

# 外贸中级英语

(下册)

主编 诸梅华 副主编 孟浩国 顾本祥

*INTERMEDIATE  
ENGLISH  
FOR  
FOREIGN  
TRADE*

中国对外经济贸易出版社

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## 前 言

我校在编写了《对外贸易基础英语》之后，现编写了《外贸中级英语》。该教材适用于有一定英语基础的学员，可供全日制院校使用，可作岗位培训教材或为第二专科学员的教材，也可供自学之用。

本教材由上海外贸职工大学外语系组织编写，在编写过程中得到中国对外经济贸易出版社、上海外贸职工大学校系领导的大力支持和鼓励，也蒙各有关专业公司给与不少方便并提供了很多素材；本书在编写中还得到凌华倍、王垂芳、董以贤副教授和钱建初编辑的热心指导和帮助。本册初稿完成后由曹国煌、凌华倍两位副教授进行了审阅在此谨表谢意。参加本书编写的有诸梅华、孟浩国、顾本祥、俞文玉、周文龙等同志。

限于编者的水平和经验，加之时间仓促，错误和不妥之处在所难免，欢迎批评指正。

编 者

1993年7月

## 出版说明

本教材是为有一定英语基础的学员而编写的，旨在帮助他们进一步练好基本功。本教材从抓好基础训练着眼，以经贸实践的需要为纲，将外语基础尽可能地和外经贸实践相结合，既能为学员打下较扎实的语言基础，又为他们的学以致用提供了素材。

教材在具体安排上，删去了语音、语法的讲解部分，仅对较复杂的长句加以注解说明。若干重点语法现象、词汇、句型等结合课文中出现的有关句型进行重点操练，以起到复习、巩固和提高的作用。

在课文的选择上，力求选择内容较新、语言较地道的素材——多数选用了英美原文，还采用了日常业务往来的函电或经贸短文为课文。内中介绍主要业务环节或有关知识，以扩大学员视野，丰富知识，便于继续深造。

本教材分上、下两册，每学期一册。

上册配有单词、中文注解及例句译文；下册中注解除对专业性较强的条例配有中文外，其他一概不附，以培养学生使用工具书的习惯和能力。每册后附有课文译文及练习答案，以供参考（鉴于本书对象广泛，条件差异，使用者可按各自程度采取不同的学习进度）。

## **Contents**

Lesson One Sending Samples and Placing Orders ..	( 1 )
Lesson Two On Price .....	( 17 )
Lesson Three A Talk on MFN Treatment .....	( 31 )
Lesson Four How to Talk to Visitors on Your Stand .....	( 43 )
Lesson Five A Lecture on the GATT .....	( 57 )
Lesson Six Marketing .....	( 68 )
Lesson Seven Complaints and Handling Complaints .....	( 77 )
Lesson Eight Advertising .....	( 91 )
Lesson Nine Documents Required for D/P Payment Terms.....	( 99 )
Lesson Ten Packaging .....	( 114 )
Lesson Eleven Foreign Exchange .....	( 123 )
Lesson Twelve World Trade (I) .....	( 131 )
Lesson Thirteen World Trade (II) .....	( 144 )
Lesson Fourteen Lloyd's of London .....	( 156 )
Lesson Fifteen Global Competition in a Changing World Economy .....	( 165 )
The Chinese Version of the Texts and Key to the Exercises .....	( 173 )

(I)  
DUNKEIMAN & SON LIMITED

**Fax No. (0536) 762549**

given our guide for price.

Looking forward to receiving your offer.

Kind regards.

R J HOLMES

Purchasing Director

**Shoe Polishing Brushes Filled with 100%  
Natural Pig Bristle**

— Handles: Hard wood, similar to European Beech,  
finished with gloss clear natural lacquer.

