

1 + X 职业技术 · 职业资格培训教材

物流人员专业英语

Logistics English for Logisticians

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内 容 简 介

本书由劳动和社会保障部教材办公室、上海市职业培训指导中心依据上海 1 + X 职业技能鉴定考核细目——物流人员专业英语组织编写。本书从强化培养物流人员掌握专业英语技能的角度出发，较好地体现了本职业当前最新的实用英语知识，对提高从业人员的基本英语素质有直接的帮助和指导作用。

本书内容包括四篇：物流员英语（物流英语常用 50 句、物流术语），助理物流师英语（物流电讯、物流知识和理论、物流案例），物流师英语（物流知识和理论、物流运作、物流单证和合同、物流案例），看图、表物流英语写作练习素材（物流英语短文写作、物流英语论文写作）。全书由杨性如主编，毛浚纯审定。

本书作为物流人员专业英语职业技能培训与鉴定考核教材，也可供大专院校和中等职业学校学生学习、掌握最新的物流人员专业英语知识，或进行岗位培训使用。

前 言

职业资格证书制度的推行，对广大劳动者系统地学习相关职业的知识和技能，提高就业能力、工作能力和职业转换能力有着重要的作用和意义，也为企业合理用工以及劳动者自主择业提供了依据。

随着我国科技进步、产业结构调整以及市场经济的不断发展，特别是加入世界贸易组织以后，各种新兴职业不断涌现，传统职业的知识和技术也愈来愈多地融进当代新知识、新技术、新工艺的内容。为适应新形势的发展，优化劳动力素质，上海市劳动和社会保障局在提升职业标准、完善技能鉴定方面做了积极的探索和尝试，推出了 1 + X 的鉴定考核细目和题库。1 + X 中的 1 代表国家职业标准和鉴定题库，X 是为适应上海市经济发展的需要，对职业标准和题库进行的提升，包括增加了职业标准未覆盖的职业，也包括对传统职业的知识技能要求的提高。

上海市职业标准的提升和 1 + X 的鉴定模式，得到了国家劳动和社会保障部领导的肯定。为配合上海市开展的 1 + X 鉴定考核与培训的需要，劳动和社会保障部教材办公室、上海市职业培训指导中心联合组织有关方面的专家、技术人员共同编写了《**职业技术·职业资格培训系列教材**》。

《**职业技术·职业资格培训教材**》严格按照 1 + X 鉴定考核细目进行编写，教材内容充分反映了当前从事职业活动所需要的最新核心知识与技能，较好地体现了科学性、先进性与超前性。聘请编写 1 + X 鉴定考核细目的专家，以及相关行业的专家参与教材的编审工作，保证了教材与鉴定考核细目和题库的紧密衔接。

《**职业技术·职业资格培训教材**》突出了适应职业技能培训的特色，按等级、分模块单元的编写模式，使学员通过学习与培训，不仅能够有助于通过鉴定考核，而且能够有针对性地系统学习，真正掌握本职业的实用技术与操作技能，从而实现我会做什么，而不只是我懂什么。

