

外销员英语 词汇手册

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English
Lexicon for
Foreign
Trade
Staff

中国对外经济贸易出版社

外销员英语词汇手册

《外销员英语词汇手册》编写组

中国对外经济贸易出版社

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前 言

为了适应对外经济贸易的发展，加强对外销员的岗位培训工作，我们组织经贸成人高校英语学科组编写了《外销员英语词汇手册》，作为外销员应该掌握的英语词汇参考书。此手册也可作为对外销员进行考核工作的复习参考材料。

我们曾组织有关经贸进出口公司和经贸院校对此手册提出意见，也召开了专门的审订会，这对手册质量的提高起了重要作用。

欢迎广大读者对此手册提出宝贵意见，使其不断完善。

对外经贸部人事教育劳动司

干部培训处

1991年12月

编写说明

根据经贸部人事教育劳动司干部培训处的要求，我们编写了《外销员英语词汇手册》，作为外销岗位培训的参考材料之用，也可作为外销员业务工作的参考书。

此《手册》由两部分组成。第一部分是外贸英语常用词汇，共收录 1184 个词。这些词是外销员处理日常业务工作，撰写外贸英语函电经常要用到的词汇，也即是活用能力较强的外贸英语词汇。每一个词条给出词性、释义和中英对照的例句。例句力求具有典型性和实用性，很多例句选自外贸实际业务中的函电和文件。《手册》的第二部分是外贸英语基础词汇，也是外销员应该掌握的最低英语词汇量，共收录 5485 个单词（附 448 个短语）。在编制此词汇表中，我们参考了《朗曼当代英语词典》所附的常用词汇表、《大学英语教学大纲（文理科本科用）》中的词汇表、现在经贸院校中普遍使用的外贸英语和外贸英语函电教材，以及外贸进出口业务中经常使用的单证、合同、商业广告、协议和各种文件、法令章程等。此词汇表中的每一个词均给出音标、词性和释义。释义中尽可能地包括此词在外贸业

务中的用法。单词前打*号的是《手册》第一部分（外贸英语常用词汇）中所出现的词。

如果外销员能掌握此《手册》所列出的5485个外贸英语基础词汇，并能掌握其中1184个常用词汇（打*号）的用法，就能基本达到外销岗位所需要的英语词汇要求，具备从事外销英语口语、笔语工作的英语词汇知识。

在编写此《手册》的过程中，很多专家、学者（其中有对外经济贸易大学诸葛霖教授、上海外贸学院凌华倍教授等）和经贸实务工作者都曾提出过很宝贵的意见和建议，我们向他们致以衷心的感谢。

由于我们水平有限，缺点和错误在所难免，要使《手册》达到既定目的还有待於进一步完善和提高，恳请广大读者批评指正。

参加《手册》编写工作的有冯祥春（主编）、丁明吾、张文杰、周文龙、周树玲（副主编）、张漱石、陈小全、陈萍华、柳研忠、靳琴然等。

《外销员英语词汇手册》编写组
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目 录

外贸英语常用词汇	(1)
外贸英语基础词汇(附短语)	(295)
附录一、常用缩略语	(509)
附录二、国家名称表	(519)
附录三、外贸常用港口	(525)
附录四、世界各国(地区)货币中外文 名称及其进位制	(541)
附录五、几种常用重量单位换算表	(561)
附录六、几种常用长度单位换算表	(562)
附录七、北京与世界主要城市时差 对照表	(564)

外贸英语常用词汇

A

abandon *vt.* 放弃

They abandoned all the goods contaminated in transit. 他们放弃了所有在运输途中污染的货物。

abide *vi.* 遵守

It goes without saying that both parties must abide by the contract terms which have been agreed upon. 不言而喻，双方必须遵守业经同意过的合约条款。

accept *vt.* 接受；承兑

It is wholly up to you to accept our quotations or otherwise. 我方报价接受与否完全由你选择。

We request you to accept the draft drawn on you. 我们要求你们承兑向你方开出的汇票。

acceptable *a.* 可接受的

Our quotations, made in the light of those of similar articles on international market, are reasonable and acceptable to customers. 我公司所报价格系参照国际市场同类商品价格制订的，因此是合理的并为客户所接受。

accommodate *vt.* 照顾；提供

In order to accommodate you, we are prepared to give you special favourable prices. 为照顾你方，我方可以给予特殊的优惠价格。

The bank will accommodate you with a loan. 银行要向你方提供一笔贷款。

accompany *vt.* 伴随

The machines exported by us are accompanied by operation manual and catalogues of spare parts. 我们出口的机器都附有使用说明书和零件目录。

accord *vt.* 给予; *vi.* 符合

Many thanks for your warm reception accorded to our representatives during their recent visit to your place. 我公司代表在你地访问期间承蒙热情接待, 不胜感谢。This accords with the interests and desire of our two peoples. 这符合两国人民的利益和愿望。

in accord (with) 与...一致

The contents in our S/C are in accord with the terms mutually agreed upon. 我们销售确认书的内容与双方商定的各项条款相一致。

accordance *n.* 一致(主要用于短语)

in accordance with 根据

In accordance with your request, we are sending you herewith our price list and some pamphlets. 根据你方要求, 现附寄价目表一份及说明书数本。

account *n.* 帐户; 解释; *vi.* 列帐

We shall credit the difference, totalling £ 5,000, to your account. 我们将把差额总数 5,000 英镑记入你方帐户贷方。

