

商务英语学习词典

Business English Learner's Dictionary

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商务英语学习词典

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前 言

自实行改革开放政策以来,由于我国对外交往的日益增多和外语教学水平的不断提高,全社会的外语素质有了很大的提高。然而,由于很多使用英语的人士都从事与涉外经济、商务活动有关的工作,他们原有的基础英语知识就显得不够了。因此,近年来,在全国范围内掀起了学习商务英语的热潮。各类教材、音像制品等应运而生。但是,在商务英语教学和培训中,我们感到学习者仍缺一部实用的、融查阅和学习功能于一体的词典。这便是我们编写这部词典的宗旨。

由于商务英语内容十分广泛,作者在编写本词典时有所取舍和侧重,主要选取了商务英语词汇的核心词汇和专业性较强的词汇。共收本词约2 400个,本词项下专业性词条约3 500个,本词典在编写中突出了以下三大特色:

一、学习与应试相结合

由英国剑桥大学考试委员会推出,我国国家教委考试中心承办的商务英语证书考试(BEC)是一种具有国际知名度的权威性考试。由剑桥大学签发的商务英语证书(BEC)是在各类经济部门,特别是涉外经济部门和三资企业求职,以及出国留学和工作、晋升时作为英语水平的权威性证明。本词典收词时紧扣商务英语考试大纲,使学习者在提高商务英语水平的同时能顺利通过BEC考试。

二、商务英语知识与专业知识相结合

高级商务活动不仅要求熟悉有关商务、社交的全部活动,如介绍、接待、旅行安排、产品描述,而且必须熟悉某些特定的业务方式和活动,如产品工艺、商业信函、贸易洽谈、金融动态等商务工作中的种种问题。因此,本词典既收录了商务英语中的核心词汇,也收录了贸易和金融英语中的核心词汇。既可作为商务和外贸英语的学习辞典,也可作为商务和贸易工作者的案头词典。

三、查阅与消化掌握相结合

本词典注意收录了与本词有关的搭配、用法和专业性词组。基本上每一本词都配有典型、详尽的商务英语例句,便于查阅学习和准确掌握有关该词的实用句型和表达用语。

尽管编者做出了最大努力,但由于经验和水平的限制,错谬之处仍有所难免,欢迎有关专家和广大读者批评指正。

编 者

1997年10月于湖南大学

凡 例

1. 词条

全部词条一律按字母顺序编排。收入词条的有:本词(英语单词),词组,复合词,习惯用语。词条的本词印成小5号黑正体,其余的一律用小5号白正体,如:appoint-ment, ~ call

2. 词类

全部词类一律用英语缩写形式标出:n.(名词),vt.(及物动词),vi.(不及物动词),或vt. & vi.(兼作及物动词和不及物动词),a.(形容词),ad.(付词),pron.(代词),prep.(介词),conj.(连词),abbr.(缩略语,后面标出全词)。名词的可数与不可数没有标注,通过例句体现。

3. 词义

为了便于读者查找,同一词条的多种词义采取下列编排方式:先用英语缩写形式罗列该词条所有词类(例如:vt.;a.;n.),然后按所列词类顺序分别用阿拉伯数字列出其词义。同一词性的相近词义用逗号隔开(如:consequently 因而,所以),不同词义用分号隔开(例如:concession 让步,特权)。有关该词条词组,惯用短语,按字母顺序全部放在该词条的最后,且其用法都通过例句来体现。

4. 例句

本词典收录了较多的典型例句,绝大部分词条都附有例句以帮助说明该词的用法,排在该词词义之后。例句的顺序是根据不同词义的先后顺序排列的。

5. 符号

本书中所援用的符号分别说明如下:

~ 用于代替本词,但因词形变化而不宜使用符号时,则不用替代符号;

/ ①指前后为同义词语;

②缩写形式符号如:C/O[缩]care of

() ①表示是该词义的一部分,如:在(船,飞机)上;

②表示对该词的注明(如:1 夸脱=1/4 加仑);

③表示与该词搭配使用,如:abide(by)

④表示括号内部分在词形拼写中可省略

[] 是对该词为缩写形式的说明,如:AA[abbr.]

