

尚德机构  
SUNLAND



# 外贸函电

嘉嘉老师

# Lesson 15 Urge Shipment

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敦促发货

# 价格条款决定外贸货物的运输， 是卖方还是买方负责。

外贸术语：E组、F组、C组和D组中最常用的是F组和C组，如果是组价格（FOB、FCA和FAS），订舱运输等事宜由卖方负责办理，卖方应及时通知买方备货进度，敦促买方及时安排货运。

敦促货运写作布局采用平铺直叙式。

# 例1：卖方催买方赶快安排货运事宜 (F组价格条款)

Dear Sirs,

The 500 fully automatic washing machines under Order No. 3294F34 are now ready for shipment....

Please let us have all the shipping details such as the name of the vessel, voyage number, estimated time of arrival so that we can send the goods to the container yard in time for the stuffing.

Please also let us know the name and contact info of shipping agent at the port of loading so that we can contact them directly for the shipping arrangement.

Sincerely,

# 如果价格条款属于C组 (CFR\CPT\CIF和CIP) ,

买方催卖方赶快安排装运事宜 (C组价格条款)

# 例2：买方催促卖方发货

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Dear Sirs,

Re: Contract No. 123456

...As you have been informed in one of our previous emails, the users are in urgent need of the machines contracted and are in fact pressing us for assurance of an early delivery. Under the circumstances, it is obviously impossible for us to again extent the L/C, which expires on 20<sup>th</sup> August, and we feel it our duty to remind you of this matter again.

As your prompt attention to shipment is most desirable to all parties concerned, we hope you will let us have your shipping advice without further delay.

Yours faithfully,



# Word Bank

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1. press v. 敦促
2. assurance n. 保证, 承诺
3. obviously adv. 显而易见地
4. expire v. 到期
5. expiration n. 满期
6. all parties concerned 各有关方面
7. urge v. 催促



# Word Bank

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8. 到目前为止： up to the present moment,  
up to now, up till now, so far

(状语短语，主句中要用现在完成时)

9. in need of (介词短语)需要

10. in urgent need of 急需

11. urgent 紧急的，迫切的

12. press us for assurance 催促我们要保证  
(早日装船)

# Avoid Verbose Structure

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短话长说- 将句子结构复杂化

# Avoid Verbose Structure

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## 1. 用引导词it+be+形容词+that clause

如：It is imperative that the pay increments be terminated before an inordinate deficit is accumulated.

应该为：We must determine the pay raise before deficit accumulates.

简单明了

# Avoid Verbose Structure

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2. 用there+be+名词+定语从句，如：

There are two employees in this department who should be dismissed.

应改为： Two employees in this department should be dismissed.

# 练习题： 中译英

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1. 我并不喜欢这种联运方式。
2. 如果从香港发货，我们可以更早些收到货物。
3. 如果要预定货舱，请将订舱表寄给我们。

# 练习题： 中译英

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1. 我并不喜欢这种联运方式。

I don't like this kind of combined transportation.

# 练习题： 中译英

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2.如果从香港发货，我们可以更早些收到货物。

If shipment were effected from Hong Kong, we could receive the goods much earlier.



# 练习题： 中译英

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3.如果要预定货舱，请将订舱表寄给我们。

If the cargo space must be reserved, please send us the necessary application forms.

# 练习题： 英译中

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1. A manager of a Japanese Company and a staff member Chinese corporation hold a discussion at Beijing Hotel on the loading port.
2. All transport and transshipment charges will be included in the CIF price.
3. As most of our clients are near Tianjin, we'd like to appoint Xingang as the unloading port.

# 练习题： 英译中

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1. A manager of a Japanese Company and a staff member Chinese corporation hold a discussion at Beijing Hotel on the loading port.

中国公司一名业务员与日本公司的经理在北京饭店就装运港问题进行了洽谈。

# 练习题： 英译中

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2. All transport and transshipment charges will be included in the CIF price.

所有的运费和转运费都包括在到岸价格里面了。

# 练习题： 英译中

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3. As most of our clients are near Tianjin, we'd like to appoint Xingang as the unloading port.

