

注：课程参考资料，供日常工作参考，上课内容将从本资料节选)

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## UNIT 1 PRICE (价格)

### 1、 典型句型

**Your price unacceptable (unacceptable).**

你方价格可以 (不可以) 接受。

**Your price is workable.**

你们出价可行。

**Your price is realistic (unrealistic).**

你方价格合乎实际 (不现实)。

**Your price is reasonable (unreasonable).**

你方价格合理 (不合理)。

**Your price is practicable (impracticable).**

你方价格是行得通的 (行不通)。

**Your price is attractive (not attractive).**

你方价格有吸引力 (无吸引力)。

**Your price is inducing (not inducing).**

你方价格有吸引力 (无吸引力)。

**Your price is convincing (not convincing).**

你方价格有吸引力 (无吸引力)。

**Your price is competitive (not competitive).**

你方价格有竞争力 (无竞争力)。

**The goods are (not) competitively priced.**

Your price is on the high side.

你方价格偏高。

The goods are priced too high.

货物定价太高。

Your price is rather stiff.

你方价格相当高。

Your price is prohibitive.

你方价格高得令人望而却步。

Your price is much higher than the price from U.K. France and Germany.

你方价格比英、法、德的都高。

Your price is \$500/mt, twice of the other countries.

你们每公吨 500 美圆的价格是其他国家的两倍。

Since the prices of the raw materials have declined, I'm afraid that we have to adjust the prices of our products accordingly.

由于原材料价格下降，我们不得不对产品的价格做相应的调整。

Everyone knows, the price of crude oil has greatly decreased.

人人皆知，目前原油价格大幅度下跌。

To have this business concluded, you need to lower your price at least by 3%.

为达成这笔交易，你方应至少减价 3%。

Business is possible if you can lower the price to HK\$2150.

你方若能减价到 2150 港币，可能成交。

I can give you a definite answer on the price terms.

我可以就价格条件答复你方。

Yes, all of the price terms are acceptable.

是的，哪种价格条件都可以接受的。

C.I.F. is the price term normally adopted by you, right?

C.I.F. 是你们经常采用的价格条件，是吗？

Sometimes F.O.B. and C&F are also employed.

我们有时也用离岸价或成本加运费价。

Your price is quoted C&F Xingang at DM200 per washer, right?

你方报价是每台洗衣机 200 德国马克，C&F 新港价，对吗？

Business is closed at this price.

交易就按此价敲定。

## Key Words

price	价格, 定价, 开价
priced	已标价的, 有定价的
pricing	定价, 标价
priced catalogue	定价目录
price of commodities	物价
pricing cost	定价成本
price card	价格目录
pricing method	定价方法
price list	定价政策, 价格目录, 价格单
pricing policy	定价政策
price format	价格目录, 价格表
price tag	价格标签, 标价条
price current (p.c.)	市价表
ceiling price	最高价, 顶价
maximum price	最高价
minimum price	最低价
average price	平均价格
base price	底价
rockbottom price	最低价

hover	徘徊于... , 盘旋于
original price	原价
moderately	适当地, 合适地; 适度
economically	经济地, 便宜地
stainless steel	不锈钢
utmost	极限, 竭尽所能
cost level	成本费用的水平
rock-bottom	最低的
to be equivalent to	相当于
to employ	用... 计价, 采用 ...
exchange rate	汇率
acceptable	可以接受的, 可以使用的
to pass over	转给, 转嫁
to adopt, to employ, to use	(某种价格术语) 采用某种价格
price terms	价格条款
F.O.B. Free On Board	“船上交货价”或称“离岸价格”
C.I.F. Cost, Insurance and Freight	“成本加保险费、运费”或“到岸价格”
C&F Cost and Freight	“成本加运费”或“离岸加运费”价格
F.O.B. Liner Terms F.O.B.	班轮条件
F.O.B. Stowed	船上交货并理舱

