

2009年版

外贸 初级英语

(下册)

■ 主 编 雷雨人

Elementary

English

for

Foreign

Trade



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主 编 雷雨人

副主编 施 玲 欧阳黎静

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(北京市东城区安定门外大街东后巷 28 号)

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再版说明

《外贸初级英语》自 1998 年 6 月出版以来，承蒙有关教育机构的支持和教学第一线师生的厚爱，多次重印，使用至今，并有望继续使用，对此我们感到不胜荣幸。但是，在这十年间，国际国内经济贸易形势有很大的发展与变化，教材中有些观念与内容已滞后或落伍，因此有必要作出调整与更新。

再版后的教材引入了欧元概念，将法郎、德国马克等币种从文中去除；对某些快速升级换代的电子产品名称作了更改；在原仓储运输概念中加入物流理念，并加入机场、银行等实用性情景对话，力图使课文更实用。

再版后的课文，“上册”对第一课、第三课、第六课、第九课、第十二课、第十三课，“下册”对第一课、第三课作了或多或少的修改或调换。单词表、注释、练习、答案和课文译文也作了相应的变动。原先单独成册的“辅导手册”分别并入上、下册教材的附录中，不再单独出版。同时附有教学大纲，每单元的教学目标供教学参考。除此以外，本教材保持原来的结构与风格，未作原则性修改，希望能继续得到广大师生及自学者的欢迎。

本次参加再版修改工作的有雷雨人、施玲等教师。因力量与水平有限，问题在所难免，不足之处敬请各位指正。

上海对外经济贸易教育培训中心

《外贸初级英语》编写组

2008 年 10 月

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LESSON ONE

Learning Objective

I . Text: A Documentary Credit

New Words and Expressions

Notes

II . Grammar

1. Voices

2. Passive Voice

3. Compare Passive Voice in Chinese and in English

III . Exercises

Text

A Documentary Credit

A documentary credit is issued by a bank at the request of an importer. In it the bank promises to pay a beneficiary upon presentation of related documents. A letter of credit is sometimes just called credit, or L/C for short. The commercial letter of credit is almost always a documentary credit in that it specifies the documents required such as bill of lading, an invoice and an insurance document plus one or two supplementary documents. If these documents are in order and shipment has been made as specified in the credit, the bank will pay for the consignment in exchange for the documents or will accept a bill of exchange and, possibly, negotiate it. In international trade, the importer and the exporter must arrange payment after having worked out an agreement. The importer will want possession of the merchandise before paying, and the exporter will want payment before making delivery. Since each party is far away from the other and often has an incomplete knowledge of its counterpart, there must be a caution to their dealings. Therefore, only the banker's guarantee will be satisfactory to both parties.

New Words and Expressions

documentary credit

issue ['iʃu:] *v.*

n.

request [ri'kwest] *n.*

promise ['prɒmis] *v.*

n.