我们的大多数客户离天津较近， 所以选择了新港作为卸货港。

# Lesson 16 Shipping Instruction and Advices

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装运指示

# 装运指示

如果价格条款是FOB\FCA\FAS等F组价格条款，货物的运输工作就由买方来承担，买方租船订舱后，就要通知卖方有关运输事宜，这就是运输指示（shipping instruction）。而卖方装船后，通知买方有关装载信息为（已）装船通知（shipping advice）。

布局应采用平铺直叙法。



# 例1：装运指示

Re. Our Order No. CK215 Covering 4 000 Dozen Shirts

Dear Tonny,

The irrevocable letter of Credit No. 7634, amounting to USD168 000 has been opened this morning through the District Bank, Ltd, Manchester. Please arrange shipment of the goods immediately. We are informed by the local shipping company that S.S. "Browick" is due to sail from your city to our port about the 10<sup>th</sup> September and , please ship by that steamer.

We have instructed our forwarder to contact you and you shall hear from them in a day or two.

... the destination and order number as follow:

KT

LONDON

CK215

CTN NO.1 UP

## 例2： 已装船通知

Dear Mr. Smith,

We are pleased to advise that your Order No. CK215 covering 4 000 dozen shirts dated July 10 under L/C No. 7634 has been shipped via S/S “Browick”, estimated time of departure from Tianjin in September 15 and estimated time of arrival at London, October 10...

...the necessary preparations to take delivery of the goods when they arrive at your port.

Invoice No. 44156 in duplicate

Packing List No. 56789 in duplicate

Non-negotiable Bill of Lading No. AD4567

Insurance Policy No. BG4563

Survey Report No. TF1445

We are sure you will find the shipment satisfactory...

# Word Bank

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1. S.S. “Browick” “布鲁威克号” 船=  
steamship=motor vessel
2. steamer n. 轮船
3. forwarder n. 货代
4. carton n. 纸箱
5. initial n. 首字母（有时相当于汉语中的简称）
6. apply v. 适用

# Word Bank

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- 7. estimated time of dispatch 预计开航时间,  
简称ETD
- 8. estimated time of arrival 预计到达时间, 简  
称ETA
- 9. take delivery 提货
- 10. packing list 装箱单
- 11. insurance policy 保险单
- 12. survey report 检验报告

# Word Bank

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13. CTN No.1 up 箱号从1号开始依次是2、3、4, ...号码连续

实际工作中假如一共装了200箱，在单据中应该显示的是CTN No. 1~200

14. duplicate v. 复制, n. 副本

15. bill of lading 提单, 简称B/L

# Keep Related Words Together

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相关联词放在一起

# Keep Related Words Together

※ 英语属于屈折语，单词有词格变化

例：“he”是句子中的主语，“him”则是宾语，英语中的词序比较重要，应遵循同一原则：Keep related words together. --- 相关关联词放在一起的原则。



# 如果不遵循这一原则可能会出现问题:

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例1:

Your proposal for payment by time draft is acceptable to us under Order No. 115.

“under Order No.115因为没有和它所修饰的名词放在一起，人们就弄不清它到底是修饰proposal还是draft.”

## 例2:

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Your proposal for payment by time draft under Order No. 115 is acceptable to us.

本句遵循相关关联词放在一起的原则。

# 练习题： 中译英

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1. 对今后装运的货，请多加注意。
2. 请暂停装货，等待我们的指示。
3. 我想和你们谈谈卸货港的问题。

# 练习题： 中译英

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1.对今后装运的货，请多加注意。

Please exercise better care with future shipments.

# 练习题： 中译英

---

2.请暂停装货，等待我们的指示。

Please hold shipment pending our instructions.

# 练习题： 中译英

---

3.我想和你们谈谈卸货港的问题。

We'd like to discuss with you about the port of discharge.

# 练习题：英译中

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1. We prefer efficient and big ports as loading and discharging posts although we may have to pay dispatch money.
2. We are anticipating a prompt shipment. If this first consignment conforms to the sample supplied, we wish to establish a regular connection for the future.
3. We are pleased to inform you that 4 000 dozen shirts under Sales Confirmation No. C215, L/C No. 7634 have gone off on S.S. “FengQing”, which sailed on the 23<sup>rd</sup> of November for New York.



