

对外经济贸易英语精品系列教材

外 经 贸 英 语

(修订本)

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修订本前言

《对外贸易英语》一书，作为全国外经贸系统干部职工学习用书，自 1989 年出版以来，受到广大外经贸工作者的欢迎。此书以没有学过英语或只有初级英语基础的读者为对象，力图把基础英语和外贸专业英语结合起来，体现少而精，精讲多练的原则，以适应读者需求。

十几年来，我国外经贸事业有了迅速发展，广大外经贸工作者的外语水平也有了很大提高。近几年国际商务通讯方式、方法在不断更新，计算机的应用也越来越广泛，电子商务、网上贸易更是方兴未艾。这一切促使我们对该书进行了修订，并更名为《外经贸英语》。我们的宗旨是：“面向现代化，面向世界，面向未来。”

此次修订有以下特点：

1. 基础英语起点拔高了。该书读者应具有一定英语基础。
2. 课文作了重大调整，充分体现了“适用”和“够用”。如充实了“合同”、“信用证”等课文，增补了“支付”、“提单”、“电子商务”、“WTO”等课文。
3. 语法部分重新作了精心设计，对商务英语中的介词搭配，后置定语以及外销员考试中的重点难点语法问题着墨较多。
4. 增加了“最低日常交际用语表”，以帮助读者提高日常交际以及商务谈判的口语能力。
5. 增加了外经贸常用词语及常用句型。
6. 删去了原书中的电报及电传内容，增加了电子商务、电子邮件、网上贸易等内容。
7. 语言本身就是一种技能，商务英语尤其如此。只有大量操练才能做

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到“张口就说”、“提笔就写”。为了给读者创造尽量多的练习机会，我们编写了“习题册”与该书配套。

8. 本书附有自 1990 年第 1 次外销员资格证书考试以来，历年考试试题及答案。

此次修订由隋思忠任主编（原编著之一），参加修订工作的有陈祥国、王俊。在此，对原书的参编者冯样春、蒋耀宗、程同春表示感谢。

本书可供广大外经贸工作者及有志于从事这方面工作的大、中专在校生使用，也是准备外销员岗位证书考试的必备教材。欢迎广大读者对本书提出宝贵意见。

编 者

2002 年 5 月

Unit 1

Listen and Speak : Greetings and Responses

A : How do you do ?

(你好 !)

B : How do you do ?

(你好 !)

A : How are you ?

(你好吗 ?)

B : Fine, thank you. And you ?

(很好, 谢谢。你好吗 ?)

(Not very well. I have a slight cold.)

(不太好。我有点感冒。)

A : Good morning !

(早晨好 !)

B : Good morning !

(早晨好 !)

A : How are you doing ?

(近况如何 ?)

(How is everything with you ?)

(一切都好吗 ?)

B : Not bad, thank you.

(还行, 谢谢)

(About the same as usual.)

(和以前差不多。)

(Just so-so.)

(马马虎虎。)

Text

China's Reform and Opening-up Policy

As a developing country, China is still backward economically although it has made great achievements in the past few decades. In order to speed up the development of its economy, it decided to open its door to the outside world and invigorate the national economy through reform. Since then, great reform movement has been well under way in all fields and China has embarked on a gradual switch from the planned economy to what we now call the socialist market economy.

As a result, China's economic intercourse with other countries has been increasing with each passing day. Businessmen from various parts of the world are coming to China one after another to seek cooperation with Chinese partners. Some of them wish to negotiate joint venture projects. Some intend to invest in industrial units. Others inquire about the possibility of transfer of technology. As a matter of fact, there are already a number of enterprises jointly run by Chinese and foreign partners.

As an important channel to earn foreign exchanges, China's tourism is in development. In China, there are many scenic spots and places of historic interest, which attract tourists from different parts of the world. When you go on a tour to some big cities of China, you will see quite a few guest hotels which are designed specially for foreign tourists. Beijing's successful bid for the 2008 Olympics Games will undoubtedly make China the most attractive place in the world.

Everywhere in China, markets are thriving. Service trade has sprung up like bamboo shoots after a spring rain. The reform and open-door policy is giving rise to the prosperity of China's economy.