Sizes:

1. Ref. 5721 APPLICATOR  $145 \times 20 \times 10\text{mm}$
2. Ref. 5700 PETITE  $125 \times 43 \times 15\text{mm}$
3. Ref. 5701 SMALL  $142 \times 43 \times 15\text{mm}$
4. Ref. 5703 LARGE  $170 \times 45 \times 15\text{mm}$

— Hair: 100% natural pig bristle  $\times 20\text{mm}$

Colour: Black or grey (or mixed with black  
& white hair, or all white).

— Packing: 12 pieces per carton by colour of hair and  
size.

— Trial Order	<u>5721</u>	<u>5700</u>	<u>5701</u>	<u>5703</u>	
Volume:	6,000	10,000	15,000	6,000	pieces

— Price Required: £0.11      £0.22      £0.33      £0.44  
per piece CIF UK port



## Shoe Polishing Brushes Filled with 100% Horsehair

— Handles: Hard similar to European Beech, finished with gloss clear natural lacquer.

Sizes:

— 1. Ref. 5801 SMALL  $142 \times 42 \times 15\text{mm}$

2. Ref. 5803 LARGE  $180 \times 50 \times 15\text{mm}$

— Hair: 100% natural horsehair from neck (MANE)  $\times 20\text{mm}$

Colour: Black or grey (can be a mixture of black & white, or all white).

— Packing: 12 pieces per carton by size and colour of hair.

— Trial Order

Volume:	5801	5803	
	15,000	5,000	pieces

— Price £0.28      £0.38      per piece CIF UK port

Required:

(II)

**DELBANCO MEYER & COMPANY LIMITED  
PORTLAND HOUSE RYLAND ROAD  
LONDON NW3 3EB U.K.**

28 November, 199-

Shanghai Animal By-products  
Import & Export Corporation  
Shanghai, China

ATTN: Brush Department

Dear Sirs,

Thank you for your samples. We find your quality satisfactory and are pleased to place the following new orders with you.

A trial order of 10,000 pieces of Art. F20 with 21cm handle at £5.00/dozen CIFC5 % London.

Goods are to arrive in London in January, 199- without fail. Our customer will be making a presentation of these goods at that time and we are confident that large

business will come. It is therefore imperative that you make every effort to fulfil this contract and confirm by return that you will ship on a direct steamer to London. Please contact the mill and persuade them to make a special effort to meet the delivery time required and confirm promptly.

We understand that this will require special cooperation from you, but we believe it could end up in large business.

We also place the following new order:  
100,000 pieces F20 standard size at £3.5/dozen  
CIFC5% London.

Shipment: Prompt shipment from Shanghai.

We would like to have all above orders packed in cartons lined with plastic paper, suitable for long distance ocean transportation.

It is our usual practice to have payment effected by irrevocable L/C payable by draft at sight.

Please confirm these orders and fax contracts.

Yours faithfully  
Delbanco Meyer & Co., Ltd.  
Peter Samuel

## Notes

1. Part (I) of the text is a 3-page fax message. Fax is

the abbreviation of "facsimile". As it can transmit diagrams or patterns as well as messages, nowadays most of the corporations in our country have been equipped with facsimile transceivers.

2. sample n.

— a part abstracted from a batch of production to show what the whole is like (esp. as offered by a dealer in goods sold by weight or measure)

3. counter sample

In foreign trade samples are usually provided by the seller, but sometimes samples can be provided by the buyer. In both cases, the quality of the ordered goods should be in exact accordance with that of the sample delivered. In our export trade, in order to avoid subsequent dispute on the quality of the goods to be delivered trade corporations usually make duplicates according to the samples from clients abroad or send out samples similar to the quality of the buyers' samples for their confirmation. In this case, our sample is called a "counter sample".

4. order

n. — written instruction to buy goods; goods to be supplied

e.g. Your Order No. 555 has been received and will be duly executed.

Your order will be dispatched within one month.

Our stocks of brushes are diminishing as a result of large orders from our clients.

usual pattern:

to place an order with sb. for sth.

e.g. We would like to place a trial order (a first order, an initial order) with you for your canned meat.

If your price is right, we will place substantial orders with you for this product.

vt. — request to supply goods

e.g. Please inform us of the quantity you intend to order.

