

全国外贸职工中等专业学校教材

对外贸易英语

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外 贸 英 语 会 话

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编写说明

1986年对外经济贸易部人事教育劳动司委托江苏省对外贸易职工大学编写全国外贸职工中等专业学校《外贸英语会话》教材一书。1987年教材初稿编写完毕后，在该校学员（包括外贸学校学生）中试用并又加以修改完善。1989年3月正式打印成册。1989年10月在南京召开了教材讨论会议，会后根据会上提出的意见又进行了修订，编成书稿。

教材编写和修改过程中，广东汕头外贸职工中专、天津外贸职工中专、安徽外贸职工中专以及江苏外贸学校等学校对课文、注释及练习都提出了宝贵的意见，特此表示感谢。

本书由秦川担任主编，陈凝韵、郭允元参加编写。北京对外经济贸易大学吴顺昌副教授也应邀参加了编写和修改工作。限于编者水平，本书虽几经修订，纰缪挂漏之处仍恐难免，请广大读者不吝批评指出，以使教材日臻完善。

对外经济贸易部人事教育劳动司

1990年3月

前 言

《外贸英语会话》是一本初中级型外贸英语会话教材。它适合于准备投身对外贸易事业的广大工作人员使用，可以用作外贸干部中专和外贸职工大学的口语教材，也可以用作外贸干部自学外贸英语口语的课本。

编写本教材的宗旨是：学员通过对本书由浅入深、系统的学习与盘练，能够担任接待外商、进行业务谈判方面的一般英语会话及翻译工作，以适应广大外贸工作者提高英语会话能力的迫切需要。

外贸英语口语是专业性较强的一种英语口语。为了学习的顺利进行，学员在学习本教材前应具备初等的英语水平：语音语调正确，掌握1000个左右英语基本单词，了解基础英语语法；同时，学员还应了解一些对外贸易进出口业务知识。

作为外贸英语口语教材，本书的显著特点是：语言词汇简单，口语化；实用性强；强调练习环节。

1. 语言词汇简单、口语化

英语口语是一种十分生动活泼、简单、充满省略的语言。在词汇方面使用的是最基础、最常见的单词和短语；在句法方面使用的是结构简单的短句和省略句。过去不少外贸英语口语书籍因涉及外贸业务，编写时采用了大量公文式的语言文字，难以上口。本书针对这一弊病做了较多改进。全书出现英语单词共约1500个，90%以上是基础单词，课文句

子简短，努力使其口语化，注释部分也侧重口语会话方面。对口语中常用词汇、习语给予解释、总结；对语法，强调模仿运用，避免涉及语法规论讲解。这样做，学员可以集中精力攻克口语大关。

2. 实用性强

本书选择了对外贸易业务工作中最常见的一些业务场面，如去机场迎接客商、业务访问、询价、报价、价格谈判、佣金、付款条件、装船、代理等。每课介绍的也是这些场合下典型、应该采用的词汇语言，避开了局限性太强只适用于个别场合的词汇语言。学员每学完一课课文，便可以立即运用到相应的业务谈判场合中去。此外，在课文注释中，对外贸业务中常用的业务术语英语表达法进行了归纳分类，学员在工作中可以查阅，以获得触类旁通的效果。

3. 强调练习

英语口语是一种技能。任何技能都必须通过反复练习、实践才能掌握并熟练。只靠课堂上教员讲解、分析是绝对学不会英语口语的。为此，本教材配有大量练习供学员堂上堂下操练实践，这也是不同于其他口语教材的一大特色。练习与每课课文密切配合，并注意到联系前面课文内容。句型操练(Drills)通过举一反三的口头盘练，着重让学员掌握外贸英语口语中常用句型、词组或某种语法现象。练习(Exercises)则通过各种形式提高学员的英语语言水平、反应速度及业务会话能力，从而最终使学员能承担英语谈判及翻译的工作。需要强调的是，无论是什么形式的练习，都必须要求学员的口头盘练、相互问答、堂上堂下反复练习直至脱口而出。决不能把句型操练、练习当成书面作业、以笔头形式完成了事。

本教材共30课。可供半学年用，也可供一学年用。我们建议每周安排4课时，每学期学习15课，两学期学完本教教材。老师每周可用2课时讲解课文，指导学生围绕课文正文提问盘练，直至学生能背诵课文；再用另外2课时指导学生做文后练习（有时可反复做两三次），组织学生自由问答、对话，围绕与课文有关题目会话。这样的安排时间充裕些，教师可避免将口语课上成精读课；学生也能将学得的知识、技能运用上口，真正达到口语课的目的。我们相信，学生经过一年这样的训练，是一定能担任英语谈判和翻译工作的。

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LESSON ONE

AT THE AIRPORT

Zhang: Excuse me, but are you Mr. Smith from Britain?