beneficiary [beni'fiʃəri] *n.*

presentation [ˌprezn'teɪʃən] *n.*

related [ri'leɪtɪd] *adj.*

commercial [kə'mɜːʃəl] *adj.*

跟单信用证

发行, 出版

发行; 重要问题

请求, 要求

允诺, 答应

承诺

受益人

出示; 陈述; 赠与; 授予

相关的; 有亲戚关系的

商业的, 商务的

in that	因为,既然
bill of lading	提单
specify ['spesɪfaɪ] <i>v.</i>	规定
require ['rɪ'kwaɪə] <i>v.</i>	需要,要求
invoice ['ɪnvɔɪs] <i>n.</i>	发票
insurance [ɪn'fʊərəns] <i>n.</i>	保险
supplementary [ˌsʌpli'mentəri] <i>adj.</i>	增补的,附加的
order ['ɔ:də] <i>n.</i>	顺序,秩序,订单
in order	符合规定的
consignment [kən'saɪmənt] <i>n.</i>	托运,寄售; 托运/寄售的一批货
accept [ək'sept] <i>v.</i>	接受; 承兑
bill of exchange (同 draft)	汇票
possibly ['pɒsəbli] <i>adv.</i>	也许,可能地
negotiate [ni'gəʊʃieɪt] <i>v.</i>	议付; 谈判
work out	制定出; 解决; 算出
agreement [ə'ɡri:mənt] <i>n.</i>	协议; 同意
possession [pə'zeʃən] <i>n.</i>	拥有,所有; 个人财产
merchandise ['mɜ:tʃəndaɪz] <i>n.</i>	商品,货物
delivery [di'livəri] <i>n.</i>	交付,交货
each [i:tʃ] <i>pron.</i>	每一
far away	远离
incomplete [ɪnkəm'pli:t] <i>adj.</i>	不完善的,不完全的
knowledge ['nɒlɪdʒ] <i>n.</i>	熟悉; 知识; 了解
counterpart ['kauntəpɑ:t] <i>n.</i>	相当的人,相当的物
caution ['kɔ:ʃən] <i>n.</i>	谨慎; 警告
dealing ['di:lɪŋ] <i>n.</i>	经商方法,待人态度
guarantee [ˌɡærən'ti:] <i>n.</i>	保证; 保修单
satisfactory [ˌsætɪs'fæktəri] <i>adj.</i>	令人满意的

Notes

1. A documentary credit is issued by a bank at the request of an importer.
跟单信用证是银行应进口商的要求而开立的。
本句用被动语态表达,突出动作承受者“跟单信用证”,同时也关心动作的执

行者,由 by 引出执行者“银行”。

at the request of... 或 at one's request: 应某人的要求,如:

At your request, we are sending you our latest catalogue and sample for your information.

根据你方要求,现寄上我们最新商品目录单与样品供你方参考。

2. In it the bank promises to pay a beneficiary upon presentation of the related documents.

在跟单信用证中,银行承诺在(出口商)出示有关单证之后,即(将货款)支付给受益人。

it 指上文提到过的跟单信用证。

beneficiary 受益人:在国际贸易中使用的信用证内所列获得开证行授予开具汇票收取货款权利的人即受益人,通常是出口商。因采用信用证支付方法,进口商向银行申请开立信用证,即为信用证申请人 applicant.

upon: 即 on,表示 directly after and because of,表示“根据,按照”的意思。如:Upon receipt of your specific enquiry, we will send you our quotation sheet and discount.

一收到你方具体询盘,(我方)即寄价格单与折扣。

presentation of documents 指受益人到银行议付时,要出示(递交)信用证中所规定的单证,其中通常包括下文所述的提单、发票、保险单、及其他单证等。

3. for short的缩写、简写。

4. in that(因为),诸如 now that(既然),seeing that 等短语也与 in that 一样,常用来引导原因状语从句。如:

Conflict is sometimes useful in that it forces people to test the relative merits of their attitudes and behaviors.

冲突有时也有好处,因为它迫使人们去检验他们相关的态度与行为是否有可取之处。

5. the documents required = the documents which are required

英语中常用过去分词来代替含有被动语态的定语从句,可后置也可前置,也可说成是:the required documents.

6. in order: 符合规定的,可接受的,合适的 如:

The motion is in order. 这项动议符合议事规程。

7.... shipment has been made as specified in the credit...

make shipment 或 make delivery: 装运,交货 本文中用了被动语态的现在完成时。

as specified, as stated, as stipulated, as provided : 根据……中规定 用
“as+过去分词”表示根据所做的,有被动含义,本句相当于: as (time of
shipment) is specified in the credit 根据信用证中规定的(装运期)装运。又如:

As requested, we quote you our lowest prices on FOB Shanghai.

根据你方要求(我方按你方提出的要求),现向你方报上海装运港船上交货
最低价。

8. consign *v.* 托运,寄售

consignor *n.* 托运人,又称:shipper,通常为出口商

consignee *n.* 收货人,收件人,通常为进口商

consignment *n.* 托运或寄售的一批货

9. in exchange for 作为对……的交换 如:

He received USD 40.00 in exchange for several hours of work.

