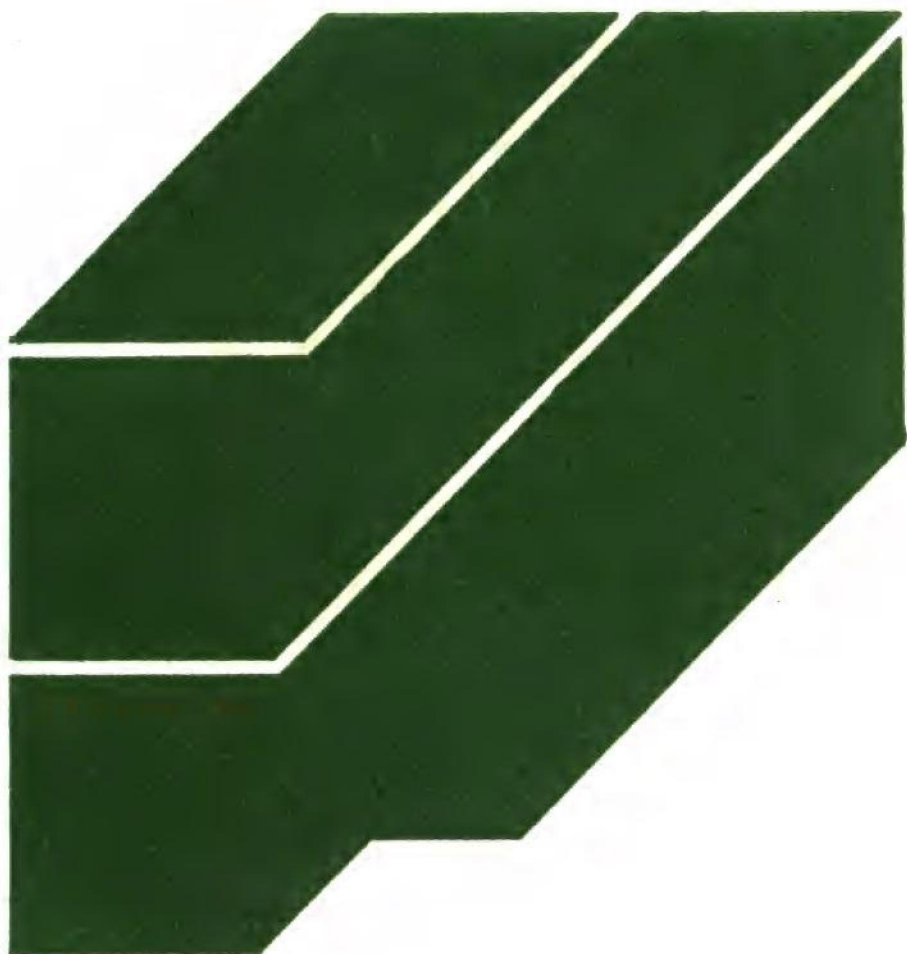


# 外贸英语常用词手册

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支懋彤 主编



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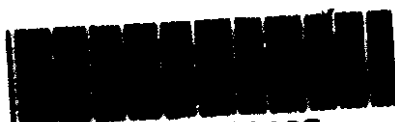
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天津科学技术出版社

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责任编辑：庞兴志

### 外贸英语常用词手册

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天津科学技术出版社出版

天津市赤峰道130号

天津武清永兴印刷厂印刷

新华书店天津发行所发行

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开本850×1168毫米 1/32 印张25.75 字数665 000

1988年7月第1版

1988年7月第1次印刷

印数：（平）1—6 500

（精）1—6 700

ISBN 7-5308-0282-8/H·1 定价：（平）9.85元  
（精）12.55元

## 前 言

根据我们多年的教学体会和业务实践,英语中有些词或词组在外贸工作中有其特殊含义和用法,初学者往往不易掌握,理解不准,使用不当。许多外贸工作人员也反映过这种困难,希望有一本关于这方面的参考工具书。

有鉴于此,天津财经学院外贸系“外贸英语常用词手册”编写组曾于一九七七年编过“外贸英语常用词手册”一书,并在内部印发,作教材用。该书由支懋彤主编,参加英译汉工作的有瞿昭旗,陈炳杰和张万春等。卢惠民参加了编校工作,刘增魁主持了本书的编印工作。