We wish to give you a brief account of some flexible measures we adopted. 我们愿意扼要说明一下我们采取的若干灵活措施。

Under "Indirect Product Compensation" arrangement.

payments for the imported equipment and for the products to be supplied to the foreign company are to be accounted for separately and offset each other. 按“间接产品补偿”这一办法，偿付引进的设备以及向外国提供的产品两者必须分别列帐，互相抵销。

for one's account 由…支付

Any losses that may occur during transportation shall be for the buyers' account. 运输途中发生的任何损失均由买方负担。

for (the) account of 为…代销(购)

We usually allow a commission of 5% on an order placed by a commission agent for account of his customer who opens L/C direct to us. 凡代理商代其客户订货并由客户向我们直接开出信用证者，我们通常给佣金 5%。

on account of 由于

We both understand our slippers are very popular in your market on account of their superior quality and competitive price. 我们双方都知道我方拖鞋因价廉物美而畅销于你方市场。

on one's own account 自己承担风险

They do not feel able to make purchase on their own account. 他们不能自负盈亏来购进货物。

acknowledge *vt.* 告知收到；承认

We acknowledge receipt of your letter of May 15, 1989, and wish to apologize for the delay in our reply. 我们已收到贵公司 1989 年 5 月 15 日来信，迟复为歉。

The high quality of our product is well known and universally acknowledged. 我方产品质量优良，众所周知，并得到普遍承认。

acquaint *vt.* 使…知道

In order to acquaint you with our new products, we enclose herewith our latest catalogue. 为了使你方了解我们的新产品, 现附上最新商品目录本一份。

be acquainted with 了解

Are you fully acquainted with the market conditions?
你们对市场情况很清楚吗?

active *a.* 活跃

The market for groundnuts is now very active. 花生市场目前很活跃。

add *vt.* 增加; 附带说明

Sometimes a seller requires a confirmed L/C. In this case, the correspondent bank usually adds its confirmation and becomes the confirming bank. 有时卖方要求保兑信用证, 在这种情况下, 往来行通常自己保兑, 成为保兑行。

We'd like to add that your early visit is expected. 我们想补充说一下, 希望你们早日来访。

add up 把…加起来

Add it all up and tell me how much I owe you. 把各项费用都加起来, 告诉我该付给你多少钱。

addition *n.* 增加物

We are also enclosing a catalogue showing a brand new addition to our line. 现并附寄目录一份, 上面有本公司的新增产品。

in addition to 除…外(还)

In addition to cotton piece goods we have silk fabrics available at present. 除了棉布外我们目前还有丝绸织品供应。

address *n.* 地址 *vt.* 致函, 写地址

Please write to us at our new address. 请按新地址给我们写信。

Enquiries should be addressed to the company and not to an individual. In this way, your letter will receive quick attention. 询价单应寄给公司而不要给个人, 这样, 可得到迅速处理。

special (exclusive) cable address 专用电报挂号

adjust *vt.* 调整

We hope that you will accept our offer within its validity, beyond which the price may be adjusted at any moment. 希望你在报盘有效期限内接受我方报盘, 否则原价可随时调整。

admit *vt.* 承认; *vi.* 容许

I must admit I'm a layman as far as insurance is concerned. 我应该承认, 就保险而论我是个外行。

Your ambiguous offer admits of two interpretations. 你方含糊不清的报价可以有两种解释。

adopt *vt.* 采用

We have decided to adopt your design. 我们已决定采用你方的设计。

advance *vt.* 提高(价格); 提前; 垫付

n. (价格)提高; 垫付

The world market for the kerchiefs of this kind has been advanced so that we have to adjust our prices. 这种头巾的国际市场价格已上涨, 我们必须调整价格。

I'm very sorry to say that we cannot advance the time of delivery. 非常抱歉, 我们不能提前交货。

During the five years, we have to advance the cost for

the main machines we produce. 在这 5 年中我们得垫付主要机器的生产费用。

Owing to the advance in the cost of cotton, we shall very probably be compelled to raise our prices in the immediate future for these calicoes. 由于棉花成本上涨, 很可能我们不久将不得不提高这些坯布的价格。

It's beyond our financial capacity to make all these advances for such a long period. 我们的财务能力难以这么长期地垫付这些款项。

in advance 预先

We thank you in advance for your cooperation. 对你方的合作预致谢意。

advantage *n.* 利益; 优势

He gained little advantage from this transaction. 他在这次交易中获利甚微。

You should not neglect the advantage you enjoy in the cost of production. 你们不应该忽略你们在生产成本方面的有利条件。

take advantage of 利用

We must take full advantage of this opportunity to widen our business connections. 我们必须充分利用这一机会扩大业务关系。

to one's advantage 对...有好处

It would be to your advantage to wait for a short time. 稍等一段时间对你有利。

comparative advantage 比较利益

advertise *vt.* 为...做广告

We are prepared to advertise our products at your end to acquaint the mass of end-users with their properties

and characteristics. 为了使广大用户了解我产品的性能和特点, 我们打算在你地刊登广告。

advice *n.* 意见; 通知

We expect your advice in due time on the sales possibilities. 希望贵方及时给我们回信告知销售的可能性。