F.O.B. Under Tackle	F.O.B.	吊钩下交货
C.I.F. Liner terms	C.I.F.	班轮条件
C.I.F. Ex Ship's Hold	C.I.F.	舱底交货
F.O.B. plane		飞机离岸价 (用于紧急情况)
FOR-Free on Rail		火车交货价
FOT-Free on Truck		汽车交货价
FAS-Free Alongside Ship		船边交货价
Ex Factory		工厂交货价
Ex Plantation		农场交货价
Ex Warehouse		仓库交货价
Ex Ship		目的港船上交货价
Ex Dock Duty Paid		目的港码头完税交货价
Ex Dock Duty Unpaid		目的港码头未完税交货价

3、

buying price	买价
selling price	卖价
new price	新价
old price	旧价
present price	现价

current price	时价, 现价
prevailing price	现价
ruling price	目前的价格
going price	现价
opening price	开价, 开盘价
closing price	收盘价
exceptional price	特价
special price	特价
nominal price	有行无市的价格
moderate price	公平价格
wholesale price	批发价
retail price	零售价
market price	市价
net price	净价
cost price	成本价
gross price	毛价
price effect	价格效应
price contract	价格合约
price calculation	价格计算
price limit	价格限制
price control	价格控制

price regulation	价格调整	
price structure	价格构成	
price support	价格支持	
bargain	讨价还价	
extra price	附加价	
price ratio	比价	
price per unit	单价	
price index	或 price indices	物价指数
price of factory	厂价	

**Price is turning high(low).**

价格上涨（下跌）。

**Price is high(low).**

价格高（低）。

**Price is rising (falling).**

价格上升（下降）。

**Price is up (down).**

价格上涨（下跌）。

**Price is looking up.**

价格看涨。

**Price has skyrocketed.**

价格猛涨，

**Price has shot up.**

价格飞涨。

**Price has risen perpendicularly.**

价格直线上升。

**Price has risen in a spiral.**

价格螺旋上升。

**Price has hiked.**

价格急剧抬高。

**Price is leveling off.**

价格趋平。

**Price is easy.**

价格疲软。



**Price has declined.**

价格已跌落。

**Price has dipped (sagged).**

价格已下降。

**It simply can't stand such a big cut.**

再也经不住大幅度削价了。

**Price has tobogganed.**

价格突然下降。

**Price has plummeted.**

价格暴跌。

**Price has downslided.**

价格剧降。

## (品质)

### 1、 典型句型

**The goods are available in different qualities.**

此货有多种不同的质量可供。

**Nothing wrong will happen, so long as the quality of your article is good.**

只要商品质量可靠，就不会发生差错。

**If the quality of your products is satisfactory, we may place regular orders.**

如果你们产品的质量使我们满意，我们将不断订货。

**If the quality of your initial shipment is found satisfactory, large repeats will follow.**

如果贵方第一批运来的货令人满意，随后将有大批续订。

**There is no marked qualitative difference between the two.**

两者在质量上无显著差异。

**We sincerely hope the quality are in conformity with the contract stipulations.**

我们真诚希望质量与合同规定相符。

**As long as the quality is good, it hardly matters if the price is a little bit higher.**

只要能保证质量，售价高点都无所谓。

**Prices are fixed according to their quality, aren't they?**

The transferee must see to it that the quality of the product is maintained.

接受转让一方要负责保持产品的质量。

Our Certificate of Quality is made valid by means of the official seal.

我们的质量证明书盖公章方为有效。

We'll improve the quality of our products and production efficiency.

我们将改进产品质量，提高生产率。

They are fully qualified to pass opinions on the quality of this merchandise.

他们完全有资格对这种产品的质量发表意见。

We would like to have you offer us 100 metric tons, quality same as last.

希望您能报给我们 100 吨质量和上次相同的货。

We find the quality suitable (unsuitable) for our market.

产品质量适合（不适合）我们的市场。

We always have faith in the quality of your products.

对你们产品的质量我们总是很信任。

## 、 Key Words

quality 质量，品质

qualitative 质量的

qualitatively 在质量上

quality clause 品质条款

quality certificate 品质证明书

quality of export and import commodities 进出口商品质量

good merchantable quality 全销质量

to be in conformity with 与... 一致

transferer 转让者

## UNIT 3 QUANTITY (数量)

### 1、 典型句型

Let's talk about the problem of quantity.

我们谈谈数量的问题吧。

You'll issue a certificate of quantity and weight.

