

全国外贸中等专业学校试用教材

# 外贸英语函电

上册

全国外贸中等专业学校教材编写组

FOREIGN TRADE  
CORRESPONDENCE

对外贸易出版社

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• 1982 •

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## 编写说明

本书是根据1980年外贸部在连云港召开的中等专业学校教材会议上所确定的大纲编写的。在编写过程中，经过反复修改和集体研究，最后在1982年7月定稿付印，前后历时两年。

山东外贸学校承担了初稿的主编（蒋恩琦、刘洪、方积中、胡英四位同志负责），经天津外贸学校进行总纂定稿（齐毅等同志负责）。1982年4月外贸部在青岛召开了全国十五个省市的中专学校英语教师会议，针对以上初稿进行了详尽的讨论，会上各省提出了许多改进意见。会后，责成山东外贸学校蒋恩琦同志根据大家所提的意见，进行最后一轮的修改补充，然后正式定稿。在付印中山东外贸学校的邹际平等同志协助参加清稿及核对工作。以上这些同志在完成本书的出版中，都付出了艰辛的劳动。

这份函电教材适合于中专学生经过学习基础英语课程，具备以下的接受能力时采用：

(1) 掌握3,000左右单词和一般常用词组及习惯用语（基本上学完北京外语学院的《英语》第4册或相当于该教材的同样水平）。

(2) 学完一轮语法，基本语法概念比较清楚。

(3) 语音、语调基本正确，具备一般听说能力和一般生活口语基础，能掌握日常生活会话用语。

(4) 能借助词典翻译中等难度的读物。

(5) 已学过至少一个学期的进出口业务基础知识, 对有关价格、装运、保险、支付等主要名词、术语、环节, 以及有关交易磋商、合同签订和履行等进出口交易的主要程序, 有了初步的了解。

全书共分上下两册, 十四个单元, 按外贸业务的不同环节和内容划分。各单元中包含典型函或电若干篇, 分列为100课, 每课都有必要的注释和练习。完成每篇课文的教学, 平均约需三个课时。如果每周安排六课时, 则需三个学期学完。各采用单位可根据各自的培养目标, 学员的外语水平和课时多少, 适当作有选择的删节, 从而减轻学习份量。一般情况下, 应力求保证函电教学不少于一学年的总授课时间。

由于编写是在教师不脱产的情况下进行的, 紧张的教学工作和短促的写作时间, 在一定程度上影响了教材的质量, 再加编写人员本身的水平有限, 因此错误和缺点在所难免。希望试用本书的单位和教师能提出批评和改进意见, 使它在再版时, 能更臻于完善。

全国外贸中等专业学校教材编写组

1982年7月

## **Contents**

<b>Unit one: Establishing Business Relations.....</b>	<b>1</b>
1. The Layout of a Business Letter.....	2
2. On Foreign Trade Policy.....	15
3. The Establishment of Business Relations .....	22
4. A Reply to The Above .....	28
5. Establishing Business Relations.....	33
6. Transferring Business Relations.....	40
<b>Unit Two: Making Inquiries &amp; Offers.....</b>	<b>46</b>
7. An Enquiry for Iron Nails.....	47
8. A Reply to the Above Enquiry.....	53
9. Firm Offer .....	58
10. An Enquiry for Bicycles .....	65
11. A Voluntary Offer.....	70
12. An Enquiry for Chinese Cotton Piece Goods.....	75
13. A Special Offer.....	82
14. (A) Asking for Proforma Invoice.....	89
(B) Sending Proforma Invoice.....	89
15. Urging the Buyer to Accept the Offer .....	95
16. Reduction of Price.....	100
<b>Unit Three: Counter-offers or</b>	

<b>Declining Orders.....</b>	<b>106</b>
17. Counter-offer on Groundnut Kernels.....	107
18. Persuading the Buyer to Accept the Offer.....	113
19. Offering Substitute.....	121
20. Inability to Supply.....	126
21. Declining a Counter-offer.....	132
22. Unfavourable Reply.....	139
23. (A) A Repeat Order.....	146
(B) Declining a Repeat Order.....	147
24. Declining an Order Owing to Shortage of Supply.....	153
<b>Unit Four: Conclusion of Business.....</b>	<b>159</b>
25. Conclusion of Business.....	160
26. Conclusion of Business.....	164
27. Conclusion of Business.....	169
28. Conclusion of Business.....	176
29. Sending a Sales Confirmation.....	180
30. Counter-signature.....	192
31. A Repeat Order.....	196
<b>Unit Five: Business Telegrams.....</b>	<b>203</b>
32. Telegram in Foreign Trade.....	204
33. How to Draft a Telegram.....	209
34. Specimens of Telegrams.....	223
35. Telex Message.....	232
<b>Unit Six: Payment.....</b>	<b>248</b>

36. Proposing to Pay by 60 Days L/C.....	249
37. A Reply to the Above Letter.....	253
38. Asking the Buyer to Honour a Draft.....	258
39. A Letter for Easier Payment Terms.....	262
40. A Reply to the Above Letter.....	268
41. Asking for D/P Terms.....	273
42. A Reply to the Above Letter.....	279
43. Regarding Payment Terms.....	284



# **UNIT ONE**

## **ESTABLISHING BUSINESS RELATIONS**

# LESSON 1

## The Layout of a Business Letter

### A. The Envelope (Superscription)

China National Chemicals  
Imp. & Exp. Corp.,  
Erh-Li Kou, Hsi-Chiao,  
Beijing, China

Stamp

Messrs. Smith & Co.,  
215, Des Voux Road,  
Hongkong.

Registered

(Block Style)

Overseas Trading Co.,  
153 Market street,  
London E.C.3

China National Chemicals Imp.  
& Export Corporation,  
Erh-Li Kou, Hsi-Chiao,  
Beijing, China.