Useful Phrases and Expressions

opening-up policy	对外开放政策
make great achievements	取得很大成就
in the past few decades	在过去的几十年中
in order to (do)	为了
speed up	加速
(be) under way	在进行中
in all fields	在所有领域
planned economy	计划经济
market economy	市场经济
as a result	作为……结果
with each passing day	一天天地
from various parts of the world	从世界各地
one after another	一个接一个
joint venture	合资经营
transfer of technology	技术转让
as a matter of fact	事实上
foreign exchange	外汇
(be) in development	在发展中
scenic spots and places of historic interest	名胜古迹
go on a tour (to)	旅游；参观
quite a few	相当多
service trade	服务业
spring up like bamboo shoots after a spring rain	雨后春笋般涌现
give rise to	引起；使发生

Notes

1. As a developing country, China is still backward economically although it has made great achievements in the past few decades.

作为一个发展中的国家，中国经济在过去的几十年中虽然取得了很大成就，但仍然还是比较落后。

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注意，在句中出现 in the past (或 last) few decades (或 days/years.....) 等时间状语时，谓语动词一般要用现在完成时。如：

Where have you been in the past days?

这几天你上哪儿去了？

I haven't heard from him in the last few years.

这几年我一直没有他的音信。

In the past few months we have been making our efforts in pushing the sale of your products.

过去几个月中，我们一直都在努力推销你方产品。

2. In order to speed up the development of its economy, it decided to open its door to the outside world and invigorate the national economy through reform.

为了加快经济建设，中国决定打开国门，实行改革，搞活国民经济。

3. Since then, great reform has embarked on a gradual switch from the planned economy to what we now call the socialist market economy.

从此，一场伟大的改革在各行各业兴起。中国也逐渐由过去的计划经济向社会主义市场经济转轨。

4. As a result, China's economic intercourse with other countries has been increasing with each passing day.

结果，中国与其他国家的经济往来与日俱增。

as a result (作为……的结果) 是连词词组，只能与句子搭配。如：

We have improved our packing and as a result, our products have enjoyed wide popularity in the market.

我们改进了包装，因此我们的产品在市场上普遍受到欢迎。

as a result of ... (作为……结果) 是介词词组，只能与名词搭配。如：

As a result of limited supply, we can't accept any fresh orders.

由于供应有限，我们不能接受新订单。

with the result that…… (结果是；因此) 也是连词词组，that 后面也只能接句子。不过，这种词组往往只出现在句中，而 as a result 常出现在句首。如：

We have contacted them again with the result that they accept your counter-offer.

我们再次与他们联系，结果他们接受了你方的还盘。

5. Other inquire about the possibility of transfer of technology.

有些询问技术转让的可能性。

inquire 表示“询问”，常与 about 搭配。在商务英语里 enquire 表示“询问”或“询盘”常与 for 搭配。如：

The company you inquire about is a newly-established one.

你们打听的那家公司是新成立的。

They enquire for Men's shirts.

他们求购男式衬衫。

We have conveyed their enquiry for Men's shirts to our Shanghai Branch.

我们将他们的男式衬衫询盘转给了上海分公司。

6. As a matter of fact, there are already a number of enterprises jointly run by Chinese and foreign partners.

事实上已经有了许多中外合作经营的企业。

类似的表达方法还有 in fact (事实上), in reality (事实上), actually (实际上), practically (实际上) 等。

7. Beijing's successful bid for the 2008 Olympics Games will undoubtedly make China the most attractive place in the world.

北京的申奥成功无疑会使中国成为世界上最具吸引力的地方。

Grammar

时态小结 (The Summary of Tenses)

时态是英语动词的一种重要形式，用来表示动作或状态发生的时间。英语有十六种时态，最常用的有九种。现列表如下：

1. 要记住这几种时态的基本用法及构成：

一般现在时 经常习惯性动作；	(动词现在式 第三人称单数, 动词后 + s)
一般过去时 过去某时发生的动作或状况。	(动词过去式 : 规则动词为原形 + ed)
一般将来时 : 从现在看来将要发生的动作	shall (第一人称) + 动词原形 will (第二、三人称) + 动词原形
一般过去将来时 : 从过去某时看来将要发生的事	should (第一人称) + 动词原形 would (第二、三人称) + 动词原形
现在进行时 现在或现阶段正在进行的动作	to be (am, is, are) + 现在分词
过去进行时 过去某时刻正在进行的动作	to be (were, was) + 现在分词
现在完成时 过去某时发生并持续到现在； 过去某时发生但其影响直至今日	(to have + 过去分词)
过去完成时 “过去的过去” (过去某时前已发生)	(had + 过去分词)
现在完成进行时 : 过去某时发生, 一直进行到现在。(可能仍然在进行) (可能刚刚停止)	(to have been + 现在分词)