= 符号右边代表国际贸易电讯电传常用缩略语,如:above=ABV
refer to our telex=RoTX

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前言

凡例

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A

AA [*abbr.*] Advertising Association
广告协会

Our company is a member of the
~. 我们公司是广告协会的成员。

AAR [*abbr.*] against all risks 一切
险

Insurance to be effected by the sell-
er's for 110% of invoice value ~ as per
Ocean Marine Cargo Clauses of the Peo-
ples Insurance Company of China dated
X/X/X. 由卖方按发票金额的 110% 投
保一切险按××年××月××日中国人民
保险公司海运货物保险条款办理。

A shares 普通股; A 类股

Our 1 000 ~ in Webb Communica-
tions have gone up 14 ps. to 200 ps. 我
们持有的 1 千股 Webb 通讯普通股上升
了 14 点达 200 点。

abandon *vt.* 放弃

They decided to ~ the ship to the
insurance company 他们决定把船留给
保险公司。

abandonment *n.* 放弃

After the storm the shipowners de-
cided on ~ in return for an insurance
payment because the cost of repair is
greater than the total value of the ship.
因维修船只的费用比船价还高。在经
受暴风雨的袭击后, 船主决定弃船以
换取保险。

abbreviation *n.* 缩写, 缩写式

FOB is the ~ of "Free On Board".
FOB 是“离岸价”的缩写式。

abeyance *n.* 中止, 搁置

The complaint of the customer
about the delay in shipment has been
kept in ~. 客户关于交货延期的投诉
被搁置了。

abide (abode 或 abided) *vi.* 遵守, 坚
持 (by)

The two parties involved in interna-
tional trade must ~ by the sales confir-
mation or the contract. 国际贸易的双方
必须依据所订售货确认书或所签合同
行事。

ability *n.* 能力

To investigate our customers' pay-
ment ~ is very important in doing busi-
ness. 交易过程中对客户的支付能力进
行调查是非常重要的。

aboard *ad.* 在(船, 飞机, 车)上

In FOB (Free on Board) transac-
tion, the seller is responsible for all
charges and all losses and damage until
the goods are ~ the ship. 在离岸价交
易中, 卖方负责货物上船前的一切费用,
丢失和损坏。

above par 增值的, 超过面值

The gilts achieved a price ~. 渡
金材料增值了。

above the line 经常性项目; 标准点以
上, 一般标准以上

We allow for above-the-line costs in an advertising budget. 在广告预算时,对费用的预算允许高于一般标准。

abroad *ad.* 在国外;到国外

The commercial counsellor's offices of our embassies stationed ~ can help us in making market investigation. 驻外使馆商务参赞可以帮助我们进行市场调查。

Many import and export corporations send their trade groups ~ every now and then to make market surveys on the spot. 许多进出口公司不时地派贸易团到国外进行现场市场调查。

absenteeism *n.* 旷工;经常性缺席

Improvements in working conditions helped to reduce levels of ~. 工作条件的改善降低了旷工率。

absolute *a.* 绝对的;安全的

In ~ terms, wages have risen, but not in comparison with the cost of living. 孤立地讲,工资是增加了,但相对于生活费用而言,工资并没有增加。

~ acceptance 无条件承兑,单纯认付

~ advantage 绝对优势,绝对利益

~ bond 不附条件的债券

absolve *vt.* 免除责任

The sellers shall be ~d from the responsibility for any delay in shipment or non-delivery of the goods due to force majeure. 由于不可抗力的原因,使卖方不能在规定期限内交货或不能交货,卖方不负责任。

absorption costing *n.* 全部成本计算法,归纳成本法

A ~ is a way of pricing goods by allowing for all costs relating to production in the sale price. 全部成本算法是一种定价方法,即某产品的销售价包括生产该产品的全部成本。

a/c [*abbr.*] account 账目

Our ~ No. is 1250004628. 我们的账号是 1250004628。

abundant *a.* 丰富的,充分的

China is ~ in petroleum deposits. 中国的石油蕴藏量丰富。

We have collected ~ proof that shows the goods they shipped are not in agreement with that stipulated in the contract. 我们有充分的证据表明他们所交货物与合同规定的货物是不一致的。