你们必须出具数量和重量证明书。

The package number and quantity are identical with each other.

包装号与商品数量相吻合。

Quantity matters as much as quality of price, doesn't it?

数量和价格、质量一样重要，是吗？

We believe we shall be able to better satisfy our customers quantitatively.

我们相信能在数量上更好地使客户满意。

The quantity you ordered is considerable.

你们订的数量还可以。

We can supply any reasonable quantity of this merchandise.

对此商品，我们能提供任何适当的数量。

I must advise the farm of the quantity of the wheat as per the contract.

我将按合同规定通知农场小麦的数量。

If the quantity of the goods does not conform to that stipulated in the contract, the importer will refuse to accept the goods.

如果进口商发现货物数量与合同规定不符，他将拒收。

Is there any quantity limitation for the import of cotton cloth from China?

从中国进口的棉布有数量限制吗？

You remarked yesterday you would sell on shipped quality, quantity, and weight.

你昨天强调过你们售货以船装质量、数量和重量为准。

For such a big sum, we should attach importance to it.

数目如此之大，我们将予以重视。

For such a big sum, we shouldn't be frightened by this trouble.

这么大款项，我们不能怕麻烦。

They always buy in large quantities.

他们总是大量购买。

Quantities of Black Tea have been exported.

已经有大批红茶出口。

This is the maximum quantity we can supply at present.

这是目前我们所能提供的最大数量

This is the minimum quantity we require.

这是我們所需要的最小数量。

A small order this year is also welcome.

小批订货今年也受欢迎。

They are not interested in small quantities.

他们对小数量不感兴趣。

For such a big quantity, you should give us a discount.

这么大的订单，贵公司可否给我们折扣？

The quantity of rice imported this year is approximately the same as that last year.

今年进口小麦的数量与去年大体相同。

We're prepared to purchase a shipment quantity of this material.

我们准备买足够一次装运数量的这种商品。

If you can't arrange for the entire quantity, please offer us at least half.

如果你们办不到全数的话，请至少给我们半数。

You sent us only a quarter of our requirements.

您只送给我们所需量的四分之一。

There are 100 tons of wheat on board the ship.

船上装有 100 吨小麦。

How many pieces all together?

共有多少件？

500 pieces in total.

总共有 500 件。

We made a total of 100,000 jackets.

我们一共订了 10 万件上衣。

We can only supply you with 20,000 yards of pure silk.

我们只能供应两万码的真丝绸。

We want a minimum of 1,000 dozen of men's shirts and minimum of 5,000 dozen of embroidered shirts.

男衬衣至少要 1000 打，绣花衬衣至少需要 5000 打。

Can you give us an additional 200 cases?

能再增加 200 箱吗？

4000 件衬衣。

This year we can buy an extra 700 blue jeans.

今年我们可以多订 700 件牛仔裤。

We'll try our best to satisfy you with the additional 10,000 tons of coal as you asked.

你们要求增加一万吨煤，我们将尽量满足你们。

We'll increase the quantity of medicines by 300 boxes.

我们将增加 300 盒药品。

The maximum quantity of cotton jerseys this year is about DM25,000.

我们今年最多能订购大约 25000 马克的棉毛衫。

5,000 square metres of wool carpet is bigger than any order we've ever placed.

5000 平方米的羊毛地毯超过了以往的订货。

As the package of sample is overweight, airmailing would be too expensive.

由于样品包装过重，空邮费用太高。

We sell our goods on shipping weight and not on landed weight.

我们出售产品是以装船重量为标准，而不是卸货重量。

But what in case there is short weight or disqualification?

但如果短重或是质量不合格怎么办？

They inspected the rice for any possible shortage.

他们检查了这批大米看其是否短重。

We're surprised to know that the weight is so short.

对短重的数量我们感到惊奇。

A shortage of 50M/Ts is a big loss for us.

50 公吨的短重对我们是个不小的损失。

As for the shortage, I suggest your making up the quantity in your future shipment.

至于短重，我建议你们今后发货时补上。

Have you seen the shortage claim from our company?

您看过我公司的短重索赔报告了吗？

There is an overplus of 100 lbs.

重量超出了 100 磅。

There is an overage in weight of 25 kilos.