2. 要记住几个词尾的变化：

- A) 第三人称单数一般现在时, 在动词原形后 + “s”;
- B) 规则动词过去式及过去分词, 动词原形后 + “ed”;
- C) 现在分词构成, 动词原形 + “ing”;

英语的四种词尾变化 (即上述三种及形容词、副词词尾加 “-er”, “-est” 的变化) 我们都已学过, 为便于记忆, 在此特做一小结。见下表：

	去 y 改 i (注 1)	双写 (注 2)	其他
+ s	有	(无)	丝音结尾：+ es；辅音字母 + o 结尾： + es
+ ing	(无)	有	e 结尾：去掉 + ing；ie 结尾：变“y” + ing
+ ed	有	有	
+ er, est	有	有	

(注 1)：去 y 改 i：指辅音字母加 y 结尾的，需要改 y 为 i 再加 -es, -ed 或 -er (-est) 如：

study—studies, studied；

busy—busier, busiest

(注 2)：指重读闭音节以一个辅音字母结尾的词，需要双写后再加 -ed, -ing 或 -er (-est) 如：

plan—planned, planning

big—bigger, biggest

3. 要记住它们的区别，尤其是：

1) 一般过去时与现在完成时的区别：

现在完成时强调过去的动作与现在的关系，而一般过去时只表示动作在过去发生的情况，不强调与现在的关系。如：

Has Mary got up？

玛丽已经起床了吗？(问现在的情况)

When did Mary get up？

玛丽何时起床的？(问起床的时间)

The ship has arrived at the port.

船已到达港口。(说明已停泊在港口)

The ship arrived at the port last week.

上周抵达港口。(说明过去到的。现在可能仍在，也可能不在了)

2) 一般过去时与过去完成时、过去进行时的区别：

- A) 过去进行时强调过去动作正在进行，而一般过去时只表示过去某段时间发生了某事。如：

I was reading a book at this time last night.

昨晚这个时候我在看书。

I read a book last night.

昨晚我看了一本书。

- B) 过去进行时可表示赞美、厌烦等情绪，带有感情色彩。一般过去时只叙述事实。如：

She was always working like that.

她总是像那样工作。

He was constantly crying.

他老在哭。

- C) 过去完成时表示到过去某一时刻为止已完成的动作（或状态），也可表示一直持续到这一时刻的动作（或状态）。因此，句中往往会有一个过去的时间作参照。如：

The film had already started when we got there.

我们到达时，电影已经开始了。（表示“过去的过去”）

3) 现在完成时与现在完成进行时的区别：

- A) 现在完成进行时表示动作仍在进行；现在完成时则往往表示动作已完成。如：

They have been learning Book IV this term.

他们本学期一直在学第四册。（表示现在还在学）

They have learned Book IV this term.

他们本学期已学完了第四册。（表示完成）

- B) 现在完成进行时表示动作在到现在为止的一段时间内反复进行，此时一般不用现在完成时。如：

I have been meeting her in the hospital all the morning.

一整个上午我在医院老是碰见她。

You have been making fun of them again.

你又在取笑他们了。

- C) 在表示动作延续时间长久时，现在完成进行时比现在完成时的语气强烈，这时多用现在完成进行时。如：

{ Why are you so hot ?

你怎么这样热？

{ I have been running round the sports ground.

我一直在运动场上跑步呢。

{ Why are your shoes wet ?

你的鞋怎么湿了？

{ I 've been washing my clothes.

我一直在洗衣服！

Word Study I

look vi.

1. 看，瞧

Look at the map, please.

请看地图。

Look ! It 's snowing.

瞧！下雪了。

2. 看起来，显得 (系动词)

She looks very young.