Par Avion

(Indented Style)

1. The sender's name and address is usually printed in the upper left corner.
2. The receiver's name and address may be written either in block style (straight margin) or indented style (successive indentation), somewhat below the middle line and in the right half of the envelope.
3. Stamp(s): in the upper right corner.
4. Remarks: such remarks as "Par Avion" (By Air-mail), "Registered", "Confidential", usually appear in the lower left corner.

**B. The Letter:**

- (1) CHINA NATIONAL CHEMICALS IMP  
& EXP. CORPORATION  
Hsi-Chiao, Beijing, China.

Cable Address: "SINOCHEMAO" BEIJING

Codes: ABC, ACME

BEIJING, 3rd May 1982

Messrs. J. Brown & Co.,

- (2) 143 Eastcheap,  
London, E.C.3.

- (3) Dear Sirs

- (4) PHARMACEUTICALS

- (5) ..... We thank you for your letter of the 21st April.

In compliance with your request, we are sending you herewith a copy of our latest price-list for your reference.

- (6) All prices are understood to be CIF European main ports, subject to our final cable confirmation. Payment is to be made by irrevocable Letter of Credit available by draft at sight.

As there is a heavy demand for our products,

we would suggest that you advise us by cable in case of interest.

(7) \_\_\_\_\_ We are looking forward to your early reply.

(8) \_\_\_\_\_ Yours faithfully,

(9) \_\_\_\_\_ China National Chemical Imp. &  
Exp. Corporation.

-----  
Manager

(10) Encl. As stated

(11) P.S. Your letter of the 22nd April has just come to hand. As requested, we will air-mail you tomorrow two packets of sample.

(12) AB/ec

1. The Heading (信头): The heading or the letter head is usually printed at the top of the sheet, including the name of the firm, its address, business scope, cable address, codes used, date, etc.
2. The Inside Address (信内地址):
  - a. About an inch below the letter head, in a straight margin leaving about an inch or so from the left-hand edge of the sheet.
  - b. The word "Messrs." is the plural form of Mr. and is sometimes put before the name of a business firm.
  - c. The inside address can be omitted in a per-

sonal letter between friends or relatives.

3. The Salutation (称呼):

a. For business letters: Dear Sirs, Gentlemen,  
Dear Sir,

b. For formal letters: Sir, Dear Sir,

c. For semi-official letters: Dear Mr..., My  
Dear Mr....

A comma is usually used in this case. In European countries, however, a colon is often used in its place.

4. The Caption (subject) (标题):

The writer often heads his letter with the subject underlined just for easy reference.

When separate paragraphs deal with different topics, sub-headings are used.

5. The Opening Paragraph (开头语):

It is a customary practice in business correspondence to give all necessary reference and a brief account of the purpose of writing in this paragraph.

6. The Body of the Letter (信的内容):

Attention should be directed to paragraphing, indentation, margin and spacing, breaking of word, etc.

7. The Closing Sentence (结束语):

a. A letter may be with or without a closing sentence.

b. The participial ending to a letter is acceptable

but is not generally considered as a good form.  
It is, therefore, not recommended.

e.g. We are awaiting your good news.

Awaiting your good news, we are,

We are looking forward to an early reply.

Looking forward to an early reply, We remain,

8. The Complimentary Ending (结尾客套语):

a. Some corporations have done away with such an ending. but it is advisable to use it as a gesture of courtesy.

b. The first letter should be capitalized and a comma is used at the end.

e.g. Yours truly, Truly yours,

Yours faithfully, Faithfully yours,

c. In letters among friends and relatives, use:  
Sincerely yours, Ever yours,

9. The Signature (签名):

The name of the firm and the name of the individual who signs it should be regarded as the component parts of the signature.

10. The Enclosure (附件):

It can be abbreviated to Enc. or Encl.

11. The postscript (P.S.) (附言):

When the writer wants to add something to what he has already written, he makes a P.S. remark. But this practice is not encouraged, because it

usually show the carelessness and rashness on the part of the writer.

12. The Initials (标注经办人姓名简写):

If the letter is dictated (口授), the initials of the dictator and the stenographer are usually typed in the lower left corner of the letter sheet by way of reference.

### Words Expressions & Notes

1. deal with 对付、应付、处理、安排、涉及

We should promptly deal with all kinds of complicated problems. (应付)

Your inquiries will be dealt with promptly. (处理)

2. do away with = get rid of 摆脱

We should do away with superstitions. (迷信)

3. at the end (of) 在……的结尾

The goods will be shipped at the end of June.

He was at the end of his means.

in the end (= at last) 终于、最终

He tried hard and in the end he won the race.

at an end (= finished) 结果

The meeting was at an end.

on end (= continuously without a break) 连续

He has studied English for two hours on end.

4. on behalf of 代表

May I speak a few words on behalf of the



student body. 允许我代表全体同学说几句话。

5. as is usually the case:

这种结构中 as 是指上面的整个事情，它在语法上是作关系代词，is 不能省去。

as 的不同用法

1) such……as 用作列举

We want to buy such goods as A,B,C and D.

(or: The goods such as A,B,C and D)

(此处 as 是介词)

China will import such goods as are required for her economic construction.

(此处 as 是关系代词，引导一个定语从句，be 在从句中不可省去。)

2) as…as 用作对比

He is as tall as I (am).

Please keep the offer open as long as possible

3) 作方式状语的连词:

He acted as if he was(had been) the manager.

4) 作原因状语的连词:

As we have no stocks available, we cannot offer you at present.

5) 作时间状语的连词:

He was asleep as she came in.

6) 形容词(付词、动词)+as 作让步从句的连词

Much as we appreciate your enquiry, we regret our inability to supply.