重量多了 25 公斤。

## 2 Key Words

数量

quantification 定量

quantitative 数量的, 定量的

matter 重要, 要紧 (主要用于疑问句、否定句和条件句中)

to be identical with, to conform to 与... 相符, 与... 相吻合

to attach importance to sth. 对... 引起重视

trouble 麻烦

in large quantities 大量

to change hands 转手

discount 折扣

quantities of sth. 大批...

huge quantity 或 enormous quantity 巨大的数量

maximum quantity 最大数量

minimum quantity 最小数量

small quantity 小量

entire quantity 整个数量

total quantity 总量

further quantity 更多的数量

sufficient quantity 足够的数量

shipment quantity	够装运的数量
equal quantity	等量
reasonable quantity	相当的数量
corresponding quantity	相应的数量
large quantity	大数量
considerable quantity	大数量 (可观的数量)
substantial quantity	大数量
useful quantity	较大数量
average quantity	平均数量
moderate quantity	中等数量
additional quantity	追加数量
in total	总共
pure silk	真丝绸
printed silk	印花绸
The U.S. System	美制
The Metric System	公制
metric ton	公吨
The British System	英制
International System of Units (SI)	国际单位制 (国际制)
short ton	短吨
long ton	长吨

pound 磅

ounce 盎司

piece 件

pair 对, 双

set 套

dozen 打

gross 罗

ream 令

length 长度

meter 米, 公尺

foot 英尺

yard 码

area 面积

square meter 面积

square meter 平方米

square foot 平方英尺

volume 体积

cubic meter 立方米

capacity 容积

litre 升

gallon 加仑



weight 重量

actual weight 实际重量

short weight 短重

a short weight of 5 kilos 短重 50 公斤

gross weight 毛重

net weight 净重

以毛作净

tare 皮重

actual tare 实际皮重

average tare 平均皮重

customary tare 习惯皮重

computed tare 约定皮重

conditioned weight 公量

About Circa, Approximate“ 约”量

theoretical weight 理论重量

More or less clause 溢短装条款

#### Additional Words and Phrases

quantity delivered 供给量；交付数量

quantity shipped 装船数量

quantity buying 大量购买；定额购买

quantity production 大批生产；批量生产

quantity of shipment 货运量；发运量

quantity of sale	销售量
quantity of order	订单数量
quantity of output	出产量, 输出量; 供给量
quantitative value	数值
quantitative data	数据
quantitative analysis	数量分析
quantitative economics	数量经济
quantitative trade quota	贸易配额
quantity standards	数量标准

3、

#### UNIT 4 PACKING (包装)

##### 1、 典型句型

The next thing I'd like to bring up for discussion is packing.  
下面我想提出包装问题讨论一下。

We'd like to hear what you say concerning the matter of packing.  
我很想听听你们就包装问题发表意见。

You'd like to know something about the packing of the drugs.  
is that right?

您想了解药品的包装情况, 对吗?

Please make an offer indicating the packing.

请报价并说明包装情况。

Your opinions on packing will be passed on to our  
manufacturers.

你们对包装的意见将转达给厂商。

It is necessary to improve the packaging.

We've informed the manufacturer to have them packed as per your instruction.

我们已经通知厂商按你们的要求包装。

Packing has a close bearing on sales.

包装直接关系到产品的销售。

Packing also effects the reputation of our products.

包装也影响产品的声誉。

A packing that catches the eye will help us push the sales.

醒目的包装有助于我们推销产品。

Buyers always pay great attention to packing.

买方很注意包装的情况。

Im sure the new packing will give your clients satisfaction.

我相信新包装定会使您的客户满意。

Different articles require different packing.

不同商品需要不同的包装。

Generally speaking, buyers bear the charges of packing.

包装费用一般由买方负担。

Packing charge is about 3% of the total cost of the goods.

包装费用占货物总值的百分之三。

Normally, packing charge is included in the contract price.

一般地，合同价格中已经包括了包装费用。

The crux of packing lies in protecting the goods from moisture.  
包装的关键是防潮。

The machines must be well protected against dampness, moisture, rust and shock.

机器包装必须防湿、防潮、防锈、防震。

We have no objection to the stipulations about the packing and shipping mark.