近来,根据经贸工作的发展,为满足读者的迫切需要,由支懋彤、卢惠民、孙玉浚对原书进行修订、补充,增加了新内容和新词条,增补了新例句,并于书后增编了索引,以便读者查阅。

本书可供外贸院校师生以及外贸工作人员参考使用。

在本书编写过程中,曾得到对外经济贸易部、贸促会、东方租赁公司、天津外贸总公司及所属公司、天津信托公司、天津外贸学校等单位以及本院赵禹辰同志的热情支持和具体帮助。对外经济贸易部蔡天长同志和天津对外贸易学院傅曾仁同志对本书修改提出了许多宝贵意见。在此,我们一并表示衷心的感谢。

由于我们的水平所限,书中缺点和错误在所难免,希望广大读者批评指正。

编 者

1987年6月

## A

**abandon v. 放弃**

They agree to abandon this requirement.

他们同意放弃此项要求。

The goods have been abandoned as unsalvageable.

该货作为不能抢救(保险业、航运业用语)业经放弃。

**abeyance n. 搁置, 缓办**

It would be better for us to hold the matter in abeyance until opportunity matures.

把这个问题先放一放等到时机成熟时再说, 那样对我们将会更好一些。

We have to leave your enquiry in abeyance.

我们不得不将你的询盘暂时放一放。

The matter has been left in abeyance.

此事已被搁置。

**abide v. 遵守(后接介词 by)**

Please feel assured that we will abide by our promise.

请放心我们一定遵守我们的诺言。

We have to insist on your abiding by the contract (agreement)

我们不得不坚持要求你方遵守合同(协议)。

**ability n. 能力**

We will co-operate with you to the best of our ability.

我们一定尽力与你方合作。

We look forward to your ability to offer us this article in the near future.

我们盼望你在不久的将来能向我们报此货。

**able** adj. 能, 会 参阅 **can**

**abnormal** adj. 反常的, 不正常的

The market is so abnormal that buyers are entirely at sea how to operate.

市场如此反常, 买主全然不知所措。

We do not think such an abnormal phenomenon will last long.

我们认为这样的反常现象不会持续很久。

**abortive** adj. 无结果的, 失败的

It would be an abortive effort to try to close this wide price gap.

设法缩小这样大的价格差距将是徒劳的。

This sales plan might prove abortive but it is worth trying out.

这个销售计划也许不能成功, 但仍值得一试。

**abound** v. (物产) 丰富

Antimony abounds in our country.

我国盛产锑。

**about** adv. 大约, 左右

We need about 200 metric tons.

我们需要大约二百公吨。

**above** adj. 上述的; n. 上述 参阅 **foregoing**

1. **above** 和 **above-mentioned** 的意义完全相同, 可换用。在外贸函电中常见的有: the above offer, the above price, the above order, the above shipment 等。

2. **above** 也可用作名词, 指单数或复数均可, 前加定冠词。

The above (offer, price) includes your commission of 2%.

以上(报盘或价格)包括你方百分之二的佣金。

The above (articles) are of no interest to us at present.

我们对以上各项(商品)目前均无兴趣。

3. 在一封信的同一段中, 一般用 **the foregoing** 指前一句所说

的东西,不宜用 the above。

We are interested in most of your products. Right now, our interest is in your Bicycles only. The foregoing (不用 the above) is an item we used to import in large quantities.

我们对你方产品大部分都感兴趣。目前我们只对你方的自行车有意。这项商品我们过去经常大量进口。

4. the above 的反义词是 the under-mentioned, the under-noted, the following.

**abrogate** v. 取消, 废除

We have no intention to abrogate our obligations.

我们没有要停止履行我们义务的意思。

This custom was abrogated years ago.

这一惯例多年前已废除。

**abrupt** adj. 突然的

Buyers have withdrawn from the market in view of the abrupt turn of the trend of prices.

由于价格趋势的突然转变,买主已退出市场。

**absence** n. 没有; 缺乏

We cannot ship the goods in the absence of your L/C.