Smith: Yes, I am.

Zhang: I'm from the Textile Import and Export Corporation.

I've come to meet you. My name is Zhang, Zhang Ying.

Smith: How do you do, Mr. Zhang? I'm glad to meet you.

Zhang: How do you do, Mr. Smith? Let me help you with your Luggage.

Smith: Oh, thank you very much.

Zhang: Did you have a good trip?

Smith: On the whole, it's not too bad.

Zhang: Anyhow, it's a long way to China, isn't it? And I think you must be very tired.

Smith: Yes, I am, rather. But I'll be all right by tomorrow and ready for business.

Zhang: I wish you a pleasant stay here.

Smith: Thank you.

Zhang: Now, Mr. Smith, if all is ready, we'd better start for the hotel.

Smith: I'd like to. Let's go.

Zhang: This way, please. Our car is waiting over there.

NEW WORDS

airport 飞机场
excuse 原谅
Mr. (Mister) 先生
Smith 史密斯
Britain 英国
textile 纺织品
import 进口
export 出口
corporation 公司
glad 高兴的
luggage 行李
trip 旅途, 旅行

whole 完全, 全部
anyhow 然而
way 路途, 道路, 方法
tired 疲倦的
rather 相当
pleasant 愉快的
stay 停留
ready 准备好的
business 业务
start 开始
hotel 旅馆
wait 等待

PHRASES AND EXPRESSIONS

Excuse me.	请原谅, 对不起!
How do you do?	您好!
help somebody with something	在某方面帮助某人
on the whole	总体上
not too bad	还不错
all right	行, 好吧
ready for	准备好做某事
we'd better	我们最好……
I'd like to	我很愿意
This way, please.	请这边走

NOTES

1. Excuse me, but are you Mr. Smith from Britain?

对不起，您是从英国来的史密斯先生吗？

(1) Excuse me 是口语中使用十分频繁的短语，常用于向人请教、问路和打断别人说话等场合。句中的连词 but 转折意思不明显，可以省略。

Excuse me, but could you show me the way to the station?

请问，去火车站的路怎么走？

Excuse me for asking the question.

请原谅我问你这个问题。

Excuse me a moment.

请稍等一会，我一会就来。

(2) Are you Mr. Smith? 您是史密斯先生吗？

去机场、车站、码头等处迎接只知对方姓名但从未见过面的客人时可采用这种提问方法。回答用语为：

Yes, I am. (= Yes, I'm Smith.)

No, I'm not. (= No, I'm not Smith.)

I'm afraid you have the wrong person.

恐怕你认错人了。

2. How do you do, Mr. Zhang? I'm glad to meet you.

您好，张先生，见到您很高兴。

How do you do? 是初次见面时的问候语，后面常常还可以接着说 I'm glad/pleased/happy to meet you. 对方的回答也是 How do you do? 例：

Paulo: Bill, this is my mother, Mrs. Farias.

Mother, Bill O'Neill.

Mrs. Farias: How do you do, Mr. O'Neill?

Bill: How do you do, Mrs. Farias?

I'm pleased to meet you.

3. Let me help you with your luggage.

我来帮你提行李。

help somebody with something 在某方面帮助某人

He often helps me with my spoken English.

他常常在英语口语方面帮助我。

Could you help me with my notes, Wang? There are some parts of the report which are not quite clear to me.

你能帮我看看这些笔记吗, 王? 报告中有些部份我不太清楚。

4. — Did you have a good trip?

旅途愉快吗?

— On the whole, it's not too bad.

总体而言还不错。

(1) 询问对方旅途情况用语一般有:

Did you have a good/pleasant journey?

Have you had a nice trip?

Did you have a nice voyage?

海上航行顺利吗?

通常回答为:

Yes, I enjoyed it very much.

Very pleasant, thank you.

On the whole, it's not too bad.

No, I'm afraid not. It was really rough and I'm not a good sailor.

路上不太顺利，海浪很大，我又不习惯海上航行。

(2) on the whole 大体上，总的看来

My opinion is on the whole the same as yours.

我的意见大体与你相同。

On the whole, I like the trip very much.

