and the people, thus greatly arousing the enthusiasm of our Party and our people of all ethnic groups to work even for



the realization of the "two centenary goals" as set by the 18th CPC National Congress.

${\rm I\hspace{-.1em}I}$. Innovations in diplomatic theory and practice have resulted in major achievements,

Confronted with complex international situations, the CPC Central Committee with Xi Jinping as General Secretary has carried forward the Party's fine tradition of linking theory with practice, made courageous explorations by combining domestic affairs with foreign affairs and integrating Chinese features with the trend of the times, and achieved a series of major breakthroughs in diplomatic theory and practice within a very short period of time. Displaying a strong resolve for innovation, a board, strategic and forward-looking global perspective, and a capality to command the overall situation, President Xi Jinping has provided a powerful guarantee in both theory and practice for innovative diplomatic work and better use of the important period of strategic opportunities.

 Putting forth the important thinking of the Chinese dream with profoundly enriched contents with a view to boosting exchanges and cooperation between China and the rest of the world.

During his trips abroad or meeting with visiting foreign guests at home since the 18th CPC Congress, President Xi Jinping has spoken profusely to leaders and people of foreign countries the important thinking of the Chinese dream, namely, to achieve the great renewal of the Chinese nation.

President Xi Jinping has emphatically pointed out that the Chinese dream is shared by the Chinese people of all ethnic groups and cherished by each and every individual in the country. Realizing our Chinese dream requires a peaceful and stable international and neighboring environment, and China is committed to realizing the dream through peaceful development. Since the Chinese dream is closely linked with dreams of other peoples around the world, China is committed to helping other countries, developing countries and neighboring countries in particular, with their development while achieving development of its own. China will share more development opportunities with other countries so as to facilitate their efforts to realize their dreams. China hopes to have win-win cooperation and common development with the rest of the world. While working to realize our Chinese dream, Chinese people are desirous of realizing the world dream through concerted efforts with people around the world.

President Xi Jingping's comprehensive, profound and exquisite description of the

② "Two centenary goals" refers to; complete the building of a moderately prosperous society in all respects when the Communist Party of China celebrates its centenary in 2021 and turn China into a modern socialist country that is prosperous, strong, democratic, culturally advanced and harmonious when the People's Republic of China marks its centennial in 2049.

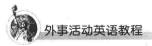
Chinese dream is a continuation and development of the important thinking of China's peaceful development in the new era. It has enhanced international understanding and recognition to China's peaceful development strategy and received extensive appreciation and applause. Many foreign leaders and people from various sectors regard the Chinese dream as fully consistent with the dreams of their own countries and own peoples, and have expressed readiness to join the Chinese people in realizing the beautiful dream shared by the entire manking. This fact has dealt a powerful blow to attempts by certain international forces at distorting and smearing the Chinese dream.

The important thinking of the Chinese dream has not only energized our people's determination and confidence in accomplishing the great renewal of the Chinese nation, but also substantially boosted China's appeal and influence in the world, enhanced our stature and voice in international affairs and given full expression to the strong synergy between our domestic and external agenda.

Putting forth the vision of building a new model of major-country relationship between China and the United States while striving to advance relations with other major countries.

To promote the building of a new model of major-country relationship between China and the United States and bring about sound interaction and win-win cooperation with major countries is an important thinking of the CPC Central Committee with Xi Jinping as General Secretary concerning China's relations with other major countries. The thinking is a strategic choice made on a full review of the experience and lessons from history, a correct reading of the trend of the times and a need to integrate China's interests with those of other countries. It is also the inherent requirement of the "two centenary goals" and the inevitable demand for our overall strategy of peaceful development.

China and the US have reached important agreement on the building of a new model of major-country relationship. During their meetings at the Annenberg Estate, President Xi Jinping and President Obama agreed that the two countries would work together to build a new model of major-country relationship that benefits both countries and people in the world. Xi Jinping summarized such a new model with three insightful sentences. First, no conflict and no confrontation. That requires the two sides to view each others's strategic intention in an abjective and sensible way stay as partners instead of adversaries, and properly handle their differences and disputes through dialogue and cooperation instead of taking a confrontational approach. Second, mutual respect. That requires the two sides to view each other's social system and development path chosen by ourselves, as well as core interests and concerns, seek common ground while shelving differences, uphold inclusiveness and mutual learning, and make progress together. Third, win-win cooperation. That requires the two nations to abandon the zero-sum mentality, consider the other's interests while seeking one's own, promote common development while



developing oneself, and continue to deepen the pattern of shared interests. Xi Jinping also pointed out that to implement the agreement on the building of a new model of major-country relationship, the two sides need to bring their dialogue and trust to a new level, take new steps in their pragmatic cooperation, establish a new pattern of major-country interaction, and explore new ways to manage their differences. The building of a new model of major-country relationship between China and the United States is an unprecedented endeavor that will inspire future generations. It is a historic innovation that has no ready experience to copy. As such, it may not be a plain sailing process. However, as long as we grasp the situation, focus on the goal, be firm in our determination and keep forging ahead, we will be able to achieve sound and steady growth of China-US relations.

Meanwhile, China's relations with other major countries have also made fresh progress and breakthroughs with active planning and facilitation. China and Russia have deepened strategic trust, scaled up business cooperation, made new breakthroughs in major energy cooperation projects, maintained close coordination on major international and regional issues and in global economic governance, and achieved new progress in growing their comprehensive strategic partnership of coordination. China and the European Union have expanded cooperation areas, deepened shared interests and continued to elevate strategic relations and cooperation to new heights. We have also made active efforts and achieved notable results in developing friendship and cooperation with other major developing countries and major regional countries.