他干了好几小时,得到 40 元钱报酬。

10. negotiate *v.* 议付;谈判

negotiation *n.* 谈判;议付:指出口地银行对出口商的汇票和货运单据的
收购。

negotiable *adj.* 同 transferable 可转让的,可流通的

negotiable B/L 可转让的提单 transferable L/C 可转让的信用证

negotiable check 流通支票 negotiable security 流通证券

After hard negotiation, we have settled the prices.

经过艰苦谈判,终于谈妥了价钱。

This credit is valid for negotiation in China within 15 days after the date of
shipment.

该信用证于装运期后 15 天内在中国议付有效。

11. work out an agreement 拟写好协议,此处指售货合同或购货合同

12. possession of merchandise = title of goods 物权,在国际贸易中,提单
可作为海运货物的物权凭证——documents of title

13. counter 是构词法中的一个前缀,表示“对应”“对等”“反”“逆”等。如:
counteroffer 还盘, countersign 会签

14. be satisfactory to somebody ……令某人满意

somebody be satisfied with ……某人对……满意

to one's satisfaction 令人满意的是……

Grammar

I. 语态

1. 语态(Voice):

语态是动词的一种形式,用来说明主语与谓语之间的关系。

2. 语态的种类:

英语当中有两种语态,即主动语态(Active Voice)和被动语态(Passive Voice)。主动语态中主语是动作的发出者(执行者);而被动语态中的主语是动作的承受者。

e. g. Mr. Zhang showed some sample cuttings.

张先生出示了一些剪样。

Some sample cuttings were shown(by Mr. Zhang).

一些剪样由张先生所出示。

上述第一个例句中,主语 Mr. Zhang 是动作 show 的执行者,因此谓语动词用的是主动语态,而第二个例句中的主语 some sample cuttings 是动词 show 的承受者,故谓语动词用被动语态。

II. 被动语态

1. 基本概念:

被动语态是动词的一种特殊形式,表示句中的主语是动作的承受者,因此,所有的被动语态动词都必须是及物动词,而一些永远是不及物动词的词(如 lie 和 rise)不能用于被动语态。

2. 构成:

助动词 be + 及物动词的过去分词

在该结构中 be 本身无词义,是用作语态的助动词,但它有人称、时态和数的变化。现以动词 take 为例,将我们已学过的五种时态的被动语态列表如下:

一般现在时	am is } taken are }
一般过去时	was were } taken
一般将来时	shall be will be } taken
现在进行时	am being is being } taken are being }
现在完成时	has been have been } taken

另：现以 make 为例，将这五种时态的两种语态作一下比较。

	主 动	被 动
一般现在时	The people make history.	History is made by the people.
一般过去时	The people made history.	History was made by the people.
一般将来时	The people will make history.	History will be made by the people.
现在进行时	The people are making history.	History is being made by the people.
现在完成时	The people have made history.	History has been made by the people.

3. 被动语态的否定式及疑问式请见下表。（以动词 do 为例）

	否 定 式	疑 问 式
一般现在时	am(is, are) not done	Am(Is, Are)... done... ?
一般过去时	was(were) not done	Was(Were)... done... ?
一般将来时	will(shall) not be done	Will (Shall)... be... done... ?
现在进行时	am(is, are) not being done	Am(Is, Are)... being done... ?
现在完成时	have(has) not been done	Have(Has)... been done?

4. 用法:

(1) 当我们不知道谁是动作的执行者,或没有必要指出谁是动作的执行者时。

e. g. All these products are made in our factory.

所有这些产品都是我们厂生产的。(是谁生产的不必讲出)

Printing was introduced into Europe from China.

印刷术是从中国传入欧洲的。(不知道谁传出去的)

(2) 当强调动作的承受者时。

e. g. In 1948, the first self-service restaurant was opened in California by McDonald brothers.

