

□陈琪芳 编著

□广东教育出版社

实用外贸英语会话



9
1

Practical English Conversation
for Foreign Trade

实用外贸英语会话

陈琪芳

广东教育出版社

粤新登字 03 号

实用外贸英语会话

陈琪芳 编

*

广东教育出版社出版

广东省外文书店发行

广东粤北印刷厂印刷

(厂址：韶关市五里亭)

787×1092毫米32开本 2.75印张 60,000字

1992年8月第1版 1992年8月第1次印刷

印数 1—10,000册

ISBN 7-5406-1891-4/G·1878

定价 1.60元

如发现印装质量问题，影响阅读，请与本厂联系调换。

前 言

自我国实行改革开放政策以来，国民经济发展迅速、工
商贸易日趋繁荣，尤其是进出口贸易的发展突飞猛进。对外
贸易已不仅仅停留在十几个沿海开放城市，而已经深入内地
乃至西北边陲。为了适应这种形势的需要，特编写了这本
《实用外贸英语会话》，并配制了录音带，以帮助外贸工作人
员提高业务能力及英语水平。

此书共分 26 课，概括了外贸工作中的接待礼仪、贸易洽
谈，合同签约，商检保险，催询索赔等各个主要环节，内容
精练、篇幅不大，有利于学习者在较短的时间内掌握对外贸
易的基本英语会话。

此书承美国驻广州总领事馆首席翻译张志先生审阅，并
提出宝贵意见，特此表示感谢。

编著者

1991 年 11 月

Contents

目 录

1. Seeing the products	1
参观展品.....	1
2. Salesmanship	4
推销.....	4
3. Inquiry & offer	7
询价、报价.....	7
4. Credit investigation	10
信誉调查.....	10
5. Price term	13
价格条件.....	13
6. Packing	16
包装.....	16
7. Transportation (1)	19
运输 (一).....	19
8. Transportation (2)	22
运输 (二).....	22
9. Discussing the payment (1)	25
谈付款 (一).....	25

10. Discussing the payment (2)	
谈付款 (二)	28
11. Price negotiation (1)	
议价 (一)	31
12. Price negotiation (2)	
议价 (二)	34
13. Insurance	
保险	37
14. Commodity inspection	
商品检验	40
15. Customs	
海关	43
16. Contract	
合同	46
17. Demanding (1)	
催询 (一)	49
18. Demanding (2)	
催询 (二)	52
19. Claim	
索赔	55
20. Contact	
联系	58
21. Welcome	
迎接	61

22. Make an appointment	
约会	64
23. At a dinner party	
宴会	67
24. Tourism	
旅游观光	70
25. Small talk	
闲谈	73
26. Farewell	
送别	76

Seeing the products

参观展品

Welcome to our exhibition.

欢迎参观。

What are the different types of commodities on display?

展出的商品有些什么种类?

There are samples of arts and crafts, chemical products, textile products, light industrial products, machinery, metal and mineral products, native produce animal by-products and cereals oils and foodstuffs.

有工艺品、化工产品、纺织品、轻工业品、机械、五金、矿产、土产、畜产和粮油产品。

Anything particular that you're interested in?

有没有你特别感兴趣的?

I'm in the light industrial business.

我是做轻工业品生意的。

We handle various kinds of light industrial products.

我们经营各种各样的轻工业产品。

We have extended our range into footwear and cosmetics

products this year.

今年我们的产品中又多了鞋类和化妆品。

These walking shoes are our latest design.

这些便鞋是我们最新的设计。

What kinds of patterns do you have?

有些什么花式品种?

It was made of two different material: lambsuede and imitation leather.

用两种不同材料制成的: 羊皮和仿皮。

It comes in three different designs: item A1, item A2 and item A3.

有三种式样: 产品 A1, 产品 A2. 和产品 A3。

We have a large variety of items in this line.

我们有很多这类的产品。

We recommend this item for its high quality and modern design.

我们推荐这个质优款新的产品给你。

From what I understand, this item will be very popular this year.

据我了解, 这类产品今年会很畅销。

There's a great demand for our new product.

我们的新产品需求量很大。

Shall I show you our product information sheet?

要不要看看我们的产品说明书?

This catalog shows most of our products.

这份目录列有我们大部份的产品。

Could I have this sample ?

我能免费要这个样品吗?

I am sorry but our company's policy is to charge for samples.

对不起，我们公司规定要收样品费的。

These are samples, but several of them are out of stock.

这些是样品，但有些没现货。

Salesmanship

推 销

I've brought some copies of our new catalogue for you.

我带了几份我们的新产品目录给你。

Here is a rich assortment to choose from.

这儿有很多品种可供选择。

It's our main product.

这是我们的主要产品。

These are very popular this summer.

这些今年夏季很流行。

We'd like to know if you think this item is suitable for your market.