本教材虽结合上海市对职业标准的提升而开发，适用于上海市职业培训和职业资格鉴定考核，同时，也可为全国其他省市开展新职业、新技术职业培训和鉴定考核提供借鉴或参考。

新教材的编写是一项探索性工作，由于时间紧迫，不足之处在所难免，欢迎各使用单位及个人对教材提出宝贵意见和建议，以便教材修订时补充更正。

劳动和社会保障部教材办公室
上海市职业培训指导中心

编 者 的 话

《物流人员专业英语》是一本物流英语教材，伴随物流理论的产生和运作的发展应运而生，同时随着各类物流人才的培养需要应运而生，又随着物流业在中国的迅速发展应急而生。专业物流英语的重要性是不言自明的。第一，物流理论来自于国外。1915 年美国学者 Arch Shaw（阿奇·萧）在研究市场营销的过程中，第一次提到 physical distribution（实物配送），并指出其在经营中的重要性。1935 年在美国产生了世界上第一个 physical distribution 的定义。1983 年供应链理论的产生进一步促进了物流的理论研究以及信息、运作和服务功能。1985 年美国物流协会更名，用 logistics 取代 physical distribution。因此，大量的物流知识和理论是以英语形式出现的。第二，在物流电讯方面，尤其在国际物流企业、跨国公司、外资企业的电讯、E-mail 往来中，常使用物流英语。第三，对物流的最新案例与运作方式的介绍也往往以英语形式出现。第四，涉及国际物流的单证与合同往往用英语来制定。第五，对新世纪的物流操作与管理决策人员而言，物流英语更是一个必不可少的工具。通过物流英语学习，不仅能学到原汁原味的物流理论，而且能以物流英语为工具，从事物流操作、管理、决策乃至战略规划制定等工作。管理人员也可参照有关企业的成功案例，获得对本企业的物流重组或流程再造的启迪。

本教材打破了传统专业英语教材的格局进行尝试，按等级层次分模块编写，增加信息量，突出实用性、时新性、连贯性、职业性和发展性，由浅入深、环环相扣，既独立成篇，又篇篇相连、章章相扣，形成一个有机整体。为了方便教与学，编者采取了以下一些措施：一是在课文后配有注释；二是在全书最后附有物流常用词汇；三是编制了口试与笔试模拟试题及参考答案；四是“物流员英语”采用中英对照形式。本教材可作为职业技能培训与鉴定考核教材，也可供高等院校、高职、中等职业学校物流专业师生以及物流界专业人才或其他对物流英语有兴趣的读者参考使用。

编者在历时一年半的编写过程中，参阅了大量的物流文献著作和各类资料，在此对在本书编写过程中给予帮助的各位学者、同仁和挚友表示衷心感谢。由于编者水平有限，书中错误和不妥之处在所难免，敬请读者批评指正。

编 者

Contents

Volume I : Logistics English for Logistics Workers

Chapter 1: 50 Common Sentences in Logistics English (3)

Chapter 2: Logistical Terms (8)

Volume II : Logistics English for Assistant Logistics Engineers

Chapter 1: Logistical Telecommunication (23)

 Fax (23)

 E-mail (26)

 Telegraphs and Telexes (30)

Chapter 2: Logistics Knowledge and Theory (34)

 Logistics and Distribution (34)

 Integrated Logistics (40)

 Functions of Warehouses (45)

 Air Transport (50)

 Push to Pull System (51)

Chapter 3: Logistics Cases (55)

 Adding Value to the Ford Demonstration Programme (55)

 Exel Provides the Best Service for Roche (57)

 Big Helicopter Transported from Italy to Alaska (59)

 Old Tradition Meets Modern Logistics Solutions (60)

 Consumer Solutions: Logistics Partnership Improves Service and Reduces Delivery Time (62)

 Industry Solutions (64)

 Danzas Operates BASF Logistics on Site (65)

 Whirlpool Contracts Inbound Logistics to Ryder (66)

 British Steel: Creating Customer Value Through Logistics and Supply Chain Management (68)

Volume III : Logistics English for Logistics Engineers

Chapter 1: Logistics Knowledge and Theory	(73)
Moving Beyond “ABC” Analysis	(73)
Stages of Functional Aggregation	(75)
Information Functionality	(89)
Inventory Types and Characteristics	(100)
Introduction to Supply Chain Management	(105)
Materials Management in the Supply Chain	(109)
Planning Tasks Along The Supply Chain	(111)
Chapter 2: Logistics Operations	(117)
Packing	(117)
Insurance	(120)
Shipment	(124)
Shipping Documents	(126)
Introduction to the Third-party Logistics Operation of HAKARI	(127)
Competitive Strategies	(131)
Cargo Automation	(135)
Chapter 3: Logistics Documents and Contracts	(138)
Logistics Documents	(138)
Logistics Contracts & Letters of Credit	(163)
Examples	(187)
Chapter 4: Logistics Cases	(200)
Improving Supply Chain Performance at British Airways	(200)
Identifying Logistics Performance Indicators	(203)
Exel’s Excellence in International Customs Management	(204)
Leading the Way Across the Waves—Exel’s Sea Freight Service	(206)
Operating the British Information Service Overseas	(207)
Technology-driven Shipping Solution for StorageTek	(209)
Exel’s Single-source Solution for the Hi-tech Sector	(211)
Owens Corning—Building for the Future	(213)
MTS and M&S Show the Way Forward	(216)
Intercontinental	(217)
The Optimum Distribution Choice	(219)
Logistics Service for Minolta from Huier	(220)