没有你方的信用证我们不能装运此货。

Owing to the absence of any news from you, we have sold the goods elsewhere.

由于没有得到你方的任何消息,我们已将该货另售别处。

**absolve** v. 免除

They agree to absolve us from our obligation.

他们同意免除我们的责任。

**absorb** v. 吸收; 承受; 承担; 使专心

Please let us know the approximate quantity your market can absorb in a year.

请告知你方市场一年约有多大纳胃。

We will not absorb these charges.

我们不能承担这些费用。

He is absorbed in finding ways to meet his heavy commitments.

他在专心致志地想办法解决他承担的沉重义务。

abstruse adj. 难解的

Your statement is a bit too abstruse. Please re-write it in a way easier to understand.

你们的话很难理解,请用较易理解的语言重写一下。

absurd adj. 不合理的,荒谬的

Your argument is absurd.

你们的论据不合理。

absurdity n. 荒谬

Their reasoning is a glaring absurdity.

他们的论证荒谬绝伦。

abundance n. 丰富,充裕(前面用不定冠词)

There is an abundance of offers on this commodity but nobody is interested.

此货的报盘很多,但无人感兴趣。

Carpets are available in abundance.

可供地毯货源充足。

abundant adj. 丰富的,充裕的

This article is in abundant (plentiful) supply.

此货供应充足。

We have abundant oil seeds to sell.

我们有充裕的油籽出售。

accede v. 同意(含有勉强让步之意)(后接介词 to)

After several approaches, we have talked them into acceding to your request for substitution.



经过数次联系，我们已说服他们同意你方以它货替换的要求。

**accelerate** v. 加快

Please do your best to accelerate the preparation of the goods.

请尽力加快准备此货。

This has greatly accelerated the pace of production.

这就大大地加快了生产的步伐。

We will do our utmost to accelerate production.

我们一定尽力加快生产。

**accept** v. 接受(宾语有时可省去)

We cannot accept your offer; the price is too high.

我们不能接受你的报盘; 价格太高了。

We accept your offer subject to August shipment.

如果八月份装船, 我们就接受你的报盘。

We cannot accept forward shipment.

我们不能接受远期装运。

We do not think we can accept your suggestion.

我们认为不能接受你方的建议。

We believe our price is reasonable. Please do your utmost to accept as it will lead to further business.

我们相信我们的价格是合理的。请尽力接受, 这样将会带来更多业务。

This article is in good demand. We advise you to accept for there are other buyers in the field.

此商品需要量很大。由于还有别家要买, 我们劝你接受下来。

【注】说接受报盘时用 **accept** 或 **accepted**。如在外贸电报中说: “YC5TH ACCEPT (ACCEPTED)”, 不可用 **accepting** 或 **acceptable**, 因为 **accepting** 和 **acceptable** 都不是肯定接受的意思。

**acceptable** adj. 可接受的, 合意的

Your offer is not acceptable.

你的报盘是无法接受的。

The quality is acceptable, but the time of shipment is not.

质量合意, 但船期不行。

**acceptance** n. 接受

We look forward to your immediate acceptance.

我们盼望你立即接受。

We strongly recommend acceptance for our stocks are running low.

由于我们的存货渐少, 我们极力劝你们接受。

**accessory** n. 附件

Party A undertakes to supply, on their account, raw materials and accessories for processing.

甲方承担供应加工用的原料和附件, 费用由其负担。

**accident** n. 意外的事; 事故 参阅 **incident**

The ship had an accident on the way and a large quantity of cargo was jettisoned.

该轮在途中发生意外事故, 大批货物被抛入海。

**accommodate** v. 照顾, 通融

We hope you will accommodate us by accepting time L/C.

我们希望你们予以通融, 接受迟期信用证。

We shall appreciate it if you will accommodate us in this respect.

如果你在这方面给我们以照顾, 我们将甚为感激。

We did this to accommodate your buyers.

我们这样做是为了照顾你方的买主。

**accommodating** adj. 与人方便的

It is not that we are not sufficiently accommodating but that the change proposed by you would upset our working arrange-

ments.

