

MP3手上拿，商务外语学到家

# 外贸英语口语

## 随身听

商务外语口语随身听系列

国晓立 主编



录音配套字幕 读书无需课本  
下载随身视听 学习不限课堂



对外经济贸易大学出版社  
对外经济贸易大学音像出版社

商务外语口语随身听系列

# 外贸英语口语随身听

主 编 国晓立

副主编 张晓玲 姚 元

柳 燕 郝冠军

对外经济贸易大学出版社

## 图书在版编目 (CIP) 数据

外贸英语口语随身听/国晓立主编. —北京: 对外经济贸易大学出版社, 2009

(商务外语口语随身听系列)

ISBN 978-7-81134-345-8

I. 外… II. 国… III. 对外贸易-英语-口语 IV. H319.9

中国版本图书馆 CIP 数据核字 (2009) 第 029450 号

© 2009 年 对外经济贸易大学出版社出版发行

版权所有 翻印必究

## 外贸英语口语随身听

国晓立 主编

责任编辑: 单晓晖

---

对外经济贸易大学出版社

北京市朝阳区惠新东街 10 号 邮政编码: 100029

邮购电话: 010-64492338 发行部电话: 010-64492342

网址: <http://www.uibep.com> E-mail: [uibep@126.com](mailto:uibep@126.com)

---

唐山市润丰印务有限公司印装 新华书店北京发行所发行

成品尺寸: 140mm × 210mm 3.75 印张 75 千字

2009 年 4 月北京第 1 版 2009 年 4 月第 1 次印刷

---

ISBN 978-7-81134-345-8

印数: 0 001 - 3 000 册 定价: 15.00 元 (含光盘)

## 前言 | PREFACE

本书是商务外语口语随身听系列丛书之一，配有课文、录音及配套字幕。此书主要供在校大中专学生及相关行业社会人士随身自学，内容精简实用。全书共分 12 个单元，每个单元包括 Model Dialogues、Sample Sentences、Guiding Information 三大部分。Model Dialogues 通过设计不同的场景，让读者熟悉与此话题相关的基本内容，然后通过 Sample Sentences 让读者进一步拓展相关的表达方法。Guiding Information 是与每个单元话题相关的业务知识，方便读者参考使用。

本书由国晓立主编，张晓玲、姚元、柳燕、郝冠军副主编。由于时间仓促，更因编者水平有限，本书不足之处在所难免，请专家同仁批评指正。

编者

2009 年 1 月

## 目 录 | CONTENTS

<b>Unit 1 Establishing Business Relations</b>	1
Dialogue A At the Fair	1
Dialogue B At the Airport	5
<b>Unit 2 Business Visiting</b>	9
Dialogue A Visiting the Company	9
Dialogue B Visiting the Factory	14
<b>Unit 3 Enquiries</b>	19
Dialogue A An Enquiry from a New Customer	19
Dialogue B An Enquiry from an Old Customer	24
<b>Unit 4 Offers</b>	29
Dialogue A A Firm Offer	29
Dialogue B A Non-firm Offer	33
<b>Unit 5 Counteroffers</b>	38
Dialogue A Declining a Counteroffer	38
Dialogue B Accepting a Counteroffer	42
<b>Unit 6 Conclusion of Business</b>	46
Dialogue A Sending an Order	46



Dialogue B	Sending a Contract .....	50
<b>Unit 7</b>	<b>Shipment .....</b>	<b>54</b>
Dialogue A	Packing Arrangements .....	54
Dialogue B	Shipping Advice .....	58
<b>Unit 8</b>	<b>Insurance .....</b>	<b>63</b>
Dialogue A	Asking for Broader Coverage .....	63
Dialogue B	Asking for Breakage Risk .....	68
<b>Unit 9</b>	<b>Terms of Payment .....</b>	<b>75</b>
Dialogue A	L/C Payment .....	75
Dialogue B	Asking for Easier Terms .....	80
<b>Unit 10</b>	<b>Claims .....</b>	<b>86</b>
Dialogue A	Lodging a Claim .....	86
Dialogue B	Settling a Claim .....	91
<b>Unit 11</b>	<b>Processing with Given Materials .....</b>	<b>96</b>
Dialogue A	Processing with Given Materials (I) .....	96
Dialogue B	Processing with Given Materials (II) .....	100
<b>Unit 12</b>	<b>Agency .....</b>	<b>104</b>
Dialogue A	Application for Agency (I) .....	104
Dialogue B	Application for Agency (II) .....	108

# Unit 1

## Establishing Business Relations



### Dialogue A

#### At the Fair

Mr. Smith is at the Guangzhou Fair. He is attracted by a booth.

L: Good morning. Welcome to our booth.

S: Good morning. Your exhibits are very beautiful.

L: Thank you. We developed some new patterns this year.  
Here, please.

S: This night gown is very graceful.