accelerated depreciation *n.* 加速折旧

A ~ is a form of TAX Relief where a high proportion of the cost of new machinery is subtracted from the company's annual taxable profit to help a business to develop and expand. 加速折旧是一种形式的赋税减免,从公司的年度可征税利润中减去高比例的新机器设备的成本,帮助企业发展和扩大。

accept *vt.* 接受;承兑

We don't ~ payment by revocable letter of Credit. 我们不接受可撤销信用证支付方式。

Your terms of payment by a 100% invoice value unconfirmed, revocable let-

ter of Credit can't be ~ed. 你方提出的以发票值100%,不保兑,可撤销信用证支付方式是不能接受的。

The bill of exchange was ~ed for payment. 汇票被承兑。

acceptable *a.* 可接受的

All the clauses in the L/C are ~ except the shipment validity. 除装运期限外,信用证中的所有条款都是可接受的。

acceptance *n.* 承兑

D/A is the shortened form for Document Against Acceptance. D/A是“承兑交单”的缩写。

accepter / acceptor *n.* 承兑人

This draft must be accepted by the ~. 这张汇票必须由承兑人承兑。

access *n.; vi.*

1. *n.* 接近

He is easy of ~. 他容易接近。

In 1984, the federal courts granted the leading financial service companies ~ to federal deposit insurance. 1984年,联邦法院允许主要的金融服务公司加入联邦储蓄保险。

2. *vi.* 存取(计算机)

To ~ means to get information from or put information into a computer. 存取意即将信息输出或输入计算机。

accident *n.* 意外事故

As any experienced exporter knows, ~ insurance is important in foreign trade. Every shipment has to run the risk of a long list of ~s: fire, collision, explosion — these are but a few of them. A ~

insurance is the trader's protection against losses such ~s may cause. 每一个有经验的出口人都知道,意外事故保险在国际贸易中是非常重要的。因为每一船货都要冒很多意外事故风险,如火灾、碰撞、爆炸等等这只是其中几种。意外事故保险就是出口人为了弥补上述事故所造成的损失所投保的险别。

~ fund 意外事故准备金

~ insurance 意外险,事故险

~ prevention 事故预防,安全措施

accommodate *vt.* 容纳;提供;通融;照顾

This university auditorium can ~ three thousand people. 这座大学礼堂能容纳3 000人。

The bank ~d our company with lodging. 银行给我们公司提供贷款。

We are willing to do almost anything to ~ our customers. 我们愿意竭尽全力照顾客户。

~ by accepting time L/C 通融接受远期信用证

accommodation *n.* 贷款;通融;膳宿设施

We are going to request a short-term ~ from the bank to cover these payments until we can find other funds. 我们准备向银行申请短期资金通融直到我们找到其它资金来源。

Our hotel can provide ~(s) for 800 guests. 我们宾馆可给800名旅客提供住宿。

~ bill 通融汇票

~ cheque 通融支票

~ line 通融受保业务,通融业务

~ parties 通融双方

accommodator *n.* 调停人;贷款人

They submitted the dispute to the ~. 他们请调停人调解争端。

The ~ asked for a very high interest. 贷款人要的利息很高。

accompany *vt.* 伴随,陪同

He accompanied the Sales Manager from BEC Development Co. to the airport this morning. 今天上午,他送BEC发展公司销售部经理去机场了。

accomplish *vt.* 完成

In spite of a year of difficulties and frustrations, we have ~ed the task of earning \$9 million foreign exchange. 尽管遇到了困难和挫折,我们还是完成了900万美元的创汇任务。

accordance *n.* 一致;根据,按照

The quality of the goods delivered must be in ~ with that stipulated in the contract. 所交货物的质量必须符合合同规定。