Waigaoqiao Phase 4 Terminal	(221)
Jardine Logistics	(222)
COSFRESH “Integrated Logistics”	(224)
Chipolbrok Logistics	(225)
Creating Logistics Value—Themes for the Future	(227)

Volume IV : Materials for Logistics English Writing Exercises

According to the Figure and/or Table Given

(From Passage Writing to Essay Writing)

Chapter 1 : Logistics English Passage Writing	(247)
Design the Logistics System According to Customers’ Needs	(247)
The Value Chain	(248)
A Complex Logistics Channel	(249)
The Cost/Benefit Trade-off of Service	(249)
Shifting the Costs of Service and the Returns to Service	(250)
Inventory Hides the Problems	(251)
The “Pareto” or 80/20 Rule	(252)
The Recorder Point Method of Stock Control	(252)
A Replenishment System Based upon Periodic Review	(253)
Fixed Order Quantity Model Under Conditions of Uncertainty	(253)
Fixed Order Interval Approach	(253)
Supply and Product Mixing	(255)
Example of Order-cycle Time Analysis	(255)
Utilization of a Warehouse’s Cubic Capacity	(256)
Pallet Types	(256)
Materials Handling Equipment	(257)
Pallet Type Comparison	(257)
Fiber, Fabric, Apparel and Retail Inventories (Working Weeks)	(258)
Efficient Consumer Response : Reducing Prices by 10.8%	(259)
Cost-adding Versus Value-adding Time	(260)
Reducing Non-value-adding Time Improves Service and Reduces Cost	(260)
Cost-adding and Value-adding Activities	(261)
Global Shipping Options	(262)
Class Tariff	(263)
CSX Corporation	(264)

International Distribution Shipping Options	(265)
A Functional Logistics Organization	(265)
The Logistics Quality Process	(266)
Index of Logistics Supply Chain Costs as a Percentage of GDP	(266)
An MRP System	(267)
The Concept of Functional Shiftability	(268)
An Application View of the Supply Chain	(269)
Supply Chain Execution	(269)
Different Supply Chain Strategies	(270)
Grocery Industry Delivery System Order Cycle	(271)
The Path of a Customer's Order	(271)
Grocery Industry Product Flow	(272)
Value Added Through Time	(273)
Logistics Information Flow	(274)
EDI Versus Traditional Methods	(274)
Main Logistics Information Flows Linking Companies	(275)
Chapter 2: Logistics English Essay Writing	(276)
Traditional Functional Objectives Are in Conflict	(276)
Integration Requires Common Objectives for the Functions	(277)
The Logistics Process Spans Most Functions of the Business	(278)
The Impact of Logistics and Customer Service on Marketing	(279)
Inventory Management and Logistics Process Vision	(281)
Revenue Loss Due to Out-of-stock	(282)
The Effect of JIT on a Company's Culture	(283)
Do You Really Have a Strategic Partnership?	(284)
Framework for Identifying Manufacturing Alliance Partners	(285)
Sawtooth Model Modified for Inventory in Transit	(285)
Transportation Planning Procedure	(287)
Transportation Consolidation	(288)
Carrier Evaluation Report	(289)
Summary of INCOTERMS 2000 Cost Obligations	(291)
Export-import Flowchart	(292)
Sample Responsibilities of a Vice President of Logistics	(293)
The Computerized Warehouse	(294)
Logistics Strategy Development and Planning	(295)