L: It is a Chinese style. The hand-embroidered peony on it is  
the famous "Su Xiu".

S: Very charming. And the material is delicate.

L: Yes. It is made of pure silk. You know, China is the capital



of silk.

S: Wonderful. It is to my taste, and the color is brilliant.

L: Nowadays more and more Westerners like Chinese-style garments. It is our best seller in European and American markets.

S: Marvelous. I am interested in it. I wonder if I may take it as a sample.

L: Oh, I am sorry. We have brought only a few for exhibition. But we can send you samples after the fair.

S: Good. Can you produce according to our design?

L: Certainly we can. We have our own factory, designers and material suppliers.

S: Superb. I hope I will pay you a visit soon.

L: Your visit will be welcomed. We are looking forward to your visit.

### 课文译文

史密斯先生正在参加广交会，他被一个摊位吸引住了。

林：早上好，欢迎光临我们的摊位。

史：早上好，你们的展品很漂亮。

林：谢谢。我们今年开发了一些新款式，请看。

史：这件睡袍很优雅。

林：是中国款式，上面手工刺绣的牡丹就是著名的“苏绣”。



史：太迷人了，布料也很精致。

林：是的，这是纯丝绸的。您知道，中国是丝绸的故乡。

史：太好了，正合我的品味，颜色也很亮泽。

林：如今越来越多的西方人喜欢中国款式的服装。这是我们在欧美市场最畅销的一款。

史：好极了。我很感兴趣。我可否带走作为样品？

林：抱歉，我们仅带了几件产品参展，但交易会后可以给您寄样品。

史：好，你们可以根据我方设计加工生产吗？

林：当然可以，我们有自己的工厂，设计人员和原料供应商。

史：太棒了。我希望能很快访问你们公司。

林：欢迎，我们期待着您的光临。



## Sample Sentences

### 1. Welcome to our booth.

- (1) Good afternoon. Welcome to our booth.
- (2) Hello! Our booth is very beautiful, please have a look.
- (3) Sit down please, I'll show you the sample.
- (4) Very glad to meet you, Sir. This is our new product.
- (5) Hello! I'd like to see some newly-developed patterns.

### 2. We will send you the samples after the fair.

- (1) We will send you the samples of our new products



by DHL.

(2) We will send you our illustrated catalogue as soon as possible.

(3) We will send you our brochure immediately.

(4) We will send you the goods you've ordered next month.

### 3. We are looking forward to your visit.

(1) We look forward to your visit to our company.

(2) We look forward to your order.

(3) We look forward to your sample of Type 101.

(4) We look forward to your enquiry.

(5) We look forward to your catalogue and price list.



## Guiding Information

中国进出口商品交易会，原名中国出口商品交易会，又称广交会，创办于1957年春季，每年春秋两季在广州举办。广交会一直以服务中国外经贸为己任，以“专业化、市场化、法制化、产业化和国际化”为方向，迄今已有逾五十年历史，是中国目前历史最久、层次最高、规模最大、商品种类最全、国别地区最广、到会客商最多、成交效果最好、信誉最佳的综合性国际贸易盛会，被誉为“中国第一展”。

广交会由中华人民共和国商务部和广东省政府主办，中国对外贸易中心承办，其职能组织有大会秘书处，业务

办公室，外事办公室，政治工作办公室，保卫办公室，新闻中心，卫生保障办公室，证件服务中心。在第 100 届中国出口商品交易会开幕式暨庆祝大会上，温家宝总理代表中国政府宣布，从第 101 届起，中国出口商品交易会正式更名为中国进出口商品交易会。广交会自此站在了一个新的历史起点。

广交会贸易方式灵活多样，除传统的看样成交外，还举办网上交易会。广交会以出口贸易为主，也做进口生意，还可以开展多种形式的经济技术合作与交流，以及商检、保险、运输、广告、咨询等业务活动。来自世界各地的客商云集广州，互通商情，增进友谊。



## Dialogue B

### At the Airport

Ms. Lin is meeting Mr. Smith at the airport.

L: Hello, Mr. Smith. I'm glad to see you again.

S: Hello, Ms. Lin. Nice to see you, too.

L: How was the flight? Was everything all right?

S: Very comfortable, except for a little bump.

L: Is this your first time to Qingdao, Mr. Smith?

S: Yes, I have been to some other cities, such as Beijing, Shanghai, etc. Qingdao is smaller but more beautiful.



L: Thank you. The climate here is nice and the air is fresh.

S: Yes. And the coastal scenery is rather attractive.

L: Right. I hope you will have a pleasant stay here.

S: Thanks. I am sure I will.

L: Well, you must be tired after the long flight. May I take you straight to the hotel?

S: Fine, thanks.

L: May I help you with your luggage?

S: Yes, thank you.

L: My pleasure. Our car is waiting outside. This way, please.

