

terminal building 航站楼

waiting hall 候机大厅

information/inquiry desk 信息问讯处

departure/take off time 起飞事件

arrival time 抵达时间

boarding pass 登机牌

security check 安检

the Customs 海关

Customs baggage/luggage declaration form 海关行李申报单

foreign currency declaration form 外币申报单

making a Customs declaration 报关

going through Customs formalities 办理海关手续

dutiable goods/articles 应缴税物品

round-trip/return ticket 往返票

entry formalities 入境手续

single entry visa 单次入境签证

multiple entry visa 多次入境签证

re-entry visa 再入境签证

tourist visa 旅游签证

diplomatic passport 外交护照

duty-free shop 免税店

duty-free goods/articles 免税物品

hand luggage 手提行李

taxi stand/rank 出租车候车处

carry-on baggage 随身行李

baggage/luggage tag 行李牌

baggage/luggage claim/depositary 行李提取处/寄存处

baggage handcart/push cart 行李手推车

health certificate 健康证明

vaccination certificate 疫苗接种证明

receptionist 接待员

host/receive 接待

grand reception 盛大的接待宴

hotel registration form 酒店登记表

hotel lobby 酒店大堂

presidential suite 总统套房

luxury suite 豪华套房

single/double room 单人间/双人间

foreign/overseas expert/specialist 外国/海外专家

foreign affairs office 外事办

itinerary;schedule 日程

buffet reception 冷餐招待宴

welcome/farewell speech/address 欢迎演讲/送别演讲

Allow me to introduce myself. I am ... the interpreter. 请允许我介绍自己, 我是本次的口译员...

May I present Mr... General manager of... 请允许我介绍...的总经理...

remember me to .../say hello to... for me 请代我问候...

Ceremonial speech 礼仪祝辞

Welcome/opening/closing speech/address 欢迎/开幕/闭幕辞

opening/closing ceremony 开幕/闭幕式

deliver/make an opening/closing speech 致开幕/闭幕词

declare...open 宣布开幕

declare the opening/closing of... 宣布开幕/闭幕

signing ceremony 签字仪式

goodwill visit 友好访问

gracious speech of welcome 热情的欢迎辞

Your/ His/ Her Majesty 陛下

Your/His/Her Honor/Excellency 阁下

Your/His/Her Highness/Royal Highness 殿下

Respected/Respectable/Honorable Mr Mayor 尊敬的市长先生

on the occasion of 值此...之际

in the name of 以...的名义

heartfelt thanks 衷心的感谢

at the gracious invitation of 在...的盛情邀请下

look back on; in retrospect 回顾过去

look ahead; look into the future 展望未来

propose a toast 提议祝酒

have the honor of reciprocating your warm reception 有幸回报您热情的接待

have the pleasure in replying to your gracious speech of welcome 很高兴回复您热情的欢迎辞

with profound and amicable sentiments for your people 怀着对贵国人民深厚而友好的情谊

friends coming from a distant land/ the other side of the Pacific 来自远方/太平洋彼岸的朋友

As an envoy of friendship of your people 作为贵国人民的友好使者

friends from the business community accompanying the trade delegation 陪同贸易代表团一起的来自商界的朋友们

increase/strengthen/promote/expand our mutual understanding and friendship 促进我们的相互了解和友谊

promote/facilitate/enhance/strengthen/advance our friendly relations of cooperation 促进我们之间的友好合作关系

accord with/agree with/conform to/meet the common interests of our two peoples 符合两国人民的共同利益