We intend to order from you 1,000 dozen working gloves.

5. . . . and detail specifications below.

detail

vt. — describe fully

e.g. We feel it necessary to detail your specific requirements.

“detailed” can be used as an attribute.

e.g. Please advise us of your detailed shipping requirements.

n. — small, particular fact or item, particulars

e.g. Now we have interest in your Eternal brushes, details as per our Enquiry No. SBN88.

Please advise us of details of your shipping

**requirements.** Now let's go into details.

Please advise of your shipping requirements in (full) detail.

6. Goods are to arrive in London in January 199- without fail.

Be sure to have the goods in London in January, 199.- without fail.

with certainty; surely

e.g. As soon as supplies are available, we will send you an offer without fail.

7. Our customer will be making a presentation of these goods at that time, . . .

Our customer will recommend these goods to his clients

....

8. It is therefore imperative that you make every effort to fulfil this contract and confirm by return that you will ship on a direct steamer to London.

Therefore, you must do everything you can to fulfil this contract and confirm immediately that you will ship the goods to London by a direct steamer.

1) imperative a.

— urgent; necessary; important; essential  
pattern:

It is imperative that you (should) do sth.

It is imperative for sb. to do sth.

e.g. It is imperative that the import agents be the sel-

ler's "eyes and ears" in the market.

As the goods against your Order No.588 have been ready for quite some time, it is imperative for you to take immediate action to have the relevant L/C opened.

2) by return: by return of mail

— immediately; at once

e.g. Please reply by return.

9. . . . it could end up in large business:

As a result, there would be large business.

end up: finish

e.g. Our business talks always end up in conclusion of transactions.

Accepting your packaging will only end up in the damage of the goods.

10. prompt shipment 即装

— shipment to be made by a first available steamer within thirty days from the date on the advice of the L/C to the beneficiary by an issuing bank or advising bank.

11. . . . to have all above orders packed in cartons lined with . . .

1) to have sth. done: let others do sth.

e.g. Please have shipment effected within one month.

We would like to have our men's shirts

- packed in poly-bags, half dozen to a box.
- 2) to be lined with  
— provide with an inside covering  
e.g. The box is lined with tin foil.

## **Exercises**

### **I. Answer the following questions according to the text:**

1. How does Dunkelman & Son Limited send samples to Shanghai Animal By-products Import & Export Corporation?
2. What does Dunkelman & Son Limited want to order?
3. What are requested to be sent for the consideration Dunkelman & Son Limited's?
4. In what case are counter samples required?
5. Please tell what brush handles are requested?
6. For these two orders, what bristles should the shoe polishing brushes be filled with?
7. Please detail the quantity, Article No. , specifications and prices of the order from Delbanco Meyer & Company Limited.
8. What causes Delbanco Meyer Company Limited to place new orders with Shanghai Animal By-products I/E Corp?
9. Please name some of the packing containers.



10. What are the packing requirements for Art No.F20?
11. After studying this text, try to find the essential qualities of an order or an order letter.

**II. Choose the right answer:**

1. We thank you for your letter of September 8th,  
\_\_\_\_\_ you order of 2,000 dozen of ,YOUTH  
Ball Pens.
- a) to confirm                      b) confirmed  
c) confirming                      d) confirms
2. Please \_\_\_\_\_ to ship the goods within one  
month.
- a) make your best              b) do the best  
c) do your utmost              d) exert our best
3. We are pleased to inform you that we can supply  
all items \_\_\_\_\_ the requirements of a fashion-  
able trade as yours.
- a) to meeting                      b) to meet  
c) to meet with                      d) to be met
4. We find that the shipment does not match the  
counter samples \_\_\_\_\_ you sent us alst month.
- a) when                              b) these  
c) what                              d) \_
5. \_\_\_\_\_ with both the quality and price of our  
cotton bed sheets, they intend to book a repeat  
order.
- a) Satisfying                      b) Satisfied