总的说，我很喜欢这次旅程。

5. And I think you must be very tired.

我想您肯定很疲倦了。

must be 可用来表示我们对某事确有把握的推测。

There's the doorbell. It must be John.

门铃响了，肯定是约翰。

Mary must have some trouble: she keeps crying.

玛丽一定有什么事，她一直在哭。

6. Yes, I am, rather.

是的，我确实蛮累的。

rather 在这里的意思相当于 certainly (当然，确实如此)，用于答话中。如：

Would you like a swim?

你愿游泳吗？

Rather.

那还用说。

7. But I'll be all right by tomorrow and ready for business.

不过明天我就会恢复过来，可以商谈业务了。

ready for 准备就绪的

The goods are now ready for packing.

货物已备妥，可以包装了。

Let's get ready for the journey.

我们收拾准备上路吧。

8. We'd better start for your hotel.

我们（最好是）动身去你住的旅馆吧。

We'd better = We had better. 这是一种委婉表示应该去做某事的用语，后面接不带 to 的动词不定式，指现在或将来，但不指过去。

It's getting late. We'd better start back now.

天晚了，我们最好现在就回去吧。

You'd better hurry up if you want to catch the 7:30 train.

你要是想赶7:30的车得快些走才行。

"Let's take Harry's car." — "No, we'd better not."

“咱们坐哈里的车吧。” —— “不，还是不坐好。”

9. I'd like to.

我很愿意。

I'd like to — I should like to. like 一词常与 should 或 would 连用，后面接名词、代词或不定式短语，表示“想要，愿意，希望”。

Would you like to hear our views about it?

你愿意听听我们对此的看法吗？

I'd like a word with you.

我想和你说话。

What would you like for supper?

你晚饭吃什么？

DRILLS

- I. Excuse me, but are you Mr. Smith from Britain?
— Yes, I am.
Excuse me, but is this the right way to the station?
— Yes, it is.
Excuse me, but can you tell me what time the plane takes off?
— It takes off at 3:30.
Excuse me, will you show me how to get to the post office?
— Of course. It's very near here. Go to the corner and turn right, you will see the post office in front of you.
- II. Are you Mr. Smith from Britain?
— Yes, I am.
Are you Mr. Jones from Canada?
— Yes, I'm Peter Jones from Canada.
Are you Mrs. Willington from London?
— No, I'm not.
Aren't you Mr. Palmer from Sidney?
— I'm afraid you have the wrong person.
- III. Did you have a good trip? ♣
— On the whole, it's not too bad.
Did you have a nice trip?
— Yes, I enjoyed it very much.
Did you have a pleasant journey?
— Very pleasant, thank you.
Did you have a nice voyage?

No, I'm afraid not.

IV. And I think you must be very tired.

— Yes, I am, rather.

You must be hungry. You had breakfast very early this morning.

— Yes, I am, rather.

That letter must be very important.

— Yes, it is, rather.

This job must be very difficult.

— It is, rather. But it's important.

V. Now Mr. Smith, if all is ready, we'd better start for the hotel.

— I'd like to.

Now, Mr. Smith, if there's nothing else, we'd better be off.

— I'd like to.

Now, Mr. Smith, if you don't mind, we'd better leave it for tomorrow.

— I'd like to.

Now, Mr. Smith, if you agree, we'd better hold a talk sometime next week.

— I'd like to.

EXERCISES

I. Answer the following questions.

1. Where did the dialogue take place?
2. What was Mr. Zhang doing at the airport?

3. Who was Mr. Smith?
4. Where did Mr. Smith come from?
5. How did Mr. Smith come to China?
6. He didn't come to China by train, did he?
7. Did Mr. Zhang and Mr. Smith know each other?
8. Had they ever met each other before?
9. How did they greet each other when they first met?
10. How was Mr. Smith's trip?
11. Was Mr. Smith tired?
12. Would Mr. Smith be all right for business the next morning?
13. Was there a car waiting for them outside the airport?
14. Where were they going from the airport?

II. Respond to the following.

1. Excuse me, but are you Mr. Wang from Beijing?
2. I'm John Peter from Britain.
3. I've come to the airport to meet you.
4. How do you do, Mr. Wang?
5. My name is Zhang Ying. I'm from the Textile Corporation.
6. How are you, Mr. Zhang?
7. How is Helen today?
8. Let me help you with your luggage.
9. Let me do the job for you.
10. Thank you very much.

III. Complete the following dialogues.

1. A: _____ ?