

对外贸易基础英语

第二册

应兆兰 主编



中国对外经济贸易出版社

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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、干部学校和职工业余培训等教学使用，也可供自学之用。

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、市有关单位的教学使用，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2,200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

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Lesson One

Sentence Patterns

1. We note with pleasure that you intend to develop business with us, which coincides with our desire
2. We shall appreciate it if you will indicate the quantities of various sizes that you can supply for prompt shipment

A Letter of Enquiry

Text

THE AFRICAN TRADING CO. LTD.

Importers-Exporters

Commission Agents

Cable:	169 Market Street	P. O. Box 3204
"AFRICTRACO"	Port Sudan	Our Ref. No.
PORT SUDAN	the Sudan	A53/29
Telephone:	Telex: 10846-ARCL	Your Ref. No.
21639	SD	TC388

Port Sudan, Aug. 1, 19..

China National Arts & Crafts

Imp. & Exp Corp., Shanghai Branch

16, Zhong Shan Road, E1

Shanghai, China

Dear Sirs,

Table-cloths

Thank you for your letter of July 15. We note with pleasure that you intend to develop business with us in the captioned goods, which coincides with our desire.

We have gone through your catalogue and found that several items, especially Art. Nos. 510 and 514, appear to be marketable here. We shall appreciate it if you will quote us the lowest prices CIFC5% Port Sudan and indicate the respective quantities of various sizes that you can supply for prompt shipment. In the meantime, please send us some representative samples. If your prices are workable and the quality is satisfactory, we shall place substantial orders with you.

For your information, we have handled table-cloths for more than twenty years and have a good connection in this country. We also have some associated firms in the neighbouring countries, where a ready market can be found for your products. Therefore, we should like to know if you could appoint us your sole agent in the Sudan, which, we think, would serve your interests to the best advantage.

Your immediate attention to our enquiry and proposal will be appreciated.

Yours faithfully,
The African Trading Co. Ltd.
(signed)
Manager

New Words and Expressions

street [stri:t] <i>n.</i>	街道
intend [in'tend] <i>v.t.</i>	想要, 打算
captioned ['kæpʃənd] <i>adj.</i>	标题项下的, 标题所列的
coincide [ˌkəʊɪn'saɪd] <i>v.i.</i>	相符, 一致
go through	查阅; 仔细检查
several ['sevrəl] <i>adj., pron.</i>	几个, 数个
marketable ['mɑ:kɪtəbl] <i>adj.</i>	可销售的, 有销路的
low [ləʊ] <i>adj.</i>	低的
indicate ['ɪndɪkeɪt] <i>v.t.</i>	指出, 表明
respective [rɪs'pektɪv] <i>adj.</i>	各自的, 各个的
quantity ['kwɒntəti] <i>n.</i>	数量
supply [sə'plai] <i>v.t., v.i., n.</i>	供应; 供给
in the meantime	同时; 在此期间
representative <i>adj.</i>	代表性的, 代表的
workable ['wɜ:kəbl] <i>adj.</i>	可工作的, 可进行的
satisfactory [ˌsætɪs'fæktəri] <i>adj.</i>	令人满意的
substantial [səb'stænʃəl] <i>adj.</i>	大额的, 很多的
information [ˌɪnfə'meɪʃən] <i>n.</i>	资料; 信息
handle ['hændl] <i>v.t.</i>	经营; 处理
<i>v.i.</i>	搬运
connection [kə'nekʃən] <i>n.</i>	顾客(总称); (贸易上的) 往来关系; 连接; 联系
associated [ə'səʊʃieɪtɪd] <i>adj.</i>	联合的
therefore ['ðeəfɔ:] <i>adv.</i>	因此, 所以
appoint [ə'pɔɪnt] <i>v.t.</i>	指派, 委任, 任命

sole [səʊl] <i>adj.</i>	唯一的；单独的
sole agent	独家代理
serve [sɜ:v] <i>v.t.</i>	符合；为……服务
<i>v.i.</i>	服务；用作
interest <i>n.</i>	利益；利息
best [best] <i>adj.</i>	(good, well 的最高级) 最好的
advantage [əd'vaɪntɪdʒ] <i>n.</i>	利益；优点
immediate [i'mi:diət] <i>adj.</i>	立即的，即时的
attention [ə'tenʃən] <i>n.</i>	注意，留心
proposal [prə'pəʊzəl] <i>n.</i>	建议；提议