# 练习题：英译中

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1. We prefer efficient and big ports as loading and discharging posts although we may have to pay dispatch money.

我们总希望用效率高的大港口作为装卸港，  
尽管我们要支付速遣费。

# 练习题：英译中

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2. We are anticipating a prompt shipment. If this first consignment conforms to the sample supplied, we wish to establish a regular connection for the future.

我们盼望你方的及时装运，如果第一批货物和提供的样品完全一致，希望建立长期的业务联系。

# 练习题：英译中

3. We are pleased to inform you that 4 000 dozen shirts under Sales Confirmation No. C215, L/C No. 7634 have gone off on S.S. “FengQing”, which sailed on the 23<sup>rd</sup> of November for New York.

我们很高兴通知你，销售确认书第C215号，信用证第7634号项下的4 000打衬衫已经由“丰庆”号轮船运出，于11月23日起航开往纽约。

# Effective Writing :

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## 修改建议：

Poor expression:

... beg to acknowledge receipt of ...

Please be advised that...

Permit us to extend our regrets

Said bookends

Same will be forthcoming

Discovery of cause

Esteemed favor

..., we remaining,,

**结尾：** 既然客户已经来函说，样品仍然没有收到，就应该立即查询，不要等客户再次通知你，这才能体现你的服务。

# Lesson 17 Insurance

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保險

为了保障货物万一受损时能取得经济补偿，  
货主一般都投保运输险

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办理保险时卖方还是买方，要视价格  
条款而定，属于中性信息，写作采用  
平铺直叙式。

# 例：

Dear Sirs,

## Insurance

Thank you for your letter of June 25 about insurance. The following is our policy concerning insurance;

For basic risks, our usual coverage is WPA at 110 percent of the invoice value. If All Risks is desired, we can provide such coverage at a slightly higher premium.

Breakage: Breakage is a special risk, for which an extra premium will be charged, The rate depends on the nature of the commodity and mode of transport. Containerized transport has the lowest premium. Enclosed is a table showing the premiums in detail. Please note there is a franchise of 5%, this is to say, claims are payable only for that part of the loss above 5%....



# Word Bank

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1. basic risks 基本险
2. special risks 特别险
3. premium n. 保险费
4. breakage n. 破碎险
5. extra adj. 额外的
6. franchise n. 免赔率

# Insurance

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1. insure v. cover v. 投保, 保险

Please insure (**cover**) the goods With Particular Average

2. 险别: 保险险别分基本险和附加险两种。

# Insurance

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基本险有：

平安险(**Free from Particular Average,简称FPA**)

平安险的承保责任范围包括： 由于自然灾害和意外事故所导致的货物全部损失。

（共同海损的牺牲、分摊以及救助费用、施救费用等。）

# 水渍险

水渍险：（With Average或With Particular Average, 简称WA或WPA）

水渍险保险人还需负责被保险货物由于恶劣气候、雷电、海啸、地震、洪水等自然灾害所造成的部分损失。

# 一切险

一切险（**All Risks**）：

一切险的承保责任范围除包括水渍险的各项承保责任外，保险人还负责被保险货物在运输途中由于一切附加险所致的全部或部分损失。

基本险承保责任起止期限或称保险期限，采用国际保险业务中惯例的“仓至仓条款”（Warehouse to Warehouse, 简称W/W Clause）。

# 附加险

附加险（**General Additional Risks**），是对基本险的补充和扩大。

附加险承保的是除自然灾害和意外事故意外的各种外来原因所造成的损失，附加险只能在投保某一种基本险的基础上才可加保。

中国保险条款中的附加险有一般附加险（**General Additional Risks**）和特殊附加险（**Special Additional Risks**）之分。



# General Additional Risks

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偷窃、提货不着险 (Theft, Pilferage and Non-delivery Risk, TPND)

淡水雨淋险 (Fresh Water and Rain Damage Risk, FWRD)

渗透险 (Leakage Risk)

短量险 (Shortage Risk)

混杂、玷污险 (Intermixture and Contamination Risk)

碰损、破碎险 (Clash and Breakage Risk)

串味险 (Taint of Odor Risk)

# General Additional Risks

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受潮受热险（Sweat and Heating Risk）