Process Control and Service Quality	(295)
Types of Third-party/Contract Logistics Supplies	(297)
Examples of Third-party Relationship	(297)
“Push” Versus “Pull” in the Logistics Chain	(298)
Characteristics of Logistics Excellence	(298)
Logistical Redesign Process	(300)
Standard Re-engineering Procedure	(300)
Examples of Information Flows—Computer Integrated Logistics	(301)
Key Steps in the Process of Logistics Networks Design	(302)
Key Steps in a Logistics Audit	(302)
Software Modules Covering the SCP-Matrix	(303)
Examples for Operational Planning Concept in the Consumer Goods Industry	(303)
The Supply Chain Planning Matrix	(305)
Supply Chain Mapping—an Example	(306)
Achieving an Integrated Supply Chain	(306)
Functions of a Logistics Information System	(307)
The Information System Building Process	(309)
An Integrated Logistics Information System	(309)
Internet Applications and the Supply Chain	(311)
Characteristics of the Stages of Logistics Excellence	(312)
Conceptual Design of Integrated DRP/MRP System	(313)
Internal Review Topics	(314)
External Assessment Topics	(315)
Technology Assessment	(315)
Logistics English Oral Test with Reference Answers	(317)
Simulated English Test for Assistant Logistics Engineers with Reference Answers	(322)
Simulated English Test for Logistics Engineers with Reference Answers	(325)
Appendix: Logistical Vocabulary	(334)
References	(364)

第一篇 物流员英语

Volume | : Logistics English for Logistics Workers

第一章 物流英语常用 50 句

Chapter 1: 50 Common Sentences in Logistics English

1. Modern logistics is one of the most challenging and exciting jobs in the world.

现代物流是世界上最富挑战性和最激动人心的工作。

2. Logistics is part of a supply chain.

物流是供应链的整体组成部分。

3. Logistics is anything but a newborn baby.

物流不是新鲜事。

4. Logistics is a unique global “pipeline”.

物流是独特的全球通道。

5. Logistics is related to the effective and efficient flow of materials and information.

物流所涉及的是物料和信息有效、快速的流动。

6. Logistics operation and management include packaging, warehousing, material handling, inventory control, transport, forecasting, strategic planning, customer service, etc.

物流操作和管理包括包装、仓储、物料搬运、库存控制、运输、预测、战略计划和客户服务等方面。

7. Logistics consists of warehousing, transportation, loading and unloading, handling, carrying, packaging, processing, distribution and logistics information.

物流由仓储、运输、装卸、搬运、包装、加工、配送和物流信息所组成。

8. Logistics may be divided into supply logistics, production logistics, distribution logistics, returned logistics and waste material logistics.

物流可以分成供应物流、生产物流、销售物流、回收物流和废弃物物流。

9. Logistics is now the last frontier for increasing benefits in industrial production.

物流是当今工业生产增加利润的最后领域。

10. Logistics is unique, and it never stops!

物流是独特的，它从不停止！

11. Logistics performance is happening around the globe, twenty-four hours a day, seven days a week and fifty-two weeks a year.

物流运作一天 24 小时、一周 7 天、一年 52 星期在全球发生。

12. Logistics is concerned with getting products and services where they are needed and when they are desired.

物流所涉及的是在需要的时候和在需要的地方取得产品和服务的活动。

13. Logistics is the process of planning, implementing and controlling the efficient, effective flow and storage of goods, services and related information from the point of origin to the point of consumption for the purpose of conforming to customer requirements.

物流是计划实施和控制商品的快速、高效流动和储存，以及从源头到消费的服务和信息的全过程，以满足客户的需求。

14. Logistics is a hot topic in China.

中国掀起了物流热。

15. The overall goal of logistics is to achieve a targeted level of customer service at the lowest possible total cost.

物流的总目标是以最低的总成本实现客户服务的目标水平。

16. It is important that persons involved in day-to-day logistics work have a basic understanding of logistics.

重要的是，从事日常物流工作的人员应对物流有个基本的了解。

17. Logistics must be managed as a core competency.

物流必须作为一个核心能力来管理。

18. Logistics competency directly depends on a firm's strategic positioning.

物流能力是由一家公司的战略定位直接决定的。

19. Logistics service is a balance of service priority and cost.

物流服务是服务优先与成本间的平衡。

20. A lot of books on logistics, either in Chinese or in English, were published in 2002. 2002 年出版了大量的中、英文物流书籍。

21. There is great room for logistics development in China.

在中国，物流发展有巨大的空间。

22. I wish to make logistics my lifetime career.

我愿把物流作为我的终生事业。

23. ABC classification is quite useful in inventory control.

ABC 分类管理在库存控制方面十分有用。

24. The JIT production system was developed by the Toyota Motor Company about 50 years ago.

准时制生产是大约 50 年前由丰田汽车公司开发出来。

25. Just-in-time (JIT) techniques are sometimes referred to as just-in-time production, just-in-time purchasing and just-in-time delivery.