Several pieces of advice by our end-users have been adopted. 我方用户的好几项意见已被采纳。

under advice 同时通知

Please approach your bank to amend the relative L/C to allow partial shipment, under advice to us. 请联系银行修改有关信用证允许分批装运, 同时通知我方。

advise *vt.* 通知, 劝告 *vi.* 提供意见

We will advise you of the name of the vessel the soonest. 我们将尽快奉告船名。

They strongly advised him to accept the offer. 他们竭力劝他接受这一报盘。

We would send our technical experts to advise or supervise the installation work if you so desire. 如你方需要, 我方可以派遣技术专家指导或监督安装工作。

affiliate *n.* 分公司, 联号

We have many affiliates abroad which can distribute your products. 我公司在外国有许多分公司可经销你方产品。

afford *vt.* 给予; 能做某事

We are willing to afford cooperation in developing trade in this line. 我们愿意在开展该商品的贸易方面和贵公司合作。

Until these goods were shipped and we received the

comments from our customers we could not afford to go further on these contracts. 直到货物运出，并收到我方客户的意见，我方才能继续执行这些合同。

against *prep.* 以…为条件；按照；防止；

与…兑换；和…对比

“Document Against Payment” has the meaning that documents should be tendered to the importer subject to his payment. “付款交单”的意思是，只有在进口人付清货款后才能交出货运单据。

We submit our Quotation Sheet No. 124 against your inquiry dated August 1st. 关于你方 8 月 1 日的询价，现寄上我方第 124 号报价单。

The machines must be well packed against dampness, moisture, rust, and be able to stand shock and rough handling. 机器的包装必须防湿、防潮、防锈、防震，并经得起粗鲁的搬运。

The rate of Japanese Yen against U.S. Dollar is appreciating. 日元对美元的汇率正在上升。

They have to devalue the Krona against major western currencies. 他们只好降低克朗对西方主要货币的比值。

agency *n.* 代理关系；代理行

I've come again to renew our sole agency agreement for another 2 years. 这次我来，是想把我们之间的独家代理协议延长 2 年。

The firm has agencies all over the world. 这家公司在全世界都设有代理机构。

agent *n.* 代理人

As our agent you can not sell similar products for other

manufacturers. We must make that very clear. 做我们的代理就不能销售其他厂商的同类产品，这一点必须讲得非常清楚。

agree *vt. vi.* 同意

As regards payment, we agree to use Renminbi. 至于付款，我们同意用人民币。

If you agree, please cable immediately so as to enable us to mail the S/C. 如果同意，即请电告，以便寄上销售确认书。

agree on (双方对某点)同意

Shall we go over the other terms and conditions of the transaction to see if we agree on all the particulars? 我们逐项检查一下这笔交易的其他条款，好吗？看看我们是否在所有的问题上都看法一致。

agree to 同意

I'm not authorised to agree to such a big reduction. Would you mind waiting a day or two? 我无权同意这样大幅度的削价。请你等一、二天，好吗？

agree with 符合，同意(某人意见等)

If your shirts agree with the taste of our market, we feel confident of placing a trial order with you. 如你方衬衫符合我地市场需要，我们有信心向你方试订。

agreement *n.* 协议；协议书；意见一致

I'm glad we've arrived at an agreement on price. 我很高兴我们双方在价格上达成了协议。

We are sending you a draft agreement for your approval. 兹寄去协议书草案一份征求你的同意。

They are basically in agreement on terms of payment. 在付款条件上他们的意见基本一致。

allocate *vt.* 分配

They are allocated an exchange quota of £ 10,000 for the current year. 他们分配到一万英镑的本年外汇配额。

allow *vt.* 给予; 允许

As a rule we do not allow any commission. But if the order is a sizable one we'll consider it. 我方一般不给佣金, 但是如果订货数量大, 我们可以考虑。

It is the inadequate packing that allowed the packages to open. 由于包装不好才使这些包开了口子。

allow for 考虑到

We must allow for the possibility that they have been appointed sole agent in the district. 我们必须考虑到他们已被指定为这一地区独家代理人的可能性。

allowance *n.* 补贴; 折扣; 允许

You should give us an allowance for the amount to be set against our future purchase of canned fruit from you. 你方应予补贴, 用于抵冲将来向你方订购罐头水果所需款项。

In view of the friendly relations between us, we are prepared to give you a special allowance for the goods. 鉴于我们之间的友好关系我们准备对这些货物给予特别折扣。

Our report shows the moisture allowance was higher than that stipulated in our contract. 我们的报告表明, 湿度允许的幅度超过了我们合同的规定。

alter *vt.* 改变

The buyer can also ask for amendment if he finds something in the L/C that needs to be altered. 买方