

外贸英语 常用词组

ENGLISH EXPRESSIONS IN FOREIGN TRADE

李振琦 宋才政 编

中国对外经济贸易出版社

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前 言

在国际贸易中，贸易双方多以函电进行业务磋商。函电质量的高低，不但体现一个企业的业务水平，更直接关系到交易的成败。一份好的英语商业函件，在于它能准确无误地表达己方的意愿，并能恰到好处地运用商业术语，以求得函件措辞简练、礼貌，内容生动、活泼，言出入理、在行。否则，将造成误解，严重影响成交，贻笑于人。

笔者发现，有关英语成语、短语参考书籍，目前国内外时有发行。惟英文商业术语、行话，专业用书少见。每遇国外来函中的一些商业行话，无从稽考。或在书拟信函时，由于没有掌握必要的商业术语，致使文字冗长，辞不达意。为普及提高对外函电书写水平，适应对外贸易发展新形势的需要，我等自不量力，立意蒐集编写《外贸英语常用词组》一书，以为抛砖引玉之献。幸蒙各方热情支持协助，得以完成此稿。总共收入常见外贸英语术语、行话一千余条，并附以例句，谨供同业参考。

在蒐集编写过程中，虽力求实用，并拟通过释义及例句来说明其使用的正确途径，但因缺乏编写经验，限于英语水平，全书例句、译文工拙，

讹谬挂漏均在所难免，敬祈各同业友好不吝赐教，给予批评斧正，谨此致谢。

编 者 1990年元月于长沙

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A

able to (do sth) 能够; 可能

We have been able to extend trade with the third world countries in the past few years. 我们在过去几年中已经能够同一些第三世界国家扩大贸易。

We shall be able to make you an offer next week. 我们可能在下星期给你发盘。

above-mentioned; afore-mentioned, afore-said 上述的

The above-mentioned documents will be mailed to you by air. 上述单证将由航空寄上。

a case in point 实例

Your last shipment is a case in point. 你方上一批货就是一个实例。

accept offer 接受报盘

We accept your offer of 2,000 kgs black tea. 我方接受你方2000公斤红茶报盘。

accept order; book order; enter order with 接受订货

We shall accept your order as soon as we are able to supply. 一俟我们有货可供, 即接受你方订货。

according to; in accordance with 按照; 根据

The discussion should be carried on according to the principle of consultation on an equal footing. 讨论应根据平等协商的原则进行。

acknowledge one's letter, acknowledge the receipt of one's letter; have for acknowledgement of one's letter 收到来信, 表示感谢

We acknowledge your letter of May 15. 5月
15日来函收到, 谢谢。

acknowledge the receipt of one's letter 见 *acknowledge one's letter*

a convenient occasion for 是...的时候

It is not a convenient occasion for discussing
this question. 讨论这个问题, 尚非其时。

acquaint... with 使...熟悉

I wish to acquaint myself with the supply position of steel products. 我要熟悉一下钢材的供应情况。

a crowd of; a flood of; a lot of 许多

We have received a crowd of enquiries. 我们
收到许多询价单

active demand 需求活跃

Stocks are light with active demand. 随着需求
活跃而库存减少。

act on 遵守

It remains to be seen whether they will act on
the agreement. 他们是否遵守协议, 还要看一看。

act upon 遵照...办理

We must act upon the instructions from our
head office. 我们必须遵照总公司的指示办理。

additional cost 额外费用

The additional cost from Copenhagen to Odense
is included in the quoted price. 从哥本哈根至奥登
斯的额外费用包括在报价内。

addressed to 写给...

Your letter addressed to us has been referred
to our head office for attention. 你方写给我们的

信，已提请我们总公司办理。

address oneself to 着手；专心；谈谈

We should like to address ourselves to the problem of the BPL content. 我们想谈谈磷酸三钙含量问题。

