

银行国际业务

A PRACTICAL ENGLISH COURSE



实用英语教程

INTERNATIONAL BANKING

上海外语教育出版社

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实用英语教程

(4)

**A Practical English Course
of
International Banking**

中国银行上海分行 编

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前 言

本教程是为适应外汇专业银行干部提高英语水平需要,由中国银行上海分行教材编写小组根据我国银行国际业务的实务编写的。全书共四册,可作大、中专院校国际金融、国际贸易、银行、财经等专业英语教学参考,也可作上述各专业自学者的进修读物。

每册有十课。课文内容紧密结合外汇专业银行实务,其中包括国际贸易的单证和结算、非贸易外汇结算、外币兑换、会计、外贸外汇贷款、外币存款以及实行开放政策以来我国银行促进对外经济关系发展的新做法,例如出口信贷、来料加工、来件装配、补偿贸易、国际租赁、信用卡、信托业务和国外厂商资信调查等。每课都附有阅读材料,以补充课文的不足。课文后有注释、语法、翻译和练习等。例句力求结合银行业务的专业用语。语法及其练习是为学生复习语法而编入的。有些课文后还附有图例,以帮助学生加深对课文或阅读材料的记忆和理解。

本教程是集体智慧的结晶。参加编写的有沈泽群(主编)、翁世藩、施裕德、易定平、李宝华、顾春华、张俊、郑经伯和杨鸣放等同志。本教程经中国银行总行伍官熹同志审阅修改。

为了推动全行干部培训工作的开展,我们审定了本教材并推荐出版。但是,由于编审经验不足、水平有限和时间仓促,缺点和错误在所难免,请同志们批评指正,以便再版时进一步修改。

中国银行总行教材编审委员会

1983年3月

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LESSON ONE

TEXT

Kinds of Insurance Documents

Valued and Unvalued Policies, Voyage and Time Policies

The great majority of insurance cargo policies are valued policies, that is, policies which state the insured value of the cargo. There exist, however, along with valued policies, unvalued policies which do not specify the insured value of the cargo. In these cases the insured value is estimated on arrival of the cargo at its destination. The estimation is based on what is called sound arrived value. In fact, the sound arrived value is nothing more than the market value of the cargo at the point of arrival or destination. Unvalued policies are hardly used in the insurance of cargo.

Another classification of insurance policies is to divide them into voyage, time and mixed policies. Under a voyage policy, the subject matter is insured for transport from one point to another; under a time policy, the subject matter is insured for a fixed time; and under a mixed policy; the subject matter is insured both for a particular voyage and for a certain period of time. In voyage policies, the insured should note carefully the stipulations as to when the risk commences and when it ceases. The voyage policies issued by some underwriters may stipulate that the risk does not attach until the goods are actually on board the conveyance and that the insurer is not liable for

their loss or damage while they are in transit from the shore to the ship. Time policies are rarely used in export transactions, but are often used in hull insurance, that is, insurance on the ship and its machinery and equipment. Time policies on hull insurance may be issued for any agreed period of time and may continue to cover the vessels, subject to an additional premium, if they are at sea, in distress, or in a port of refuge or of call when the policies expire.

Floating Policies and Open Covers

There are yet two kinds of open contract of insurance, i.e. the floating or open policy and open cover.

A floating or open policy is a relatively popular and convenient form of insurance and has the function of protecting a merchant engaged in regular trade where shipments are made day by day or week by week, of which to furnish details before their despatch would entail a tremendous amount of trouble. It takes the form of a single policy for a specified lump sum and goods of a specific character. Each shipment is declared against the policy and the insured value of the policy is proportionately reduced by the value of each shipment.

The open cover is an insurance document by which the underwriter undertakes to issue a floating or specific policy subsequently within the terms of the cover. It is another method of effecting a general insurance for recurring shipments, the details of which are unknown when the insurance is taken out. The operation of an open cover resembles, in many respects, that of a floating policy, for the insured is likewise bound to declare all individual shipments effected thereunder unless the contract of insurance otherwise provides. On receipt of such declaration, the underwriter issues the policy. This is

a distinctive feature of open covers. The floating or open policy is regarded as one of the basic contracts of insurance between the underwriter and the insured, while the open cover, which may be procured by an insurance broker, is not always regarded so. In view of this fact, an open cover may not be considered a legal document and the insured must therefore rely on the underwriting company to issue a firm policy on his declaration.

From the practical point of view, the difference between the floating policy and the open cover may be stated as follows: In the case of a floating policy, the insured "buys" a fixed insurance cover which is written off as soon as shipments are declared. In the case of an open cover, however, the insurance does not "run out" but covers, within the limit of the insurance, every shipment falling within the terms of the cover.