We wish to settle all disputes in ~ with the principle of consultation on an equal footing. 我们希望根据平等协商的原则解决一切争端。

accordingly *ad.* 相应地

The L/C has just come to hand, but regretfully we find that some of the clauses therein are not in agreement with the terms and conditions of the contract. For your information, we itemize the dis-

crepancies and hope you make amendments ~. 信用证刚到,但遗憾的是其中有些条款与合同条款不一致,我们列出这些不一致的条款供你查对并希望你做相应的改正。

account *n.* 账,账目,账户

Please put it to Mr. Wang's ~. 请把它记在王先生的账上。

They have opened an ~ with the People's Bank of China. 他们在中国人民银行开立了一个账户。

~ balance 账户结余,账户结平

~ balanced 合讠,两讠

~ book 账册,账簿

~ current 往来账户

~ customer 立有存款账户的顾客,顾客账户

~ day 结账日

~ due 应收账户款

~ in arrears 逾期账款,拖欠账户

~ of advance 预付账户

~ of payments 支出账户

~ of receipts 收入账

~ payable 应付账款

~ purchase 赊购

~ receivable 应收账款

~ rendered 结欠清单

~ sale 赊销

~ settled 付讠,幅款结清

~ terms 付款条款

~ title 账户名称

~ year 账户年度

accountable *a.* 负有责任的,有说明义务的

Your company is ~ to us for the delay of the L/C. 贵公司对信用证的延期负有责任。

He is ~ to us for his action. 他有责任向我们说明这一切行动的原因。

accountancy *n.* 财会

A ~ is an expanding profession. 财会是一个前景看好的职业。

Our company is providing a new range of ~ services. 我们公司现在提供一系列新的财会服务。

accountant *n.* 会计

An ~ is a person who keeps and examines the money accounts of the company and who works out the company's costs and its profits. 会计是指为公司计账、检查账目、计算公司成本和利润的人。

Mary is an experienced ~ who has worked in this line for over 10 years. 玛丽是一个有经验的会计师。她干这行已经有10多年了。

accountee *n.* 开证申请人

As stipulated in the contract, the ~ should open the L/C before April 30. 根据合同规定,开证申请人应于4月30日前开立信用证。

accounting *n.* 会计学;清算账目

She is an ~ major. 她是会计学专业的学生。

A ~ takes place every other month in our company. 我们公司每隔一个月清算一次账目。

accredit *vt.* 委任,任命

The agent was ~ed by the company. 代理是由公司委任的。

accrual *n.* 自然增长,逐渐增长

The ~ of interest should be included. 增息应包括在内。

accrue *vi.* 应计;增加;(利息)自然增长;(通过自然增长、积累)产生,形成

The seller agreed to refund to the Buyer the value of the goods so rejected in the same currency as specified in the Contract, and to bear the losses and expenses incurred including interest ~d, banking charges, freight, insurance premium, inspection charges, storage and other necessary expenses required for the custody and protection of the rejected goods. 卖方同意以合同规定的货币赔偿买方拒收货物的货款,并承担一切由此所遭受的损失和费用,包括增息,银行费用,运费,保险费,商检费,仓储费及其它因保管和保护拒收货物所需的费用。

~d assets 流动资产,应计资产

~d benefits 抚恤金,养老金

~d cost 应计成本

~d cumulative dividend 应计累计利息

~d expense 应计费用

~d income 应计收入

~d interest 应计利息

~d payable 应计未付项目

accumulate *vt. & vi.* 积累,堆积

He is accumulating funds for the joint venture project. 他正在为那个合资项目积累资金。

Snow ~d to a depth of five feet.
雪堆积达五英尺深。

~ account 累计账户

~d capital 累计资本

~d deficit 累积亏损

~d depreciation 累积折旧

~d dividends 累计股值

~d earnings 累计盈余

~d expenditure 累计支出

~d fund 公积金, 累计基金

~d income 累计收益

~d net loss 累计净亏损

~d operating time 累积工作时间

~d profit 累积收益

accumulation *n.* 累计, 滚存; 积累, 积聚

accumulator *n.* 储蓄器; 蓄电池

accumulative *a.* 积累的

accustom *vt.* 使习惯

Most Chinese in the countryside are not ~ed to using toilet rolls. 大多数乡下的中国人还不习惯用卫生卷纸。

acknowledge *vt.* 证实收到; 承认, 认可; 感谢

We ~ that we have received the letter dated Nov. 19. 我们证实已收到你方11月19日来信。

We ~ receipt of your letter of May 8. 你5月8日来信已收悉。

The high quality of our product is well-known and universally ~d. 我方产品质量优良, 众所周知, 并得到普遍承认。

