

名师总结：商务英语词汇及短语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/501/2021_2022__E5_90_8D_E5_B8_88_E6_80_BB_E7_c85_501003.htm 商务英语的学生都有一定的英语基础，但对有关商务的词汇、短语、句型掌握得不多，对商务英语语篇不熟悉，因此，首先应该从商务英语词汇等方面开始。

1、商务英语词汇 英语词汇多达几十万，并且词语表义较为灵活，对上下文的依赖也较大。如，"board"一词，本义为"木板"，但在不同上下文中，可以表示"车"、"船"、"伙食"、"会议桌"、"委员会"等。而在商务英语中，"board"往往用来表示"董事会"，如，"chairman or president of the board"(董事会主席或董事长).或者，它经常用在FOB (Free on Board，离岸价，船上交货价)价格术语中，意思是"船"。在商务英语中，有着许多通过引申、转换、添加等手段而获得的有别于普通英语词义的具有"新义"的"旧词"。例如：literature 在普通英语中，它表示"文学".而在商务英语中，它则表示"printed matters, including leaflets, instruction, product catalogue, price list, etc. (文字宣传资料，诸如产品说明书、产品目录、价目表等)". 例如：In order to market our new product，we have printed fine literature.(为了推销新产品，我们印了精美的宣传资料。) claim 在普通英语中，它的意思是"要求，认领".而在商务英语中，它则表示"demand or request for a thing considered one 's due (索赔)". 例如：We claimed on that shipping company for the loss involved.(我们向轮船公司就有关损失提出索赔。) reference 在普通英语中，它表示"参考，查阅，提及".而在商务英语中，它的意思是"persons or firms

named by a customer asking a supplier for credit, from whom the supplier can get information about the business reputation of the customer (担保人, 证明人)". 例如: My reference will prove to you that I am efficient and dependable. (我的担保人将向你证明我的工作高效的, 并且我是可信赖的。) 除了属于英语共核部分(English common core)的词汇以外, 商务英语还有着其特别的专门词汇。 例如: backlog: orders to supply, needing to be dealt with quickly (积欠未交货的订单) e.g. We have a large backlog. (我们积压的订货甚多。) in-tray: tray for incoming documents (放在办公桌上用来装收到的文件的容器, 收文篮. 用于盛放将要发出去的文件的容器叫out-tray, 发文篮) e.g. When I am away, please help to check my in-tray. (我不在的时候, 请帮我查看我的收文篮。) overheads: routine administrative and maintenance eXPenses of a business (公司的日常开支, 如电费、文具费、汽车油费等) e.g. We have some money indeed, but we are very sorry that we cannot return the money now, as we have to consider our overheads. (我们确实有些钱, 但是, 非常抱歉, 我们目前不能还这笔钱, 因为我们得考虑我们的日常开销。)

2、商务英语短语 在商务英语背景下, 通过搭配而形成了许多专用于商务英语的具有商务特征的短语。 例如: outstanding accounts: accounts that are overdue for payment (到期未付的帐) e.g. We hope the outstanding account can be settled within this month. Otherwise, our accounting department will consider changing the conditions of payment for future orders. (我们希望对方本月能将欠帐结清, 否则, 我方财务部将考虑改变定单支付条件。) debit note: a note in a form similar to an

invoice but used where an invoice would not be right for the purpose. The debit note relates to charges, such as freight, extra to amounts already invoiced for goods, and is also used to correct mistakes such as an amount under-charged in an invoice. (借项通知单，指卖方通知买方更正错误的文件，即：通知买方，因其错误而要借记(增加)买方应收账款账户，向对方补收钱.与之相对的是credit note(贷项通知单)。) e.g. We shall of course refund to you the premium upon receipt of your debit note or, if you like, you may draw on us at sight for the amount required. (一收到你们的索款通知单，我们当立即把保险费付还给你们。如果你们愿意的话，也可以开即期汇票向我们收取所需金额。)

unsocial hours : time for overwork (与社交活动冲突的时间、加班的时间) e.g. We should emphasize the large extra bonus for working in unsocial hours.(我们应当重视对额外加班发高额奖金。)

flexitime system : system of flexible working hours (弹性工作制度：一种根据工作特点灵活确定上下班时间的工作制度。例如，某人每天工作的八个小时内，只有从上午十点钟到下午三点钟是一天中最忙的时间，那么，经商定他可以不在正常的上午八点钟上班，在晚些时候到公司上班.下午也不一定在规定的五点钟下班，可以提前下班。他集中精力的工作时间(如10：00～15：00)叫做core time，灵活的工作时间叫做flexiband) e.g. The first item on the agenda is a discussion of the management ' s proposals on flexitime system.(会议安排表的第一项是讨论资方提出的弹性工作制。)

living out of a suitcase: often go on business trips (经常出差在外) e.g. My husband is a sales-manager. He is a man living out of a suitcase.(我丈夫是销售

经理，老是出差在外。) make five clerks redundant : dismiss five clerks (裁员五名) e.g. Our branch is badly overstaffed. We have now decided to make eight clerks redundant.(我们分公司严重超员，我们已经决定裁员八名。) 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