The sellers address themselves to the market investigation before they make any price adjustment. 卖方在调价之前着手市场调查。

add up to 总起来是

The weights add up to 500 kgs. 这几笔重量合计为500公斤。

a deficiency of 缺少

We find a deficiency of SWFCS 215 in your L/C. 我们发现你方信用证少开了215瑞士法郎。

adequate to 足够；适应

The supply is not adequate to the demand. 供不应求

adhere to 坚守；遵循

We shall adhere to our agreement. 我们将坚守协议。

adverse to 对…不利的，有害于…的

We are reconsidering those trade terms which might be adverse to our interest. 我们在重新考虑那些可能不利于我们的条款。

advisable to postpone 暂缓为宜

We think it advisable to postpone the discussion. 我们认为暂缓讨论为宜

advise ... of; inform ... of 把…通知

I beg to advise you of the acknowledgement of your letter of 17 inst. 本月17日函悉，特告。

a flood of 见 *a crowd of*

afore-mentioned 见 *above-mentioned*

afore-said 见 *above-mentioned*

after protracted exchange of correspondence 经过长期
函电往来

We are very glad to have been able to conclude this business with you after protracted exchange of correspondence. 我们很高兴, 经过长期函电往来, 能与贵方达成这项交易。

against time 争取时间

We are working against time to get the goods ready. 我们正争取时间将货备好。

a goal of 足足

This matter has dragged for a goal of four months. 这个问题已拖了足足4个月。

a great deal of 大量的

We shall have to spend a great deal of time getting this done. 我们将不得不花费大量时间来处理此事。

agreeable to 可同意

We are agreeable to your proposal. 我们可同意你方的方案。

agree in 在...同意

We agree in sharing the expenses. 我们同意分摊费用。

agree on; agree upon 商定; 同意

Both the buyer and the seller have agreed on the terms. 买卖双方已商定这些条款。

agree to 应允; 同意

Buyers do not agree to your proposal. 买主不同意你方的建议。

agree to assure 同意承担

We can not agree to assure those extra charges. 我们不能同意承担那些额外费用。

agree upon 见 *agree on*

agree with 与...意见一致; 同意

We agree with you on the point. 在这点上, 我们与你方意见一致。

a grim run of 接二连三发生的严重势态

Many capitalist countries are facing a grim run of slack business. 许多资本主义国家面临着严重的接二连三发生的商业萧条。

ahead of schedule; ahead of time 提前

It is possible for us to fulfil the target ahead of schedule. 我们提前实现指标是可能的。

ahead of time 见 *ahead of schedule*

a heavy pile of 大量的

We are busy with a heavy pile of orders. 我们正忙于处理大量订单。

a hope against hope 一线希望

There is still a hope against hope that the market will turn better if the stock of wood oil is lightened. 如桐油库存减少, 市场仍有一线好转的希望。

alert ... to (do sth) 敦促...注意

Please alert Hong Kong to effect shipment in time. 请敦促香港注意及时装运。

a little behind 稍逊

Comments are to the effect that the quality is unimpeachable, but the packing is a little behind. 评论大意是说, 质量无可挑剔, 但包装稍逊。

allow for 考虑到

We must allow for this possibility. 我们必须考虑到这种可能性。

allow leeway 给予灵活幅度; 留有余地

In opening L/C, please allow 2% leeway in drawings. 在开信用证时, 请允许汇票金额有2%上下的灵活幅度。

allow of 容许

The opportunity will soon pass away and allow of no delay. 机会易逝, 刻不容缓。

all parties concerned 各有关方面

The punctuation of shipment is advantageous to all parties concerned. 准时装船对有关各方都有利。

All Risks 一切险

Please insure against All Risks. 请保一切险。

a long lapse of time 一段长时间

We didn't receive their reply until after a long lapse of time. 经过一段长时间后, 我们才收到他们的答复。

along these lines; on these lines 关于此事

We'd like to discuss with you along these lines.

关于此事, 我们想与你面商。

along with; together with 连同; 与...一起

We have presented our draft to the Bank of China along with our invoice. 我们已将汇票连同发

票送交中国银行。

a lot of 见 *a crowd of*

amend . . . reading; amend . . . to read 将…修改为

Please amend your L/C No. 567 reading:

“Partial shipment and transshipment allowed”.

请将你们的第 567 号信用证修改为“准许分批装运和转船”。

amend . . . to read 见 *amend . . . reading*

amount to 数达; 金额达; 总计

The total proceeds amount to \$ 2,000. 全部货款达 2000 美元。

amounting to; in the amount of; to the amount of; to the extent of 总额计达

We have opened a Letter of Credit amounting to RMB 6,000 yuan. 我们已开立金额计达人民币 6000 元的信用证。

a must 必读; 必学

The INCOTERMS is a must for foreign trade cadre. 《国际贸易条件解释通则》是每个外贸干部必读之书。

an excess of . . . over . . . …超过…; …多于…

There is an excess of export over import. 出口超过进口。

anxious about; anxious for 对…担心

Buyers are rather anxious about the punctuality of the shipment. 买主对能否准时装船相当担心。

anxious for 见 *anxious about*

a parcel of 一批

We have now a parcel of walnuts for sale.
我们现有一批核桃出售。

appeal to 引起兴趣

We trust this new product of ours will appeal to your market. 我们相信我们的这项新产品定将引起你方的兴趣。