一九四八年,首家自助餐厅由麦克唐纳兄弟在加利福尼亚开办。

Many high buildings are being built within the area.

本地区有许多高楼大厦正在建造之中。

She will be taken to a hospital by Tom.

她将由汤姆送往医院。

注:在第二种情形下,如果我们同时也关心动作的执行者时,我们便可由 by 结构引出动作的执行者,该结构在句中作状语。

III. 英汉被动意义表示法比较

1. 汉语有一种不出现主语的句子,英语通常可用被动结构来表示。

e. g. Another university has been founded in this city.

城里又办起了一所大学。

2. 汉语有一些以主动结构来表示被动意义的句子,英语也有类似的情况。

e. g. The railway divides here into two lines.

铁路在这里分成两条线路。

The goods sell well in our market.

这种货在我们市场上很好销。

3. 有时汉语能用主动结构表示被动含义,但英语却要用被动结构表示。

e. g. Your letter has been received.

你的来信已经收到。

Exercises

I. Answer the following questions according to the text.

1. What does L/C stand for?

2. What does a documentary credit mean?

3. In documentary credit transaction, is payment to be made against documents or against goods?
4. In documentary credit transaction, what can transfer the possession of merchandise?
5. In documentary credit business, who will first pay for the consignment?
6. Upon what condition will the bank negotiate?
7. Who can reconcile the conflicting interests of both importer and exporter?
8. Is documentary credit the only one payment term?

II. Fill in the blanks by choosing the appropriate words.

(*acceptable / accepted / acceptance*)

1. Your prices are too high to be _____ to us.
2. We confirm having _____ your Order No. 103.
3. She won _____ by her clients only through her great efforts.

(*satisfactory / satisfied / satisfaction*)

1. _____ with the quality of our new products, they intend to place a large order with us.
2. We assure you that the goods will turn out to be _____ to your end users.
3. To our much _____, they allow to advance the date of delivery.

(*require / required / requirement*)

1. Our bank will inform you of the type and numbers of copies of the documents _____.
2. It all depends on the quantity you _____.
3. Your _____ for prompt shipment has received our due attention.

(*requested / requesting / request*)

1. At your _____, we now keep this offer valid from January 15th for further ten days.
2. As _____, we enclose our quotation No. 08097 for your consideration.
3. Thank you for your enquiry of 7th July _____ information about our new machinery.

III. Translate the following sentences into Chinese, paying attention to the italic words.

1. Owing to their bad management, few of suppliers will give them

further credits.

2. We would like you to enquire into the financial and *credit* status of a firm in Milan on our behalf.
3. In consolidation (拼箱运输), the individual *consignors* and *consignees* do not deal directly with the real carrier (承运人).
4. Any disputes arising from the performance of the Contract shall be settled through *negotiation* by both parties.
5. This *credit* remains valid for *negotiation* in China for further 15 days after the specified time of shipment.
6. As we know, Strait B/L is *non-negotiable* document while Order B/L is *negotiable* document.
7. The consolidators (拼箱运输人) deliver full container loads (FCL) made up of individual LCL *consignments* to the carrier.
8. The agent hasn't decided whether he is to buy for his own account or "on *consignment*".

IV. Change the following sentences from active voice to passive voice.

1. A salesman handles the exports and imports.
2. A customs officer is checking the suitcases.
3. I am going to buy some stamps in the post-office.
4. They will load the cargo tomorrow.
5. The second group stencilled the shipping marks.
6. We have fulfilled the necessary preparations in time.
7. We must speed up our economic construction.
8. I haven't gone through the catalogue.
9. Did you send samples to ABC Co. ?
10. What language do people speak widely in the world?

V. Rewrite the following sentences after the model.

Model: We have told them our decision.

(1) *They have been told our decision (by us).*

(2) *Our decision has been told (to) them (by us).*

1. He will show us the samples of their new products.
2. We are sending him a letter relative to enquiry.
3. Could you give me an indication of the price?
4. We can offer you a discount of 3%.