钩损险（Hook Damage Risk）

包装破裂险（Breakage of Packing Risk）

锈损险（Rust Risk）

一般附加险包括在一切险（All Risks）中，如果投保人投了一份一切险，则无须加保上述各项附加险。

# Special Additional Risk

战争险（War Risk）

罢工，暴动，民变险（Strike, Riots And Civil Commotion, SRCC）

舱面险（On Deck Risk）

交货不到险（Failure to Deliver Risk）

出口货物到香港（包括九龙在内）或澳门存仓火险责任扩展条款（FREC）

特别附加险（Special Additional Risks）不包括在一切险（All Risks）的范围内，即使投保人投保了一切险，仍须与保险人特别判定，经保险人特别同意后，才能把特别附加险的责任包括在承保范围之内。

# Your Attitude

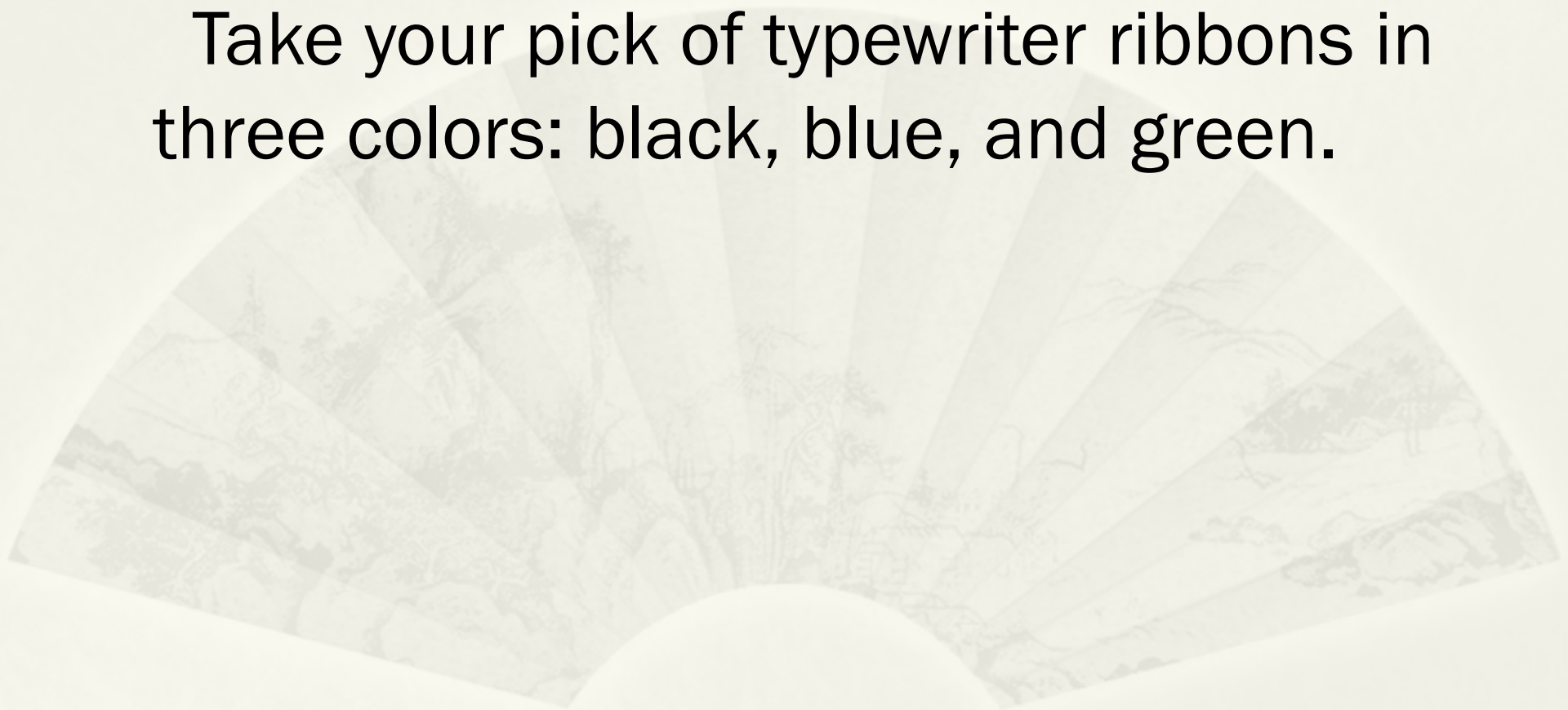
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函电写作一定要遵循“以客为本”  
(Your Attitude, 或者说 “You-Viewpoint”)