Insurance Certificates and Brokers' Notes

Insurance certificates and brokers' cover notes are the other two kinds of insurance documents which, though lacking the legal characteristics of an insurance policy and being of a lower order, acknowledge that insurance cover has been obtained.

The insurance certificate is used when an open policy or open cover has been obtained. It usually consists of two parts: the first part recites the main terms of the open policy or open cover under which the goods are insured; the second part contains the declaration of the goods, stating the value insured, the voyage, the marks, the numbers and the other particulars of the goods. The certificate may be signed by the insured or by the insurance broker who has procured the open cover. The question whether an insurance certificate is a perfect substitute for

the policy in an contract of sale has not yet been decided.

Brokers' notes or certificates are statements made by an insurance broker that the goods as specified are insured. Sometimes, but not always, the name of the underwriter and other details relating to the value and the voyage are given in the statement. These notes are not documents which the insured can use to make claims on the underwriter. The British courts of law had on many occasions pronounced that a broker's note lacks the legal status of an insurance document. The broker has an open cover policy with an underwriter and it is against this open cover that he issues notes to clients. Thus any claim against such a note will depend upon whether the broker himself can make a valid claim on the underwriter and whether there in fact exists an open cover policy against which the broker has issued his notes.

NEW WORDS AND PHRASES

valued policy	定额保险单	hull insurance
unvalued policy		船身(船壳)保险
	不定额保险单	entail /in'teɪl/ v. 引起, 需要
sound arrived value		recur /ri'kʌ:/ v.
	到达地完好货物的市价	再发生, 循环
voyage policy	航程保险单	resemble /ri'zembl/ v.
time policy	定时保险单	类似, 象
mixed policy	综合保险单	recite /ri'saɪt/ v. 背诵, 叙述
subject matter	标的物	

NOTES TO THE TEXT

1. floating policy 开口保险单, 总保险单。open cover 预约保险凭证。floating policy 也可称为 open policy。它是一张总

的保险单，每次装运的货物金额，逐笔从这一保单的投保金额中减去。这种保险单不规定载货船只的名称。

2. ...of which to furnish details before their despatch would entail tremendous amount of trouble.

在每次发货前，提供(装运货物的)细则，会引起很大的麻烦。
“which” 代替先前提及的 “shipment”。语序是：to furnish details of shipments...

3. It takes the form of a single policy for a specified lump sum and goods of a specific character.

它采用一张保险单承保特定的总额和特定属性货物的形式。
to take the form of 作“采取……的形式”解。

4. insurance certificate 保险凭证。broker's cover note 经纪人的保险凭单。保险凭证俗称小保险单。它是一种简化的保险契约，凭证上不印保险条款，而是依照保险单所载为准。它是否同保险单一样具有同等的法律效力，随各国的法律而异。
5. being of a lower order 是低等级的。order 这里作“等级”解。

GRAMMAR

修饰词的位置 (Position of Modifier I)

定语的位置 (Position of Attribute)

一、定语一般须紧密靠近它所修饰的词。这个被修饰的词称为定语的“中心词 (the word modified)”。能起定语作用的词、短语和从句，大致是：形容词、代词、数词、名词、分词、副词、动词不定式、介词短语和从句。在一般情况下，以单词表示的定语放在它的中心词之前。当一个定语由一个动词不定式、介词短语或从句表示时，或虽由一个单词表示，但这个单词又有别的词修饰它时，这些定语都放在它们的中心词之后。例如：

a favourable reply, all students, the twentieth century, the world situation, a negotiating bank, a hard worker.

I have a meeting to attend. We have a lot of things to attend to.

These are the essential features of a letter of credit.

This is the only information which is available now.

The economic growth of our country is going up at a speed unprecedented in history.

二、但以单词表示的定语，有时却放在它的中心词之后。例如：

(一)中心词是一个由 “some”, “any”, “every” 等词构成的复合代词。例如：

This is something entirely different.

(二)定语由一个分词表示，但它所含的动作意义较强。例如：

The measures taken will be beneficial to all parties concerned.

(三)有个别形容词，按照习惯放在中心词之后。例如：

the rate available here, his experience overseas

(四)表示度量的短语 (phrases expressing measurement)。例如：

a river two thousand kilometers long, a building fifteen storeys high.

(五)中心词为最高级形容词所修饰。例如：

the best rate obtainable

(六)在一些受外来语影响的词里。例如：

secretary general

(七)定语由一个形容词表示而同时又具有表语作用。例如：

All the people present (who were present) approved the plan.