我们同意关于包装和运输唛头的条款。

We can not afford time to change the packing because the ship will sail after two days.

由于轮船两天后就起航，我们来不及更换包装。

What do you think of the packing for fireworks?

您认为礼花怎样包装？

The packings are in good (bad) order.

包装完好无损（破损）。

The packages are intact. The packing is beautiful.

包装完好无损，很美观。

Please pack the goods very carefully.

请细心包装此货。

These marten overcoats are tastefully packed.

这批貂皮大衣的包装十分精美。

I think you'll find the packing beautiful and quite well-done.

Our packing will be on a par with that of the Japanese.

我们的包装可以与日本同行相比美。

The unique design of the packing will help you promote the sale of drugs.

独特的包装将有助于我们推销这些药品。

The packing must be strong enough to withstand rough handling.

包装必须十分坚固，以承受粗率的搬运。

We have especially reinforced our packing in order to minimize the extent of any possible damage to the goods.

我们已经特意加固包装，以便使货物万一遭到的损坏减小到最低程度。

These goods didn't sell well merely because of the poor packing.

这些产品由于包装不好影响了销售。

We agree to use cartons for outer packing.

我们同意用纸箱做外包装。

Could you use cardboard boxes?

你们用硬纸板箱包装吗？

It would cost more for you to pack the goods in wooden cases.

使用木箱包装成本会高些。

The piece goods are to be wrapped in kraft paper, then packed in wooden cases.

布匹在装入木箱以前要用牛皮纸包好。

The eggs are packed in cartons with beehives lined with shake-proof paper board.

鸡蛋要用带蜂房孔，内衬防震纸板的纸箱包装。

Each pill is put into a small box sealed with wax.

每个丸药装入小盒后用蜡密封好。

Please make the fruit jar airtight.

请把果酱罐密封。

We'll pack them two dozen to one carton, gross weight around 25 kilos a carton.

我们一纸箱装两打，每箱毛重 25 公斤。

Ten bottles are put into a box and 100 boxes into a carton.

10 支装入一小盒，100 盒装入一个纸箱。

This would discourage people from trying their hand on such packing.

人们不轻易使用这种包装。

No charge will be allowed for packages.

包装容器不收费。

The case was a substantial one, with sufficient packing used.

此箱坚固，使用了足够的包装材料。

afraid the cardboard boxes are not strong enough for ocean transportation.

Such shirts packed in cardboard cartons can save freight cost.  
使用硬纸箱包装这批衬衣可以节省运费。

We prefer packing in smaller cases.

我们宁愿用小箱子包装。

We advocate using smaller container to pack the goods.

我们主张用小容器包装这批货。

We use metal angles at each corner of the carton.

每个箱角都用金属角加固。

Each case is lined with foam plastics in order to protect the goods against press.

箱子里垫有泡沫塑料以免货物受压。

The canned goods are to be packed in cartons with double straps.

罐装货物在纸箱里，外面加两道箍。

You must reinforce the packing with metal straps.

你们必须用铁箍加固包装。

The goods are to be packed in strong export cases, securely strapped.

货物应该用坚固的出口木箱包装，并且牢牢加箍。

Shirts are to be packed in plastic-lined water-proof cartons.

衬衣应放在内衬塑料防水的箱子里。

We use a polythene wrapper for each shirt.

每件衬衣都用聚乙烯袋包装。

The fountain pen is placed in a satin-covered small box, lined with beautiful silk ribbon.

金笔装在一个锦缎小盒里，再用一条漂亮的绸带系在外面。

On the outer packing, please mark wording, with

在外包装上请标明“小心轻放”字样。

Every 100 dozen should be packed in a wooden case marked TM and numbered from No. 1 upward.

每 100 打装一箱，刷上唛头 TM，从第一号开始往上循序编号。

Please mark the cases(boxes,bags,casks,etc)as per the drawing given.

请按所给的图样在（盒、袋、桶等等）上刷唛头。

Please cable packing and marks.

请电告包装及唛头式样。

We will mark the packages the same as before.