comprehensive strategic partnership 全面战略伙伴关系

etiquette 礼仪

reserved/conservative 保守的

bribe 贿赂

unpalatably 难吃的

saute 炒

bull frog 牛蛙

decline 婉拒

white liquor 白酒

luncheon 午餐会

committee/council 委员会

foreign investment 外资

joint ventures 合资企业

counterpart 对应的人

exhibition 展览会

exhibit 展品

hall 展厅

electronics 电子的

automobiles 汽车

special-purpose 特别用途的

multi-functional 多功能的

key note

3

Line/scope of business 经营范围

exclusive selling agency 独家经销代理

seasonal discount 季节性折扣

return commission 回佣

F.O.B(Free On Board) 离岸价

C.F.R(Cost and Freight) 成本加运费价

F.A.S(Free Alongside Ship) 装运港船边交货价

F.O.S(Free Over Side) 目的港船边交货价

C.I.F.C(Cost,Insurance,Freight and Commission) 到岸加佣金价

Firm/non-firm offer 实盘/虚盘

counter offer 还盘

spot/forward price 现货价/期货价

opening/closing price 开盘价/收盘价|开市价/闭市价

wholesale/retail price 批发价/零售价

net/gross profit 净利润/毛利润

spot goods 现货

limited stock 库存有限

trial/try-out order 试订单

cash settlement 现金结算

payment by letter of credit(L/C) 信用证支付

cash on delivery(COD) 货到付款

down payment 定金/首付

payment by installments 分期付款

Breach of the contract/agreement 违反合同/违反协议

business claim 商业索赔

barter trade 易货贸易

compensation trade 补偿贸易

market access 市场准入

win-win strategy 双赢战略

all-win strategy 多赢战略

shareholder; stockholder 股东

E-commerce; e-business 电子商务

foreign exchange reserve 外汇储备

bargain 讨价还价

4

China National Tourism Administration 中国国家旅游局

China International Travel Service 中国国际旅行社

China Travel Service 中国旅行社

Tourist Administration Bureau 旅游管理局

Travel service/agency 旅行社

Tourism company 旅游公司

Group/party tour 团队游

Package tour 套餐游

Bridal/honeymoon tour 蜜月游

Licensed tourist guide 持证导游

Tour guide interpreter 导游翻译

student guide 实习导游

natural scenery/attraction 自然景观

places of historical figures and cultural heritage 人文景观

tourist attraction/sight/destination;scenic spot 景点

scenery with mountains and rivers, landscape 山水风光

famous mountains and great rivers 名山大川

summer resort 避暑胜地

mountain resort 避暑山庄

national park 国家公园

ancient architectural complex 古建筑群

cave; cavern 洞, 穴

water-eroded cave 溶洞

waterfall 瀑布

hot spring 温泉

emperor's mausoleum/tomb 帝陵

ancient tomb 古墓

grotto 石窟

beacon-fire tower 烽火台

pavilion 亭, 阁

pagoda; tower 塔

corridor 廊

mid-lake pavilion 湖心亭

waterside pavilion/house 水榭

lotus pond 莲花池

winding path 曲径

castle 城堡

church 教堂

cathedral 天主教大教堂

abbey; monastery 寺院

Buddhist nunnery 尼姑庵

Buddhist sacred land 佛教圣地

monastery of Tibetan Buddhism 藏传佛教寺院

soul boy 转世灵童

shrine 神龛

the holy Koran 《古兰经》

imperial garden 御花园

imperial city 皇城

unearthed cultural relics 出土文物

folding fan 折扇

antique shop 古玩店

Suzhou embroidery 苏绣

trio-colored glazed pottery of the Tang dynasty 唐三彩

scroll of calligraphy and painting 字画卷轴

traditional Chinese painting 国画

the four stationery treasures of the Chinese study including a writing brush, an ink stick, an ink stone and paper 文房四宝，包含笔墨砚纸

rice paper 宣纸

well-preserved 保存完好的

exquisite workmanship 巧夺天工

original design 独具匠心

landscape of lakes and hills 湖光山色

picturesque views 风景如画

green hills and clear waters 青山绿水

famous Buddhist mountain 佛教名山

the finest spring under heaven 天下第一泉

5

summit(summit meeting) 峰会

the organizing committee of the meeting/conference 大会组委会

the host country/city of the meeting/conference 大会主办国

the theme of the meeting/conference 大会主题

the central subject under discussion 中心议题

the agenda of the meeting 大会议程

provisional agenda 临时议程

the minutes of the meeting 会议纪要

additional protocol 附加议定书

joint liaison group 联合联络组

interim committee/working group 临时委员会/工作组

nomination/drafting/general committee 提名/起草/总务委员会

executive chairman/chairperson/chair 执行主席

chairman on duty/rotating presidency 轮值主席

the secretariat of the meeting/conference 大会秘书处

key note speaker/key noter 主旨发言人

key note speech/address 主旨发言

address the meeting/conference 在大会上发言

deliver a speech/make a speech 发言

take the floor 上台发言

the floor is open 现在大家可以提问了

address ... on the topic of 就...发言

give a brief report/account 作简短报告

make a special mention of 特别提及

required majority 法定多数

absolute/overwhelming majority 绝大多数

cast an/a affirmative/veto/abstention vote

unanimous approval 一致通过

6

facts speak louder than words 事实胜于雄辩

money can't buy time 金钱买不到时间

failure is the mother of success 失败是成功之母

to learn is to teach 教学相长

like father, like son 有其父必有其子

pride goes before a fall 骄兵必败

fish in troubled water 浑水摸鱼

business is business 公事公办

the style is the man 文如其人

more haste, less speed 欲速则不达

great minds think alike 英雄所见略同

misfortunes never come alone 祸不单行

Hedges have eyes, walls have ears 隔墙有耳

man proposes, God disposes 谋事在人，成事在天

Beauty is in the eye of the beholder 情人眼里出西施

time and tide wait for no man 时不我待

out of office, out of danger 无官一身轻

in time of peace prepare for war 居安思危

the tongue cuts the throat 言多必失/祸从口出

all shall be well, Jack shall have Jill 有情人终成眷属

speak of the devil 说曹操，曹操到

a new broom sweeps clean 新官上任三把火

beat the dog before the lion 杀鸡儆猴

teach fish to swim 班门弄斧

once bitten, twice shy 一朝被蛇咬，十年怕井绳

birds of a feather flock together 物以类聚，人以群分

in for a penny, in for a pound 一不做，二不休

there is no smoke without fire 无风不起浪

have a card up one's sleeve 胸有成竹

put the cart before the house 本末倒置

don't bite the hand that feeds you 不要恩将仇报

dogs bite in every country 天下乌鸦一般黑

gifts blind the eyes 拿人手短，吃人嘴软

the same knife cuts bread and fingers 水能载舟，亦能覆舟

every body's business is nobody's business 三个和尚没水吃

legendary 传奇的

banquet 宴席

tailor 量身定制

spill 播撒

bean paste 豆沙

egg white 蛋白

egg yolk 蛋黄

reunion 团聚

side effects 副作用

the Lantern Festival 元宵节

the Dragon Boat Festival 端午节

undergraduate 本科生

BMW 宝马

Mercedes-benz 奔驰

the solar calendar 公历

the lunar calendar 农历