appear to be 似乎

The market appears to be changed. 市场似乎起了变化。

apply to 适用于

The new rate of commission does not apply to business already done. 新的佣金率不适用于过去已达成的交易。

appreciate ... if ... 如蒙..., 至为感谢

We highly appreciate it if you will send us the sample of wood oil by air immediately. 如蒙将桐油样品即航寄我司, 至为感谢,

appreciative of 感谢

We are appreciative of your favorable reply. 惠复奉悉, 谨表谢忱。

apt to 倾向于; 易于

Buyers are apt to name a low price when asked to make a bid. 如要求递盘, 买方倾向于出一低价。

A small matter like this is apt to slip your attention. 这样一个小问题是容易被你忽略的。

arrive at 得出; 达成

We have arrived at the conclusion of our discussion. 我们的研讨已得出结论。

as a matter of fact; in fact 事实上; 其实

As a matter of fact, our manufacturers have assured us of an increased quantity in the near

future. 事实上, 我们的制造厂商已向我们保证即将增加生产数量。

as against 与…对比

The proceeds this month is more by twice as against last month. 本月货款收入与上月相比多两倍。

as a pre-zero case 例外

We will furnish you 20 m / ts wood oil at the same price as a pre-zero case. 我们将按原价例外地供应你方桐油20公吨。

as a result of 由于; 由于…的结果

The buyer incurred great losses as a result of rough handling of the goods at the port of destination. 由于在目的港货物被野蛮装卸, 致使买方蒙受重大损失。

as a special accommodation 作为特别照顾

As a special accommodation, we agree to increase the commission to 3%. 作为特别照顾, 我们同意把佣金增至3%。

as below; as follows; as what follows 如下

Our supplies this month are listed as below. 本月我们供应的货物开列清单如下。

ascertain one's position 查实…情况

We will ascertain our position and see if we can make you an offer. 我们要查核一下我方的情况, 看能否向你方报盘。

as close as possible 尽可能接近(成本)

Please quote as close as possible. 请报尽可能接近成本的价格。

~~as far as~~; *so far as; in so far as* 就…; 至于

As far as I know, the productivity has been raised. 就我所知, 生产率有所提高。

as far as ... be concerned; so far as ... be concerned
就...而言

As far as grains are concerned, we are more interested in export than import. 就谷物而言, 我们对出口比对进口更感兴趣。

as far in advance as possible 尽可能提前

The goods will be shipped as far in advance as possible. 货物将尽可能提前装船。

as final and binding upon 作为...最后遵守的

This contract is to be taken as final and binding upon both parties. 本合约将作为双方遵守的最后条款。

as follows 见 *as below*

ask for 要求

He came to ask for a loan. 他来要求借款。

as much in detail as possible 尽可能详细

Please write us as much in detail as possible. 请尽可能详细地写信告诉我们。

as per 按照; 如

We are interested in chemicals, details as per list attached. 我们对化工产品感兴趣, 详情如附表。

We have extended the offer to May 1 as per your request. 我们已按照你方要求, 将报盘展期至5月1日。

as regards; in regard to; regarding; with regard to 关于

Your letter of March 5 as regards the time of shipment have had our attention. 你方3月5日函关于

船期问题我方已注意及之。

as requested 按照要求

We have shipped the goods as requested. 我方已按要求将货运出。

as soon as 一俟

We will cable you our offer as soon as our production turns better. 一俟生产情况好转,我们将电告报盘。

as specified 按照说明

The maintenance on the machine must be done as specified. 机器的维护须按照说明来做。

as such 照那个样; 因此

He was invited to attend the Fair as a guest and will be treated as such. 他被邀请参加交易会并作为客人受到接待。

assure ... of ... 向...保证...

We assure you of our cooperation. 我们保证与你方合作。

as the base of 作为...的根据

They cited this incident as the base of their claim. 他们举出此事作为他们索赔的根据。

as well 也; 也是一样

Many importers at your end have accepted our offer at USD 3 per 1b as well. 贵地许多进口商也是按每磅3美元的价格接受了我们的报盘。

as well as 既...又...

We believe we shall be able, by joint efforts, to promote friendship as well as business. 我们深信通过共同努力,既可促进贸易,又可增进友谊。

as what follows 见 as below