我们将在货包上刷上和以前一样的唛头。

## Key Words

包装, 装罐

packing 包装

packing charge 包装费用

package 包装 (指包、捆、束、箱等); 打包

packing clause 包装条款

packaging 包装方法

packing expenses 包装费用

fireworks 礼花

be in good order 完好

be in bad order 破损, (包装) 不合格

marten overcoats 貂皮大衣

intact 完整的, 未损伤的

tastefully 精美的

well-done 美观, 讲究

to be on a par with 与... 相媲美

unique 独特的

rough handling 粗率的处理 (搬运, 装运货物)

to reinforce the packing 加固包装

case 箱

carton 纸板箱, 纸箱

wooden case 木箱

chest 箱

casket 小箱

box 盒子

cask 桶

keg 小桶

wooden cask 木桶

barrel 琵琶桶

drum 圆桶

iron drum 铁桶

to be packed in bag 用袋装

to be packed in paper bag 用纸袋装

gunny bag 麻袋

plastic bag 塑料袋

foam plastic bag 泡沫塑料袋

bale 包件

canvas 帆布

bundle 捆, 束

can/tin 罐装, 听装

coil 捆, 盘装

glass jar 玻璃瓶装

container 集装箱

breakage-proof	防破损
shakeproof	防震
leakage-proof	防漏
water-proof	防水
sound-proof	隔音
metal strap	铁箍
kraft paper	牛皮纸
flexible container	集装箱
parcel	小包, 一批货
packed cargo	包装货
parcel post	包裹邮寄
packet (pkt.)	包裹, 封套, 袋
single packing	单件包装
collective packing	组合包装
outer packing	大包装, 外包装
inner packing	内包装, 小包装
substantial	坚固的
ocean transportation	远洋运输
smaller container	小容器
polythene	聚乙烯
the canned goods	罐装货



silk ribbon	绸带
mark	唛头
Indicative Mark	指示性标志
Warning Mark	警告性标志
upward	向上, 由下往上
This Side Up	此端向上
Handle With Care	小心轻放
Keep Upright	勿倒置
Use No Hooks	请勿倒挂
Not to be tripped	勿倾倒
Keep in a dry place	在干燥处保管
Keep in a cool place	在冷处保管
Keep away from boilers	远离锅炉
Keep away from heat	请勿受热
Keep away from cold	请勿受冷
Keep Dry	防湿
Explosive	爆炸品
Fragile	易碎品
Inflammable	易燃品
Inflammable Gas	易燃气体
Inflammable Solid	易燃固体

Dangerous When Wet	遇水燃烧品
Poison	毒剂
Poison Gas	毒气
Spontaneously Combustible	自燃物品
Organic Peroxide	有机氧化物
Oxidizing Agent	氧化剂
Radioactive	放射性物品
Corrosive	腐蚀性物品
Additional Words and Phrases	
neutral packing	中性包装
customary packing	习惯包装
cargo in bulk	散装货
nuded cargo	裸装货
shipment packing	运输包装
consumer packing	消费包装
packaging industry	包装工业
pack test	包装试验
package design	包装设计
package engineering	打包工程
package in damaged condition	破损包装
package materials (packing supplies)	包装材料
packing cost	包装成本

packing and presentation	包装装潢及外观
packing credit	打包放款, 包装信用证
packing letter of credit	包装信用证, 红条标信用证
packing list/note/slip	装箱单
packing specification	包装标准化
seller's usual packing	卖方习惯包装
seaworthy packing	适合海运包装

## (运输)

### 1、 典型句型

**We arrange shipments to any part of the world.**

我们承揽去世界各地的货物运输。

**From what I've heard you're ready well up in shipping work.**

据我所知, 您对运输工作很在行。

**What is your specific transport requirement?**

你们需要的运输条件是什么?

**It will cause a lot of problems in our transportation.**

这将给我们的运输带来很多问题。

**The two sides finally reached an agreement on the mode of transportation.**

双方就运输方式达成了协议。

**Today let's discuss the mode of transportation of the steel we ordered.**

今天我们就谈谈关于钢材的运输方式吧。

**How do you usually move your machines?**

你们出口机器习惯使用哪种运输方式?

**The goods are now in transit.**

此批货物正在运输途中。

**A part of the goods were damaged in transit.**

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