Notes

I. 本课和第2课的来往信件是第二册第14课信件的继续。

II. Imp. & Exp. Corp.

Imp., Exp., Corp. 分别为 Import, Export, Corporation 的缩写。

& = and

III. ...to develop business with us in the captioned goods...

……与我方开展标题项下货物的交易……

IV. Art. Nos 是 Article numbers 的缩写。

V. We shall appreciate it if you will...

这是外贸书信中常见的一种句型。这里 will 是“愿意”的意思，it 指后面 if 条件从句中的内容。

VI. CIFC5% = cost, insurance & freight with a 5% commission 成本加保险费、运费价格，包含5%佣金或到岸价加5%佣金

另外，常用的价格条款术语还有：

C&F=cost and freight 成本加运费价格

FOB=free on board 装运港船上交货价格或离岸价格

VII. for your information 供你们参考

VIII. ...and have a good connection in this country.

……而且在本国有许多客户。

a good connection 作“许多客户”解。

IX. a ready market 现成的市场(意指畅销)

X. Therefore, we should like to know if you could appoint us your sole agent in the Sudan, which, we think, would serve your interests to the best advantage.

所以我们想知道你们能否委任我们为你方在苏丹的独家代理，我们认为这样最符合你方利益。

to the best advantage 是一个介词短语，在句中用作状语，修饰 serve，意思是“最有利地”。例如：

Time must be used to the best advantage.

时间必须善于利用。

Grammar

定语从句 (The Attributive Clause)

在复合句中起定语作用的从句，叫做定语从句，可以修饰主句中的名词或代词。被定语从句修饰的词叫先行词 (The Antecedent)。定语从句放在先行词的后面。

I. 定语从句通常由关系代词 (Relative Pronouns) 或关系副词 (Relative Adverbs) 引导。

1. 由关系代词引导的定语从句：

关系代词既连接主句和从句，又在从句中起主语、宾

语、定语等作用。引导定语从句的关系代词有 *who*, *whom*, *whose* (代表人), *which* (代表事物), *that* (代表人或事物) 等。关系代词在限制性定语从句 (见本课语法 II) 中作宾语时常省去。

例如:

The man *who is talking with Comrade Wang* is our agent.

(*who* 在从句中作主语)

I've just received a cable from my brother, *who will come back on Tuesday*.

(*who* 在从句中作主语)

The man *whom you have just seen* is our manager.

(*whom* 在从句中作宾语)

That's the doctor *whose name is known to everybody here*.

(*whose* 在从句中作定语)

There are a few items (*which*) *I am interested in*.

(*which* 在从句中作介词宾语)

The goods *which were shipped on the "East Wind" last week* will arrive at the end of this month.

(*which* 在从句中作主语)

We shall let you know the items *that may find a market here*.

(*that* 在从句中作主语)

Please indicate the quantity (*that*) *you can supply for prompt shipment*.

(*that* 在从句中作宾语)

2. 由关系副词引导的定语从句:

关系副词除连接主句和从句外,还在从句中起状语作用。常用的关系副词有 *where* (代表地点)和 *when* (代表时间)。如:

Please tell me the time *when* you will leave for *Hamburg*.

1957 was the year *when* our *Guangzhou Fair* first took place.

This is the place *where* we have celebration activities on festival days every year.

I am going to the factory *where* my friend works.

II、定语从句分限制性和非限制性两种。

限制性定语从句为先行词不可缺少的定语,少了这个从句,主句的意义就不完整。如:

The foreigner *who* is sitting at the long table is Mr. Ali from Egypt.

The shipping documents (*that*) the importer asked for have not been made out.

The sample (*which*) I gave you shows the quality of our new product.

非限制性定语从句只对先行词的含义作某些附加说明,少了这个从句并不影响主句意义的完整,它和主句之间用逗号分开。如:

We have some associated firms in the neighbouring countries, *where* a ready market can be found for your products.

I've brought with me a sample of canned meat, *which*

weighs only six ounces.

注：1. *that* 只能引导限制性定语从句。

2. 以 *which* 引导的非限制性定语从句，有时修饰整个主句或整个其他从句而不是修饰某一个单词。

如：

Please appoint us your sole agent in the Sudan, *which, we think, would serve your interests to the best advantage.* (修饰整个主句)

We note with pleasure that you intend to develop business with us in the captioned goods, *which coincides with our desire.* (修饰以 *that* 引导的宾语从句)

Word Study

appoint *v.t.*

1. 任命，委任

We have appointed the African Trading Company our sole agent in the Sudan.

He was appointed to a new post last year.

2. 约定，指定(时间，地点)

Both parties have appointed the time for another meeting.

They have appointed Room 306 for discussing the matter tomorrow afternoon.

appointment *n.* 任命；约会

The appointment of a new commercial counsellor to that country was announced yesterday.

I'm afraid he can only see you by appointment.

supply *v.t.* 供应，提供