

外贸英语

答案与套语

浙江大学出版社
戚云方 编著

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Key to Exercises and Useful Expressions

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前 言

外贸英语 (答案与套语) 是外贸英语系列丛书之一, 它是外贸英语 (函电与谈判) 的配套书。

本书前半部分为外贸英语 (函电与谈判) 十二个单元练习的答案, 可供采用该书作为教材的师生参考, 也为自学者提供了解答。

本书后半部分为常用套语, 按国际贸易的程序, 汇集并选编了进出口函电中常见有用的句子, 分出口、进口和其它三大部分, 总计九百多句。套语主题明确, 适应性强, 方便于外贸英语读者及外贸业务人员之使用。

限于编者水平, 书中谬误定属不少, 竭诚希望各界人士惠赐高见, 以望不断改进。

编 者

1990 年 2 月于浙大

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SECTION ONE

Key to Exercises

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UNIT ONE

Establishing Trade Relations

I.

1. 本公司专营纺织品的进口业务。
2. 兹向你自我介绍，敝公司系国营单位，以经营轻工产品为主。
3. 我方航邮寄上现可供出口各类电子产品的小册子一份。
4. 贵公司已由日本东京商会推荐给我公司。
5. 根据要求，兹另封航邮货号 1101 和 1102 样品各一份，以供参考。
6. 我方保证你方订单定会得到立即处理。
7. 十月廿七日函悉，谢谢。我方愿与你方商讨扩大贸易的可能性。
8. 我们相信通过双方的努力，贸易往来定会朝着互利的方向发展。
9. 如果贵方能与我方合作，不胜感谢。
10. 你方五月七日致进口公司函已转我公司处理。

II.

1. We are willing to establish trade relations with your company.
2. We wish to offer you an opportunity to develop bilateral trade.
3. This corporation is specialized in handling the import and export business in electronic products and wishes to enter

into business relations with you.

4. As requested in your letter of Jan. 20, we enclose a copy of our catalogue.

5. We very much appreciate your efforts to explore the market for our products.

6. We are sure that the business between us will be promoted in years to come.

7. We assure you of our best attention to any inquiries from you.

8. We anticipate a prompt reply from you.

III.

...先生:

本公司是以经营进出口业务以及对外贸易有关的活动为宗旨而建立的。

本公司致力于各国和各地区的贸易和金融界的商业往来。我们将努力与各国扩大经济合作和技术交流,灵活地运用通常而合理的国际惯例。

随函附上公司概况、业务范围和其它方面的小册子一本,供参考。我们欢迎你方询价。

...谨上

一九八八年十二月二十八日

IV.

Nov. 1, 1988

Gentlemen:

This corporation is specialized in handling the export business in electronic products, which sell well in various

countries. Now we are writing to offer you an opportunity to develop trade. If you are interested in establishing business relations with us in this line, please let us know your specific requirements. We shall be pleased to forward samples/catalogues as well as detailed information for your reference. We assure you of our best attention to any inquiries from you, and anticipate your prompt response in this respect.

Sincerely yours,

V.

(1)

A: 嗨!

B: 你好, 你是约翰逊先生吧?

A: 是的。我是国际商用机器公司的代表。公司委派我和你们洽谈业务。这是我的名片。

B: 谢谢。请坐, 请喝茶。

A: 谢谢你, 你贵姓?

B: 我姓李, 叫李振华。我是翻译。

A: 认识你非常高兴。这是我第一次来中国。请李先生多多关照。

B: 这好说。下午你先休息。今晚六点公司张副经理便宴款待你。业务的事我们明天再说。

A: 好!

B: 对不起, 我还有点别的事要忙。晚上见, 约翰逊先生。

A: 再见!

(2)

A: 喂!

B: 粮油公司。您找谁?

A: 我是大卫·坎贝尔。

B: 请再说一遍。

A: 加拿大来的大卫·坎贝尔。

B: 什么事?

A: 我可以见一下罐头部的经理, 吴先生吗?

B: 哪位先生?

A: 吴, 是位矮胖子。

B: 噢, 懂了。约会一订好我就给你打电话。你的电话号码是多少?