(八)定语是由 here, there, up, out, down, home, abroad 等副词表示。例如：

Many banks abroad have maintained accounts with us.

This is his first day up.

This book here is mine.

三、定语一般必须紧密靠近它的中心词，这是一条规则。它的位置如果放得不妥当，就容易引起误会。例如：

误：The new draft replaces the previous one, which is enclosed herewith.

正：The new draft, which is enclosed herewith, replaces the previous one.

误：A statement is appended to this letter, showing the debits and credits which were passed to your account.

正：A statement, showing the debits and credits which were passed to your account, is appended to this letter

四、当一个中心词由两个或更多的定语修饰时，表示最重要的并与中心词最密切的定语放在名词之前，次要的离开得稍远些，以此类推。这里特别要注意英语和汉语的语序有时是不同的。例如：

the new French Government (法国的新政府)；但 a small wooden case (一只小的木箱)。

EXERCISES

I. Comprehension:

Answer the following questions:

1. How is the unvalued policy different from the valued policy?
2. What are the voyage policy and the time policy?
3. What kind of policy shares the characteristics of the two?
4. Why has the floating policy or open cover been employed?
5. What is the advantage of the floating policy?
6. Is the open cover a legal document? Why?
7. What are the differences between the floating policy

and the open cover?

8. What are the main contents of an insurance certificate?

9. How can claims against a broker's note be valid?

II. Vocabulary:

Use other words or phrases to replace the following as they are used in the text:

nothing more than, hardly, lump, in view of, take out, be regarded so, a firm policy, rely on.

III. Composition:

Write in not more than 300 words, about the different kinds of insurance documents and the reason why an insurance certificate is not a good tender if a letter of credit expressly requires an insurance policy.

IV. Letter Writing:

The Tone and Language of a Good Business Letter:

The best letters are conversational in tone. They are interesting to read, cordial and sincere in spirit, and always natural.

Imagine a customer calling you on the phone and saying: "I am in receipt of your letter of yesterday's date concerning my checking account, I wish to state I am now in a position to give you my reply." People just don't talk that way, and your letter shouldn't sound that way. Try to use the language of everyday conversation in your business letter.

Some people in business offices are still used to using stilted, rubber stamped words and phrases. They think that a business letter should sound stiff and formal, like a legal document. Here's an example of a business letter written in a routine way without feeling of interest and

sincerity:

Pleased be advised that your communication of recent date is at hand. We wish to state that the matter will be given our prompt attention. We regret that you have been put to an inconvenience, but assure you it was unavoidable.

Why not write naturally and sincerely in the following way:

We are sorry to learn from your letter of ... that you have been put to an inconvenience. We assure you that we will give the matter our prompt attention and try our best to look for a solution of it.

Use the language of everyday conversation in your business letters if formality can be dispensed with.

Instead of	Use
advise	say or tell or more formally, inform
We wish to state	We are pleased to tell you
value	Avoid all these except where there is necessity.
esteemed	
would say	

Rewrite the following sentences in natural and simple language:

1. We wish to advise that your payment order was paid.
2. Kindly sign the enclosed receipt and oblige.
3. We refer to your esteemed favour of the 9th October, contents of which were carefully noted.
4. We beg to state that there is a credit balance of 8,000.00 dollars in your account.
5. We wish to state that we have written off your guar-

antee as requested.

6. We await the favour of an early reply.
7. Please favour us with your esteemed reply.
8. Pleased be advised that we have not received any news from you.
9. We negotiated the documents as per your cable authorization of March 10, 1982.
10. We have received your letter of recent date.

V. Translate the following into English:

1. 定额保险单和不定额保险单的主要区别在于前者列明标的物的投保金额, 后者则不列明。
2. 航程保险单的保险范围是指某一特定的航程, 而定时保险单的保险范围则是指某一特定的时期。
3. 综合保险单兼有航程保险单和定时保险单的特点。
4. 使用了开口保险单, 投保人就不必在每次发货前提供保险标的物的细目, 这可以避免许多麻烦。
5. 预约保险凭证可能不具有法律效力, 所以投保人还是以取得正式的保险单来得妥当。
6. 保险凭证和保险经纪人的保险凭证是保险单外的另外两种保险单据。它们一般缺乏保险单所具有的法律特性。
7. 保险凭证上不载明详细的保险条款, 而是以保险单的条款为准。
8. 中国人民保险公司的条款, 同国际上其他保险公司的条款名称上虽有些不同, 但内容基本上是相同的。

VI. A. In English, adjectives used attributively usually come before the words they qualify. Construct sentences with the following words illustrating exceptions to this rule:

something interesting, mentioned, present, issuing, necessary, involved, involving, concerned, abroad, here.