We ~ his helpful service with a

present. 我们用一件礼品感谢他有益的服务。

acknowledgement *n.* 承认收悉, 告之收到, 回执; 感谢

We have had no ~ of the goods shipped last month. 我们还没有接到对方收到我方上月所发货物的通知。

He was given a gold watch in ~ of his work for the company. 公司奖励给他一块金表作为对他为公司所做工作的认可。

acquaint *vt.* 使知道, 使熟悉

She ~ed them with the facts. 她把事实告诉了他们。

We've already ~ed with each other. 我们相互已熟悉了。

We ~ you that we have established ourselves as commission merchants for Chinese goods at the above address. 现通知你方, 我们已在上述地址创设了经营中国货品的佣金商号。

acquaintance *n.* 了解, 相识

She has some ~ with English but not speak it fluently. 她懂得一点英语, 但讲得不流利。

He is an American businessman of my ~. 他是我认识的一个美国商人。

a nodding ~ 点头之交

a speaking ~ 见了面谈几句的朋友

drop an ~ 断绝来往

make the ~ of sb/make sb's ~ 结识某人

acquire *vt.* 取得, 获得

I managed to ~ two tickets for the concert. 我想办法弄了两张音乐会的票。

The company has recently ~d new offices in central London. 这个公司最近在伦敦市中心建立了新的办事处。

acquired surplus *n.* 非正常贸易收益

The takeover gave rise to an ~. 接管提高了非正常贸易收益。

acquisition *n.* 获得,取得;购置

The ~ of wealth usually takes time. 财富的积累往往需要时间。

~ adjustment 对资产购置的调整

~ authority 采购权

~ cost 原始价值,购货成本

~ of information 信息收集

~ of property 获得资产

acronym *n.* 首字母缩略词

BEC is an ~ for Business English Certificate. BEC 是商务英语证书的首字母缩写。

across-the-board *a.* 全体的; *ad.* 全体地

There will be an ~ pay increase of 7%. 全体员工的工资都将提高7%。

The drop in sales applies ~. 所有商品的销售额都下降了。

acre *n.* 英亩

This factory takes up 100 ~s of farmland. 这家工厂占用了100英亩耕地。

act *n. & vi.*

1. *n.* 法令,条例

The drug was banned by an ~ of

parliament. 国会的法令禁用此药。

2. *vi.* 行动,做事

Please ~ immediately or the opportunity will be lost. 请抓紧行动,否则将失去机会。

~ as 充当

Our department mainly ~s as an export agent on a commission basis. 我们部主要是做出口佣金代理商。

~ for 代理,代表

We thank you for giving us the opportunity to ~ for you in this city. 感谢贵方给我公司机会在本市做贵方代理。

~ upon 按照...办事

We must ~ upon the instructions from our home office. 我们必须按照总公司的指示行事。

~ in the law 法律行为

~ of arbitration 仲裁条例,仲裁法

~ of bankruptcy 破产法;破产行为

~ of God 天灾,不可抗力

~ of insolvency 无偿还能力行为

acting *a.* 代理的,临时的

He is the ~ Minister of Foreign Affairs. 他是代理外交部长。

active *a.* 积极的,主动的

We will be ~ in export of chemicals and we invite your inquiries. 我们将积极从事化工产品的出口并希望你方询盘。

~ account 活动账户

~ balance 顺差

~ balance of payment 实际收支顺差

~ bond 活动债券, 有息债券

~ capital 流动资本

~ circulation 流通额; 流通中的货币

~ improvement trade 主动加工贸易

易

~ income 积极(投资)收入

~ market 活跃的市场

~ money 流通货币, 活动货币

~ partner 执行业务股东, 任联合

伙人

~ stock 活跃的股票, 热门股票

~ total loss 绝对损失; 实际总

损失

activity *n.* 活动

Within the ~ of the company we have recently established a new office in the Far East. 经过公司的积极活动, 我们最近在远东建立了一个新办事处。