### 课文译文

林女士在机场迎接史密斯先生。

林: 您好, 史密斯先生, 很高兴再次见到您。

史: 您好, 林女士, 见到您也很高兴。

林: 旅途怎么样? 一切都还好吗?

史: 很舒服, 除了有一点颠簸。

林: 这是您第一次来青岛吗, 史密斯先生?

史: 是的, 我去过其它一些城市, 如: 北京, 上海等。青岛小一些但更漂亮。

林: 谢谢。这儿气候宜人, 空气清新。

史: 是的, 并且沿海的景色相当迷人。

林: 是啊, 我希望您在此愉快。

史: 谢谢。我确信如此。

林：经过长途飞行您一定很疲倦，我直接送您去宾馆吧。

史：好啊，谢谢。

林：我帮您拿行李吧？

史：好，谢谢。

林：不客气。车在外面，这边请。



## Sample Sentences

### 1. Hello, Mr. Smith. I'm glad to see you again.

- (1) Excuse me, are you Mr. Smith from The Pacific Company?
- (2) Excuse me, are you Ms. Green from the U. S. ?
- (3) I am Liu Li, sales manager of Dongfang Trading Co.
- (4) I am Wang Fang, purchasing manager of Textiles Corp.
- (5) It's very kind of you to come and meet me at the airport.

### 2. How was the flight?

- (1) How about the journey?
- (2) It's very comfortable, except for a little bump.
- (3) It's very nice, except for a bit of turbulence.
- (4) It's really a long, pleasant journey.

### 3. May I help you with your luggage?

- (1) May I take your luggage for you?



- (2) May I show you the way?
- (3) May I call a taxi for you?
- (4) May I take you straight to your hotel?



## Guiding Information

在商务活动中，接机时应注意以下几点：

1. 备有客户的照片。
2. 依据客户搭乘的飞机班次，预先电询航空公司该班飞机是否准时，乘客名单中是否包括该位客户，他是否已坐上此班飞机等事项。
3. 掌握前往机场的时间，务必要在飞机抵达前先到达机场。
4. 在前往接机之前，接待人员应先行在海报纸上显著写出客户姓名，粘好双面胶，在确定该班飞机已抵达，便可由接待人员拿着，以提醒客户的注意。
5. 西方人在初次见面时的礼节习惯是拥抱、吻颊，应坦然接受，大方应对。而东方人，尤其是日本人一向多礼，在初次见面时，有时会致送一份见面礼，所以，最好预先准备手提袋，以免手足无措。

## Unit 2

### Business Visiting



#### Dialogue A

#### Visiting the Company

Mr. Smith and Ms. Lin now come to the company.

L: Mr. Smith, may I introduce Mr. Fang to you? Mr. Fang is our Sales Manager.

S: How do you do, Mr. Fang?

F: How do you do, Mr. Smith. I'd like to show you around our company.

S: Thank you.

F: Our company is located in the CBD of this city with convenient transportation and beautiful scenery.

S: Very good.



F: We have 100 employees, three import and five export divisions. Our annual foreign trade turnover is more than USD10,000,000.

S: Oh, marvelous.

F: Our company is one of the leading exporters of garments in China and have been in this line for over 20 years. We hope to enter into business relations with you.

S: Right. We also have such desire.

F: We also have our own factory in the suburbs.

S: Good. I hope to have a visit to your factory sometime.

L: I'll arrange soon.

F: Mr. Smith, this is the fourth floor. Here we can get a bird's eye view of the sea. Our staff usually take a rest and have some coffee at the break.

S: Really a nice place for relaxing.

L: This is our sample room. Mr. Smith, please.

### 课文译文

史密斯先生和林女士来到了公司。

林: 史密斯先生, 请允许我为您介绍方先生。方先生是我们的销售部经理。

史: 您好, 方先生。

方: 您好, 史密斯先生, 我带您参观一下公司吧。

史: 谢谢!



方：我公司位于商务中心区，交通便利，环境优美。

史：太好了。

方：我们有一百位员工，三个进口部，五个出口部。我们的年对外贸易额达到了一千万美元。

史：啊，很好。

方：我公司是中国主要的服装出口商之一，从事这一行已有二十余年。我们希望和贵方建立贸易关系。

史：是啊，我们也是这样想的。

方：我们在郊区还有自己的工厂。

史：好啊，我希望什么时候参观一下。

林：我会尽快安排。

方：史密斯先生，这是第四层，在此我们可以鸟瞰大海，我们的员工通常工作间歇来此休息一下，喝点咖啡。

史：真是一个放松的好地方啊。

林：这是样品室，史密斯先生，请。



## Sample Sentences

**1. Mr. Smith, may I introduce Mr. Fang to you? Mr. Fang is our Sales Manager.**

(1) Mr. Evans, may I introduce Ms. Liu to you? Ms. Liu is our general manager.

(2) Mr. Green, may I introduce Mr. Lin, the CEO of our company, to you?