她看上去很年轻。

The toy looks very nice, doesn 't it ?

这玩具显得非常可爱，不是吗？

3. look for 寻找

He is looking for his dictionary.

他在找他的字典。

4. look after 照料；照看

I shall look after the luggage for you.

我来为你照看行李。

5. look forward to **盼望**

We are looking forward to your early reply.

我们盼着你方早日答复。

n. **看**

Let's have a look at the picture on the wall.

(让) 我们来看看墙上的画。

see vt.

1. **看见；看到**

It's getting darker. I can see nothing.

天越来越黑，我什么也看不见。

Can you see the words on the board?

你能看见黑板上的字吗？

2. **遇见；会见；接见**

See you tomorrow.

明天见。

Today he is too busy to see visitors.

他今天太忙，不能见来访者。

3. **知道；明了；了解**

Now you can see what I mean.

现在你该明白我的意思了。

4. see off **为某人送行**

I'm going to see you off at the airport.

我到机场送你。

5. see one's way (clear) to do **(或 doing) 设法 (或有意) 做**

Please see your way clear to improve the quality of your products.

请设法提高你们产品的质量。

6. see (to it) that **务必……**

Please see to it that the cases are marked according to our requirements.

箱子务请按我方要求刷唛。

hear vi. vt.

1. 听见；听；听说；听取

Deaf people cannot hear.

耳聋的人听不见。

He doesn't hear very well.

他的听力不太好。

He heard a loud noise.

他听到很吵闹的声音。

Have you heard her sing (singing) in the classroom?

你听到他在教室唱歌吗？

Have you ever heard it said?

你听说人们谈及此事没有？

I hear that you need some help.

听说你需要帮助。

You'd better hear what I have to say.

你最好听听我要说什么。

2. hear from 接到……的来信

How often do you hear from your parents?

你父母多久给你来一封信？

I seldom hear from them.

我很少听到他们的音信。

listen vi. (常与 to 连用)

1. 听；留神听

I listened but heard nothing.

我听了听，可是什么也没听见。

They are listening to music.

他们正在听音乐。

Are you listening to Radio Beijing?

你们在听北京台（广播）吗？

2. 倾听；听信

Listen to the Party.

听党的话。

Don't listen to them. They don't mean that !

别听他们的。他们不是那个意思。

You shouldn't listen to rumour.

你不应听信谣言。

Word Study II

business n.

1. 商业；贸易；业务

We have done business with ABC Company for many years.

我们与 ABC 公司已做了多年生意。

Business prospects are likely to turn better.

商业前景可能会有所好转。

What's your line of business?

你们经营什么业务？

2. 交易；买卖（不可数名词）

（“两笔交易”应该说：two items of business 或 two deals 或 two transactions）

Business has been closed at this price.

已按此价达成交易。

We are not sure of the business possibility.

对交易的可能性我们没有把握。

They have concluded substantial business with that company.

他们已与该公司达成大量交易。

3. 工商企业；公司；商行（可数名词）

He owns a small car repair business.

他拥有一个小型汽车修理行。

There are many businesses engaged in the trade.

许多商号从事此项行业。

Businesses are less optimistic about economic prospects.

工商企业对经济前景不太乐观。

trade vi. 经商；做买卖

1. trade with **与……做生意**

We trade with other countries on the basis of equality and mutual benefit.

我们在平等互利的基础上与别国进行贸易。

They refused to trade with that company again.

他们拒绝再与那家公司做生意。

2. trade in **经营（商品）**

They trade mainly in light industrial products.

他们主要经营轻工业产品。

We trade in cotton piece goods.

我们经营棉布。

n.

1. **贸易；买卖**

Our foreign trade is expanding day by day.

我们的对外贸易日益发展。

We have done a lot of trade with the United States.

我们已与美国进行了大量贸易。

2. **手艺；行业**

How long did it take you to learn your trade?

你学这门手艺用了多少时间？

The students can be trained for many trades.

对学生可以进行多种行业培训。

(注)

commerce 作“商业，贸易”讲是正式用语。指整个商品交易行为。

trade 作“商业，贸易”讲是普通用语。除指广泛贸易外还指具体的贸易行为。