A: 777951, 杭州饭店, 房号是456。

B: 777951, 杭州饭店, 房号是456。

A: 对了, 多谢。

B: 不谢。

VI.

—— Welcome to our company, Mr. Smith.

—— Thank you.

—— Please have a cup of Dragon Well green tea.

—— Thanks. I like Chinese tea very much.

—— Glad you like it. By the way, is this your first visit to China, Mr. Smith?

—— Yes. As a representative of IBM, I hope to conclude some business with you.

—— We also hope to expand our business with you.

- This is our common desire.
- I think you probably know China has adopted a flexible policy in her foreign trade.
- Yes, I've read about it, but I'd like to know more about it.
- Right. Seeing is believing.
- Sure.

UNIT TWO

Inquiries and Offers

I.

1. 我们随函寄上询价单一份。
2. 盼早日收到你方的询价。
3. 一俟接到你方的询价，我们即会寄上样品，并报最优惠的价格。
4. 如果你方报价具有竞争性的话，我们准备大量订购男式衬衫。
5. 请按我方询价单报最低价格和最早交货期。
6. 如果你方对电子产品感兴趣，请告你方具体询价。
7. 现报盘如下，以五天内复到为准。
8. 如果你方认为此报盘可接受，即来电以便我方确认。
9. 上述报盘以我方最后确认为准。
10. 请报至纽约成本加保险、运费价（到岸价格）包括百分之三的佣金。

II.

1. We shall be very glad to place our order with you if your quotation is competitive and delivery date acceptable.
2. As soon as we receive your specific inquiry, we will cable our quotation.
3. If you are interested, please cable us, indicating the quantity you require.
4. This offer is firm, subject to your reply which should reach us not later than the end of this month.

5. We find your offer very interesting and shall give you a definite reply in a few days.

6. It is in view of our long-standing business relationship that we make you such an offer.

7. This is our latest price list. You'll find our price is very competitive.

8. We can reconsider our price if your order is big enough.

III

...先生:

很高兴收到你方一月十日的询价, 根据你方要求, 今寄上带插图的目录及明细价格单。另封邮上一些样品, 相信经查阅后, 你方会同意我方产品质量上乘, 价格合理。

若每个货项的购买数量不少于五罗的话, 我们可给百分之二的折扣。付款是凭不可撤消的即期信用证支付。

由于质地柔软、耐用, 我们的棉质床单和枕套倍受欢迎。谅你在研究我方价格之后, 自然会感到我们难以满足市场需求的原因。但是, 若你方订货不迟于本月底, 我方保证即期装运。

早复为盼。

...谨上

一九八九年一月廿四日

IV

Feb. 7, 1989

Dear Sirs:

Re: Textiles

This company is one of the largest textile importers in

New York. We sincerely hope to establish business relations with your company so as to promote trade between our two countries.

We are enclosing an inquiry note No. 303 and looking forward to receiving, at an early date, your quotation C.I.F. New York including our 5% commission. While quoting, please state the earliest shipment and quantity available.

If your quotation is competitive, we are ready to conclude substantial business with you. Your early reply will be very much appreciated.

Yours sincerely,

V.

A: 李先生，这是我方的询价单。

B: 谢谢。

A: 希望你报至纽约成本加保险、运费的最低价。

B: 为了便于我方报价，能不能请你谈谈你方所需的数量？

A: 行啊，不过你能否先出一个参考价？

B: 可以。这是我方船上交货价格（离岸价格）单。

A: 所列的价格是实盘吗？

B: 是的。但所有的价格以我方最后确认为准。

A: 好，谢谢。至于我方所需的数量明天再告诉你。

B: 行。明天见。

A: 再见。

VI.

— I understand that you're interested in our electronic

products, Mr. Zhang.

— Yes.

— Our company handles a great variety of electronic products. What particular items are you more interested in?

— Here's our inquiry. Please have a look.

— Sure. Thanks.

— We hope you'll quote us your most attractive price C.I.F. Shanghai.

— OK. We'll get it prepared. Let's discuss business in detail this afternoon.

— Very good. See you this afternoon.

— Goodbye.