我很想知道这项产品是否适合你们的市场需要。

Do you think there's a market for the goods that I offered you last month?

上个月我提供给你们们的货还好销吗?

Not too bad. Your style is just right.

还不错, 你们的款式正适时。

Do you like some later fashion?

你喜欢一些最新款式吗?
Are you interested in placing a small order for the new varieties?

你想订点儿新品种吗?
Have you got any new patterns along the same lines?
你们有同一类的新品种吗?

I should like to see some samples first, and find out the price.

我得先看看样品和价格。

We have just got a new selection of patterns.

我们刚到了一批新的精选货色。

Do you have anything better than this?

你们有比这好一点的吗?

As far as I know, there is no one else producing this item yet.

据我所知,目前还没有人制造此类产品。

Our raw material is imported from Japan.

我们的原材料是从日本进口的。

The workmanship is really first class.

这手工的确是一流的。

All our products are handmade.

我们所有的产品都是手工制作的。

I'm sure that our products will meet the standards you expect.

我相信我们的产品一定能合乎你的标准。

I have full confidence that the goods will satisfy you with their superior quality.

我相信这高质量的货物一定能使你满意。

These designs are so fresh and attractive they will be a success.

这些设计很新颖，富有吸引力，一定很畅销。

I should like to see your price.

我想看看你们的样品和价格。

We have just got a new selection of patterns.

我们刚到了一批新的花型。

Do you have anything better than this?

你们有比这更好的吗？

As far as I know, there is no one else producing this item.

据我所知，目前还没有人制造此类产品。

Our raw material is imported from Japan.

我们的原材料是从日本进口的。

The workmanship is really first class.

这手工的确实是一流的。

All our products are handmade.

我们所有的产品都是手工制作的。

I'm sure that our products will meet the standards you expect.

我确信我们的产品将符合你们所期望的标准。

Do you like it?

firmly? The price depends on quantity.
你报的是实数还是虚数? 它而量变要需份

I can't say offhand exactly how much.

Inquiry and offer

询价和报价

We can give them to you for \$ 185 - per unit.

Please give me a catalog and price list.

请给我目录和价目表。

How much is this?

这个多少钱?

What is the price?

价钱是多少?

The prices are different for different types.

各种型号的价钱是不一样的。

Wait a moment, please. I need a few minutes to calculate

the price.

请等一下，我需要点时间算算价钱。

Please quote us a price for the machine.

这部机器，请开个价给我们。

I can only give you a rough estimate.

我只能给你一个粗略的估算。

Could you give me your estimated price?

可以提供你的估算价格吗?

is your offer a firm offer or

The price depends on quantity.

价格要看数量而定。

I can't say offhand exactly how much.

我不能立即确定价格。

The list price is \$ 250. - per unit.

目录标价是每台 250 美元。

We can give them to you for \$ 185. - per unit.

我们可以每台 185 美元卖给你。

Have you received our inquiry sheet?

收到了我们的询价单了吗?

We are waiting for your quotations.

我们正在等待你们的报价单。

Please send the specifications and quotations for these products

请寄这项产品的规格和报价单来。

I'll send you the offer by telex.

我将用电传报价给你。

Here's our official offer.

这是我们的正式报价单。

Have you seen our offer sheet?

我们的报价单你看过了吗?

What do you think of our offer?

对我们的报价, 你考虑得怎样了?

Is your offer a firm offer or an offer subject to final con-

firmation?

你报的是实盘还是虚盘？

Credit Investigation

信譽調查

Can we ask the name of your banks?
 我們可否問出貴公司往來銀行的名稱嗎？

Could you tell us which one is your main bank?
 能否告訴我們，你們主要的銀行是哪一家？

Can we ask the name of your reference?
 請問一下你們担保人的姓名嗎？

For any information about our standing, please contact
 The Hongkong and Shanghai Banking Corporation.
 如欲查閱我們信譽的資料，請向香港上海匯豐銀行總行
 Please let us know about the credibility of John Wiley
 Company.
 請告訴我們約翰·威利公司的信譽如何。

Do you know anything about the financial standing of this
 company?
 你知道有關這家公司的財務狀況嗎？

How is their credit?
 他們的信用如何？

Credit Investigation

信誉调查

Can we ask the name of your banks?

可以问一下贵公司往来银行的名称吗？

Could you tell us which one is your main bank?

能否告诉我们，你们主要的银行是哪一家？

Can we ask the name of your references?

能问一下你们担保人的姓名吗？

For any information about our standing, please contact

The Hongkong and Shanghai Banking Corporation.

如需有关我们信誉的资料，请和香港上海汇丰银行联系。

Please let us know about the credibility of John Wiley Company.

请告诉我们约翰·怀利公司的信用状况。

Do you know anything about the financial standing of this company?

你知道有关这家公司的财务状况吗？

How is their credit?

他们的信用如何？