actual *a.* 实际的

The ~ losses were much higher than we had predicted. 实际亏损比我们预料的要高得多。

~ budget 决算

~ capacity 实际生产能力

~ carrier 实际承运人

~ cost 实际成本

~ delivery 实际交货

~ demand 实际需求

~ dishonour 拒绝承兑, 实际拒付

~ loss 实际亏损

actually *ad.* 实际上

For the first time in years, the rate of inflation has ~ fallen. 这是多年来通货膨胀率第一次实际下降。

actuarial *a.* 保险统计的, 保险公司的

She is involved in ~ work. 她从事保险统计工作。

~ data 保险统计数据

~ service 保险统计服务

~ life table (人寿保险用) 死亡率统计表

actuary *n.* 保险统计员, 精算师

Actuaries spend their time working out whether or not an accident will happen and how much it will cost if it does. 保险统计员要计算出事故是否会发生及事故发生后的费用。

ad *n.* [abbr.] advertisement 广告

A ~ is necessary as a means of sales promotion. It is also a source of information for consumers. Sometimes you can learn the features of different brands of a product. You can also learn how to use and care for it. 广告是促销的必要手段, 同时也是消费者的信息来源。有时, 消费者可了解到不同牌子的同一产品的特征以及如何使用, 如何保养等。

adapt *vt. & vi.* 使适应; 适应

He tried to ~ his thinking to the new condition. 他试图使自己的思想适应新情况。

Our terms are generous and ~ed to the needs of various customers. 我公司的条件甚宽厚, 适合各方顾客的需要。

adaptable *a.* 适应性强的

I'm sure she'll cope with the new environment very well, for she is very ~. 我相信她完全能够应付新的环境, 因为她的适应能力很强。

adaptability *n.* 适应性

addition *n.* 增加

There are many valuable ~s to the library this term. 这学期, 图书馆新增了许多有价值的书刊。

The price specified shall be increased or decreased by the ~ or subtraction of such freight increase or decrease. 所列价格应随运费的增减而增减。

in ~ to 除...之外

In ~ to the 5% commission, we will also give you a 2% discount. 除5%的佣金外, 我们还给你2%的折扣。

additional *a.* 附加的, 额外的

If you need any ~ information, please let me know. 如果你还需要额外的信息, 请告诉我。

For CIF transactions, we usually effect insurance for 110% of the invoice value against (risks) as per Ocean Marine Cargo Clauses of the PICC, that is to say, 100% is for CIF invoice value and 10% is to cover a reasonable profit and some expenses. Sometimes, buyers may request insurance to cover more than 110%, in such circumstances, the ~ premium will be for buyer's account. 在 CIF 交易中, 我们往往根据中国人民保险公司海洋货物运输条款按发票值的

110%投保。也就是说, 其中100%是发票值, 10%是合理利润及费用。有时, 买方要求以高于发票值的110%投保, 在这种情况下, 额外的保险费用应由买方负担。

add-on *n.* 附加机件

An ~ is a piece of equipment that can be joined to a computer system to improve or increase its functions. 附加机件指附加于计算机系统以增加其功能的部件。

~ component 附加机件

~ device 附增装置

~ functions 扩充功能

~ memory 添加存储器

address *n.*; *vt.*

1. *n.* 地址

My ~ is Room 1088, Grand Hotel. 我的地址是格兰德大酒店, 1088号房间。

2. *vt.* 致函, 寄给; 提出(抱怨、责备等)

Please ~ all the mail to the Head Office in New York before the branch office in Hong Kong comes fully into operation. 在香港分公司完全开始运转之前, 请把所有信函寄往纽约总公司。

I'm ~ing you on an important subject. 我现在给你们写信, 要讨论一个重要问题。

Please ~ your complaints to the manager, not to me. 如有怨言, 请向经理提出, 不需向我提。

addressee *n.* 收信人, 收件人

This parcel has been returned because the ~ of this parcel has moved to

another city. 因为收件人已搬到另一个城市,这个包裹被退了回来。

adequate *a.* 足够的,恰当的

Our video recorder supply is no longer ~ to meet customer's demand. 我们的录像机供不应求。

I hope Tom will prove ~ to his new job as a marketing manager. 我希望汤姆能够胜任销售部经理这个新工作。

adjacent *a.* 邻近的,毗连的;紧接着的

adjourn *vt.* 休会,闭会

The committee ~ed for an hour for lunch. 委员会休会一小时用中餐。

adjust *vt.* 调节,调整;理赔

The sales prices have been ~ed slightly. 对销售价格作了稍许调整。

The claim has been ~ed. 我们对索赔进行了理赔。

adjustment *n.* 调整;理赔

We made a few minor ~ to the plan. 我们对计划作了稍许改动。

A ~ has been reached on our claim.