准时制技术有时称为准时制生产、准时制采购和准时制交付。

26. The key to JIT operations is that the demand for components and materials depends on the finalized production schedule.

准时制作业的关键是对配件和物料的需求根据最终生产进度来决定。

27. There are five basic modes of transportation. They are water transport, rail transport, truck transport, air transport and pipeline transport.

基本运输方式有五种，它们是水路运输、铁路运输、汽车运输、航空运输和管道运输。

28. Transportation is a vital component in the design and management of logistics systems.

运输是物流系统设计和管理中至关重要的组成部分。

29. If you keep an overstock of the inventory, expenses will incur not only in warehousing, but also in many other aspects, such as the capital cost and interest accruing to it, taxes, insurance and obsolescence cost.

如果过量库存，不仅会造成仓库费用而且在许多方面会产生费用，如资产成本和它所产生的利息，以及税收、保险和商品变成陈旧物的成本。

30. Packaging can be divided into industrial packaging and consumer packaging.

包装可以分成工业包装和消费包装两类。

31. Packaging should protect the goods against damages during handling, storing and transportation.

包装应能保护货物在搬运、储存和运输过程中免受损坏。

32. Due to improper packing, the goods are terribly damaged.

由于包装不善，货物严重受损。

33. Things like plastic, steel and glass can be recycled to reduce production cost so that natural resources are saved.

塑料、钢铁和玻璃这样的物品能回收利用以降低生产成本、节约自然资源。

34. Both buyers and suppliers can benefit a lot from the reduction in the number of suppliers.

买卖双方都能从减少供应商的数量上获取许多利益。

35. Just-in-time strategy ensures that while minimizing inventory levels, materials are made available for production.

准时制战略确保在降低库存水平的同时能得到生产所需的物料。

36. The goal of just-in-time purchasing is zero inventory.

准时制采购的目标是零库存。

37. Information is crucial to the performance of a supply chain.

信息对供应链的运作是至关重要的。

38. Setting inventory levels requires downstream information from customers on demand, upstream information from suppliers on availability and information on current inventory levels.

制定库存水平需要下游客户需求信息、上游供应商可供信息和当前的库存水平信息。

39. The idea of supply chain management was first put forward in the 1980s.

供应链管理的理念最初在 20 世纪 80 年代提出。

40. Supply chain management means the design, planning and control of the information flow, material flow and cash flow with a view to strengthening competitiveness.

供应链管理就是对信息流、物料流和资金流进行设计、计划和控制以增强竞争力。

(或：供应链管理是指为增强竞争力而对信息流、物料流和资金流进行的设计、策划和控制。)

41. Maritime shipping is an important link in international logistics service.

海洋运输是国际物流服务的重要环节。

42. There are two types of shipping markets: the liner market and the tramp market.

航运市场分为两类：班轮运输和不定期船运输。

43. A Container Load Plan is of five copies, each of which is to be given respectively to the terminal, the carrier, the shipping agent, the shipper and the party that stuffs the container.

集装箱装箱单一式五份，分别交给集装箱码头、承运人、船务代理、托运人和装箱人。

44. After the cargo is stuffed into a container, it is handed to the container yard (CY) to be loaded on board according to the stowage plan.

货物装箱后，就拖运到集装箱堆场并根据积载图装上船。

45. A container terminal connects sea and land, transferring containers to and from ships. It is capable of handling containers more quickly, economically, accurately and in greater volumes than conventional ports.

集装箱码头连接陆运和海运，经船上装运集装箱。在装卸搬运上，集装箱码头比普通杂货码头更快、更经济、更准确，吞吐量更大。

46. Information is a key to the success of logistics.

信息是物流成功的关键。