不是我们照顾不够，而是你方提出的修改将会打乱我们的工作安排。

We hope you will be accommodating enough to grant our request.

我们希望你方将充分照顾，答应我们的请求。

**accommodation** n. 照顾，通融；提供便利的设备

This is a special accommodation.

这是一项特殊照顾。

We extend to you this accommodation in view of our friendly relations.

鉴于双方的友好关系，我们特作此项通融。

The port has accommodations for ships of 10,000 tons.

该港口拥有装卸万吨级轮船的设备。

**accomplish** v. 完成

We hope we can accomplish our purpose.

我们希望能达到目的。

**accord**

1. n.

(1) in accord (with)(同...)一致

Our views on this question are in accord with yours.

我们对这个问题的看法是和你们一致的。

Your shipment is not in accord with the sample.

你发来的货与样品不符。

We regret to say that your shipment and sample are not in accord

我们很遗憾你发来的货与样品不一致。

【注】not in accord (with)= out of accord (with)

(2) out of accord (with) (同...)不一致

The L/C is out of accord with the Sales Contract.

信用证与销售合同不一致。

2. v. 一致; 给予

What you are doing does not accord with your promise.

你所做的与你的诺言不一致。

Please accord our draft due protection.

请对我们的汇票及时照付。

We trust you will accord this matter your serious attention.

我们相信你会对此事予以认真考虑办理。

Any courtesy you may accord to our representative will be highly appreciated.

我们将感谢你方给与我们代表的任何礼遇。

accordance n. 一致(常用于 in accordance with 这一习语中, 作“与……一致”; “按照、根据”解, 在后种解释里, 和 according to 同义, 但语气较重, 如指往来电报、合同、规定, 用 in accordance with 较合适。)

In accordance with cables exchanged, we are glad to have sold you 50 tons Castorseeds.

按照双方往来电报, 我们很高兴卖给了你们五十吨蓖麻籽。

We trust you will execute our order in accordance with the contract.

我们相信你将按照合同执行我们的订单。

The order will be executed in accordance with the terms agreed.

订单将按商订的条款执行。

It is in accordance with the rise of international market that we have increased our prices to this extent.

我们将价格提高到这样的程度, 这是与国际市场的物价上涨相符合的。

The quality must be in strict accordance with the sample.

质量必须与样品严格相符。

The stipulations in your L/C are not in accordance with the con-

tract.

你方信用证的规定与合同不一致。

【注】in accordance with 是英国用语,美国用in accordance to。

accordant adj. 一致的(后接介词with 或 to)

On receipt of your L/C accordant with (to) contract, we will arrange to ship the goods.

我们将在收到你方与合同一致的信用证时安排装运此货。

according 只用于下列两个习语中:

1. according as conj. 根据...而,按照...而

Generally speaking, we pay commission or no commission according as the goods are industrial products or traditional products.

一般说来,我们付佣与否根据是工业品还是传统商品而定。

2. according to prep. 按照,根据 参阅 accordance

According to what the buyer says, the price will go down further.

据买主说,价格将进一步下跌。

According to information received, there are more buyers than sellers.

根据所得消息,买主多于卖主。

According to your market report, demand seems to be returning.

根据你方市场报道,需求似乎正在恢复。

【注】according to 通常不能引导表语短语,不能说: This information is according to their market report.

accordingly adv. 因此,于是,所以(在句首或句子中间);按照要求(办、做)(在句尾)

Accordingly, we have to ask you to extend your offer 3 days.

因此我们不得不请求你将报盘展期三天。

We have accordingly asked you to extend your offer 3 days.

所以我们请求你将报盘展期三天。

We have extended our offer accordingly.

我们已按照要求将报盘展期。

We have amended the credit accordingly.

我们按照要求修改了信用证。

account

1. n.

(1) 帐目, 帐(略号 a/c); 帐户。外贸书信中常见的短语有: for the account of ... (出或收某人的帐), for one's account (由某人支付)

We bought the goods for the account of Messrs. Peterson & Co.

这货是我们代彼得生公司买的。

We bought the goods for our own account.

这货是我们自己买的。

The additional charges will be for our account.

附加费由我方负担。

The additional charges are to be for your account.