我们的索赔得到了理赔。

ad man 广告经理

He works as an ~ for a television company. 他在一家电视公司做广告经理。

administration *n.* 管理;行政机关,政府

You will need some experience in ~ to run the Personnel Department. 你需要一些行政经验才能管理人事部。

Mr. Johnson works in the ~ of the Law of the Federal Government. 约翰逊先生在联邦政府的法律部门工作。

administrative *a.* 行政的,管理的

An ~ manager is a person who takes charge of the control and direction of affairs of the company. 行政经理是指管理和指导公司事务的人。

administrator *n.* 管理人;执行官

An ~ is a person who is involved in the control or routine organization of a company or a particular business activity. 管理人就是从事公司或企业的活动及日常事务管理的人员。

An ~ is generally appointed by the courts. 执行官通常是由法院任命的。

admission *n.* 承认;允许

by his own ~ (as he himself admitted) 如他自己所承认的

~ to the school is by examination. 就读该校必须经过考试。

admit *vt.* 承认;允许;容纳

We ~ having promised to grant this rate of discount in our last letter. 我们承认在上一封信中曾答应给予这一折扣。

The waitress opened the door and ~ted me into the hotel. 女招待打开门让我进入宾馆。

The harbour ~s large liners and cargo-boats. 该港口可停泊大型客货轮。

~ of 容许有

The situation ~s of no delay in shipment. 情况不允许拖延装运。

~ to 承认

They ~ to the non-performance of

the contracts. 他们承认没有执行合同。

admittance *n.* 许可进入

No ~ except on business. 闲人免入。

adopt *vt.* 采用, 采纳

In order to speed up the development of its economy, China has in recent years ~ed the policy of opening to the outside world. As a result, its economic intercourse with other countries has been increasing with each passing day. 为了加快经济发展的速度, 中国近年实行了开放政策, 结果, 中国与其它国家的经济交往与日俱增。

Our general manager ~ed my suggestions. 总经理采纳了我的建议。

adoption *n.* 采用, 接纳

At the meeting they discussed the proposals up for ~. 在会议上, 他们认真讨论并采纳了建议。

We have had a number of ~s in most of our major markets. 我们在大多数主要市场都接受了众多新产品。

ad valorem 从价; 从价运费; 贵重货物运费

VAT is an ~ tax. 增值税是一种从价税

~ duties 从价关税

~ freight 从价运费

~ freight tariffs rates 从价运费率

~ import duties 从价进口税

~ method 从价法

~ rate 从价费率

advance *n.*; *vt.*

1. *n.* 增长; 预付; 贷款

Our country's industrial ~ has been remarkable during the last fifty years. 在过去的50年里, 我们国家的工业取得了惊人的进步。

The ~ in the cost of living has decreased people's living standard. 生活费用的上升降低了人们的生活水平。

He asked for an ~ on his salary. 他要求预付薪水。

Banks make ~s to business firms. 银行贷款给商行。

2. *vt.* 推进; 提前; 提高; 预付

The workers are trying to ~ the production to a new stage. 工人们正在努力把生产推向一个新阶段。

The date of the meeting of the board of directors has been ~d from Thursday to Tuesday. 董事会会议日期已从星期四提前到星期二。

As the price has ~d now, we cannot accept a repeat order. 由于目前价格上涨, 我们不能接受上次条件的续订货。

The local bank will ~ money to the exporter. 当地银行将预付款给出口方。

~ bill 预付支票

~ charge 预付款

~ payment 预付款项

~s ratio 贷款比例

advanced *a.* 先进的; 高深的

One of the purposes of opening to