

商务英语合同写作应注意的七个方面 PDF转换可能丢失图片或格式，建议阅读原文

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涉外商务英语合同的语言特色体现在以下几个方面：第一部分、用词方面多用正式或法律上的用词，与口头表述不同，合同是法律性的正式书面文件，使用正式的、法律的用词是必要的。合同起草者应多加强这方面的学习。比如：1、 At the request of Party B, Party A agrees to send technicians to assist Party B to install the equipment. 应乙方要求，甲方同意派遣技术人员帮助乙方安装设备。 assist 较 help 正式； 2、 The personnel shall not to partake in any political activities in Iraq. 所有人员不得参加伊拉克国内的任何政治活动。 partake in 较 take part in 正式； 3、 The Employer shall render correct technical guidance to the personnel. 雇主应该对有关人员给予正确技术指导。 render 较 give 正式； 4、 Party A shall repatriate the patient to China and bear the cost of his passage to Guangzhou. 甲方应将病人遣返中国并负责其返回广州的旅费。 repatriate 较 send back 正式； 5、 This Contract shall be governed by and construed in accordance with the laws of China. 本合同受中国法律管辖，并按中国法律解释。 construe 较 explain, interpret 正式； 6、 The Employer may object to and require the Contractor to replace forthwith any of its authorized representatives who is incompetent. 雇主认为承包人委派的授权代表不合格时，可以反对并要求立即撤换。 require 较 ask 正式； 公文体 forthwith 较 at once 正式； 7、 The Chairperson may convene an interim meeting based on a proposal made by one-third

of the total number of directors. 董事长可以根据董事会过1/3董事的提议而召集临时董事会议。 convene, interim 都是正式用词。 8、 In case one party desires to sell or assign all or part of its investment subscribed, the other party shall have the preemptive right. 如一方想出售或转让其投资之全部或部分，另一方有优先购买权。 法律用词assign 较 transfer 正式。 9、 In processing transactions, the manufacturers shall never have title either to the materials or the finished products. 加工贸易中，厂方无论是对原料还是成品都无所有权。 法律用词title 较 ownership 正式。 10、 The term "Effective date" means the date on which this Agreement is duly executed by the parties hereto. “生效期”指双方合同签字的日子。 法律用词execute 较 sign 正式。 第二部分、用词方面多使用"here"，"there"，"where"等前缀，下面这么多是不是有点头昏眼花？初学时确实容易搞混，告诉你个小窍门，here 代表 this，there 代表 that，where 代表 what/which，就容易记多了。 hereafter = after this time. 今后 hereby = by means/reason of this. 特此 herein = in this. 此中，于此 hereinafter = later in this contract. 在下文 thereafter = afterwards. 此后，后来 thereby = by that means. 因此；由此；在那方面 therein = from that. 在那里；在那点上 thereafter = later in the same contract. 以下；在下文 whereby = by what. by which. 由是；凭那个 wherein = in what. in which. 在哪里；在哪点上 转贴于：考试大\_商务英语考试 100Test 下载频道开通，各类考试题目直接下载。 详细请访问 [www.100test.com](http://www.100test.com)