附加费由你方负担。

The extra freight is to be for buyers' account.

额外运费由买方负担。

Such payment shall be made in U.S. Dollar by TT to Lessor's bank account with The Bank ..., Ltd.

此项付款需以美元用电汇方式汇到出租人在××银行帐户内。

(2) 理由, 原因 (on account of 由于, 因为) 参阅 due to

We cannot accept fresh orders on account of heavy sales.

由于大量的售出, 我们不能再接受新订单。

On account of lack of direct steamer, please allow transhipment in your L/C.

因为没有直达轮船, 在你的信用证中请注明准许转船。

On account of difference in taste, your designs do not suit this market.

由于趣味不同,你的图案不适于此间市场。

The price has dropped on account of large offerings from other sources.

由于来自其他方面的大量报盘,价格已下跌。

(3) 考虑 (take ... into account 对……加以考虑或注意)

Price is not the only factor; you have to take the quality into account.

价格不是唯一因素,你方也必须考虑到质量。

We agree to your request, taking into account our good relations.

考虑到我们之间良好关系,我们同意你方的要求。

(4) 开立帐户 (open accounts)

Investors can open accounts and deal with matters related to foreign exchange in the Bank of China in the special zones or other banks set up in the special zones with China's approval.

客商可在特区内设立的中国银行或者其他经我方批准设立的银行开户,并办理有关外汇事宜。

2. v. 解释,说明; 占(多少数量百分比)(后接介词for)

We cannot account for the delay.

我们无法解释迟延的原因。

It is difficult to account for this sharp rise.

对价格的急剧上升,很难解释。

Rubber accounts for 70% of their exports.

橡胶占他们的出口货的百分之七十。

accumulate v. 积累

We are accumulating stocks and will make you an offer as soon as

possible.

我们正在补充货源并将尽快给你方报盘。

As stocks are accumulating rapidly, we expect to make you an offer in a week or so.

由于存货正在迅速积累,我们预计大约一星期后给你报盘。

**accustomed** adj. 习惯于(和介词 to 连用,后面再接名词或动名词,在较长的句子里接动词不定式较好。)

We are accustomed to L/C payment.

我们习惯于信用证付款办法。

We are accustomed to buying on C & F basis.

我们习惯于按成本加运费价格买货。

We are accustomed to sell against L/C available by draft at sight.

我们习惯于按即期汇票信用证出售货物。

**acknowledge** v.

1. 告知收到(信件等)

We acknowledge your letter of March 5.

你三月五日信收到。

We acknowledge receipt of your letter of March 5.

(同上)

We acknowledge the receipt of your letter of March 5.

(同上)

【注】以上三句以第二句最常用,第三句比较不常用。

Your remittance was received some time ago, but, owing to oversight, we did not acknowledge it.

你的汇款已于日前收到,但是由于疏忽,我们没有通知你。

Please acknowledge (receipt of) the above.

请告知收到以上各件。

2. 承认

It is generally acknowledged that the quality is up to standard.



一般公认这种质量合乎标准。

This is done by you unilaterally. We do not acknowledge it.

这是你单方面做出的,我们不承认。

**acknowledg(e)ment** n. 承认; 收到的通知

We have for acknowledg(e)ment your letter of March 5.

你三月五日信收悉。

【注】这里的 for acknowledg(e)ment 是状语短语, 用来修饰 have。

We make acknowledg(e)ment to your letter of March 5.

(同上)

Acknowledg(e)ment is made to your letter of March 5.

(同上)

**acquaint** v. 使熟悉, 使认识, 使了解

We are not acquainted with these articles.

我们对这些商品不熟悉。

As we are now only at the get-acquainted stage, we cannot consider your proposal for sole agency.

由于我们只不过在初交阶段, 我们不能考虑你方关于独家代理的建议。

We are not acquainted with those people.

我们不认识那些人。

You will have to acquaint us with the details.

你必须让我们了解详情。

We are quite acquainted with the market conditions at your end.

我们对你方的市场情况很了解。

**across-the-board** adj. 全面的

Unexpectedly, there is an across-the-board rise in price.

没预料到价格全面上涨。

**act** v. 行动, 做