 Putting forth the right approach to upholding justice and seeking interests with a view to enhancing friendship and cooperation with neighboring countries and developing countries.

To strike a balance between upholding justice and seeking interests is the essence of Chinese traditional culture and the moral code that the Chinese nation inherits it throughout the centuries. This important principle governs both personal conduct and China's relations with other countries. Inheriting the fine traditions of Chinese culture and diplomacy of People's Republic of China and keeping in mind the new tasks in the new period of China's relations with other developing countries and neighbors, President Xi Jinping emphasizes the need to adopt the right approach to upholding justice and seeking interests in growing relations with these countries. Politically, we should uphold justice and fairness as a guiding principle. Economically, we should pursue mutual benefit and common development. In growing relations with our neighbors and other developing countries that have long been friendly towards China yet face daunting challenges in development, we will accommodate others' interests rather than seeking benefits at their expense or shifting troubles unto them.

We will follow the right approach to upholding justice and seeking interests in strengthening relations with our neighbors and other developing countries. During his visit tò Africa, President Xi Jinping had sincere and cordial discussions with African leaders, in which he expounded China's policy to Africa and stressed China's commitment to cooperation with Africa with sincerity, real results, affinity and good faith. In particular, he emphasized the win-win nature of China-Africa cooperation. He stressed that China will fully honor its commitment to Africa, attach no political strings to aid to Africa, help African countries to transform their strength in natural resources into development advantages to achieve diverse, independent and sustainable development. President Xi Jinping's speech struck a chord among African leaders and people. They indicated that China's help to Africa is sincere and aims at promoting Africa's development and that Africa has full trust in China.

During President Xi Jinping's visit to Trinidad and Tobago and Costa Rica, a large number of major cooperation projects were agreed on, which reflects to China's sincerity in helping Central American countries achieve development. Xi Jinping announced that China would provide preferential loans and special infrastructure construction loans to friendly countries in the Caribbean area, and it received welcome from relative countries. The visit to Mexico by President Xi Jinping boosted bilateral business ties, and two countries announced the advancing of China-Mexico relations to a comprehensive strategic partnership.

4. Putting forward to strengthen top-level design, strategic management and planning and bottom-line thought for China's diplomatic work and commit to China's core interests.

President Xi Jinping has repeatedly emphasized that we should make strategic plans according to top-level design from medium to long-term in China's diplomatic work. The CPC Central Committee, should have a long-term vision and overall perspective, view the trends of the world and seek events, continue to strengthen top-level design, strategic management and planning, integrate China's relations with major countries, neighbors and developing countries and multilateral diplomacy through a series of major actions. This has promoted an all-round growth of China's relations with various parties, meeting our target of a good start and solid layout in our diplomatic work and setting the stage for the medium and long-term pursuit of our objectives.

The CPC Central Committee with Xi Jinping as General Secretary attaches great importance to the details of implementing China's foreign policy. It requires the need to follow the new trend in strategic planning, to make timely policy adjustments in light of shifting international developments and the changing external environment, and to properly address new issues and problems in our diplomatic work. We must keep in mind the bottom line, working for the best but preparing for the worst. Xi Jinping has emphasized that China is firmly committed to the road of peaceful development, while we definitely must never give up legitimate interests or core national interests. No country should expect us to swallow the bitter fruit that does harm to our sovereignty, security and development interests. In diplomatic work, we will not evade contradictions or



problems, we will endeavor to properly handle the differences and problems with relevant countries, while working to promote exchanges and cooperation in various fields to expand common interests and maintain peaceful and stable relationships with neighboring countries and regions.

Putting forward to strengthen coordination in diplomatic work to ensure centralized leadership.

From domestic and international situations, the CPC Central Committee attaches great importance to coordinating diplomatic work. It requires balanced considerations, overall planning, unified command and coordinated implementation. The central, provincial government, civil society, and all foreign-related agencies should build united consciousness, be on duties and concerted efforts. It does not only motivate the enthusiasm and creativity, but also manage from national interests to make sure the central leadership of the external work, decision-making, management and disposal, ensuring the actualization of strategic intentions in diplomatic work. The CPC Central Committee strengthens institution-building, gradually straightens out systems and mechanisms, formulates specific regulations, and manages foreign affairs. It effectively improves unified leadership and coordinated operations about diplomatic work.

■ . Studying and implementing in-depth the achievements of innovations in diplomatic theory and practice to make new progress in diplomatic work.

Currently, China's diplomatic work under new conditions, which got off to a good start, has proceeded from a stage of planning to one of all-round implementation. Taking stock of the overall developments, China is still in an important period of strategic opportunities in which much can be accomplished. Yet we are also facing complex and severe challenges. The important achievements of innovations in diplomatic theory and practice made by the CPC Central Committee with Xi Jinping as General Secretary have not only laid a solid foundation for the next stage of diplomatic work, but also pointed out its correct direction. We should study and appreciate the essence of innovations in depth and learn from experience so as to guide our diplomatic practice. Based on the good beginning, we should continue to forge ahead. While continuing to optimize our diplomatic layout, we should play a good leading role of leadership diplomacy, vigorously develop relations with other major countries, advance friendship and win-win cooperation with our neighboring countries and other developing countries and push the international order in a fairness and reasonable direction. We should advertise the new thoughts and ideas of Chinese diplomacy, implement mass line of the Party and people-oriented diplomacy, endeavor to make new progress in our diplomatic work, and create a more favorable external environment to make the Chinese dream, the great renewal of the Chinese nation, come true.