# 以客为本：你能选择（虽然颜色并没有增加）

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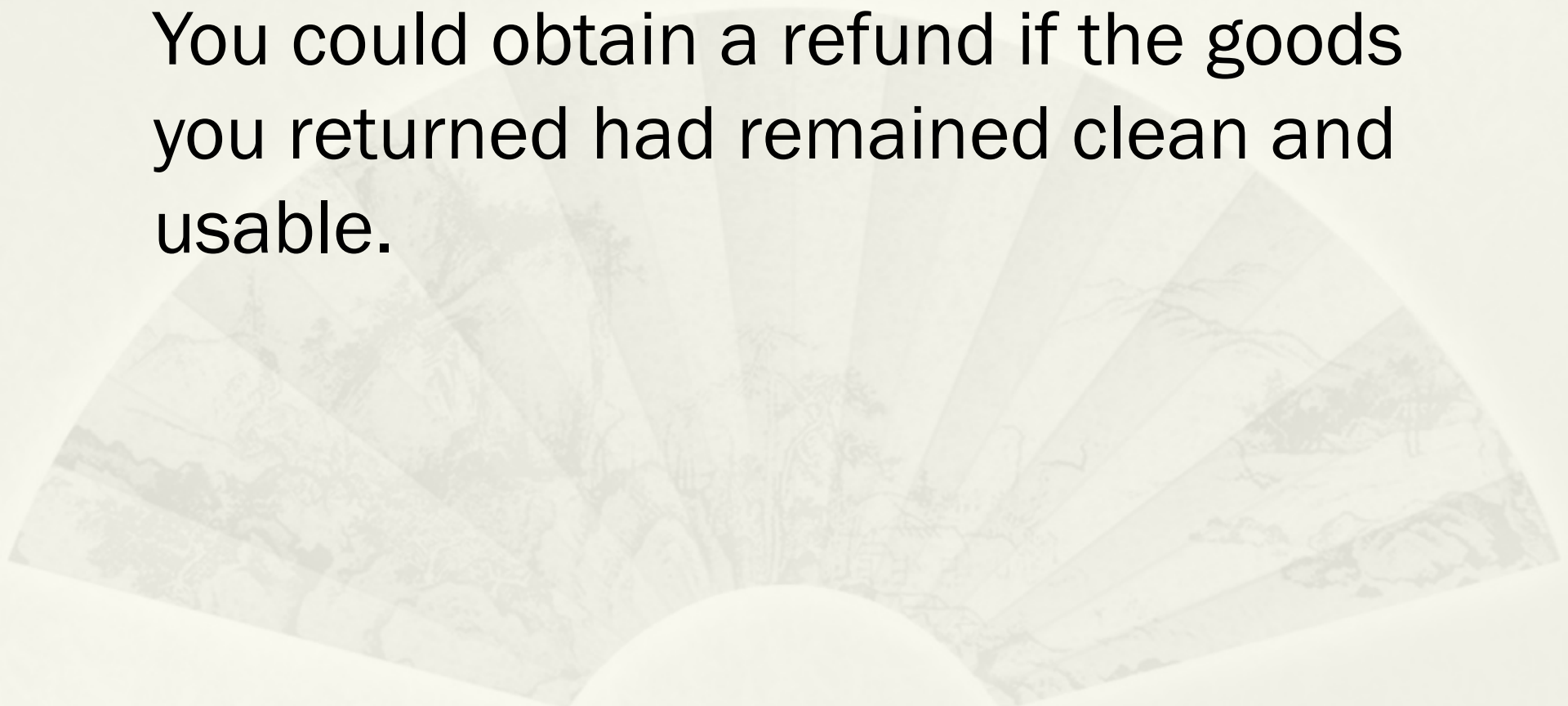
Take your pick of typewriter ribbons in three colors: black, blue, and green.



# 以客为本：满足条件，你能退钱

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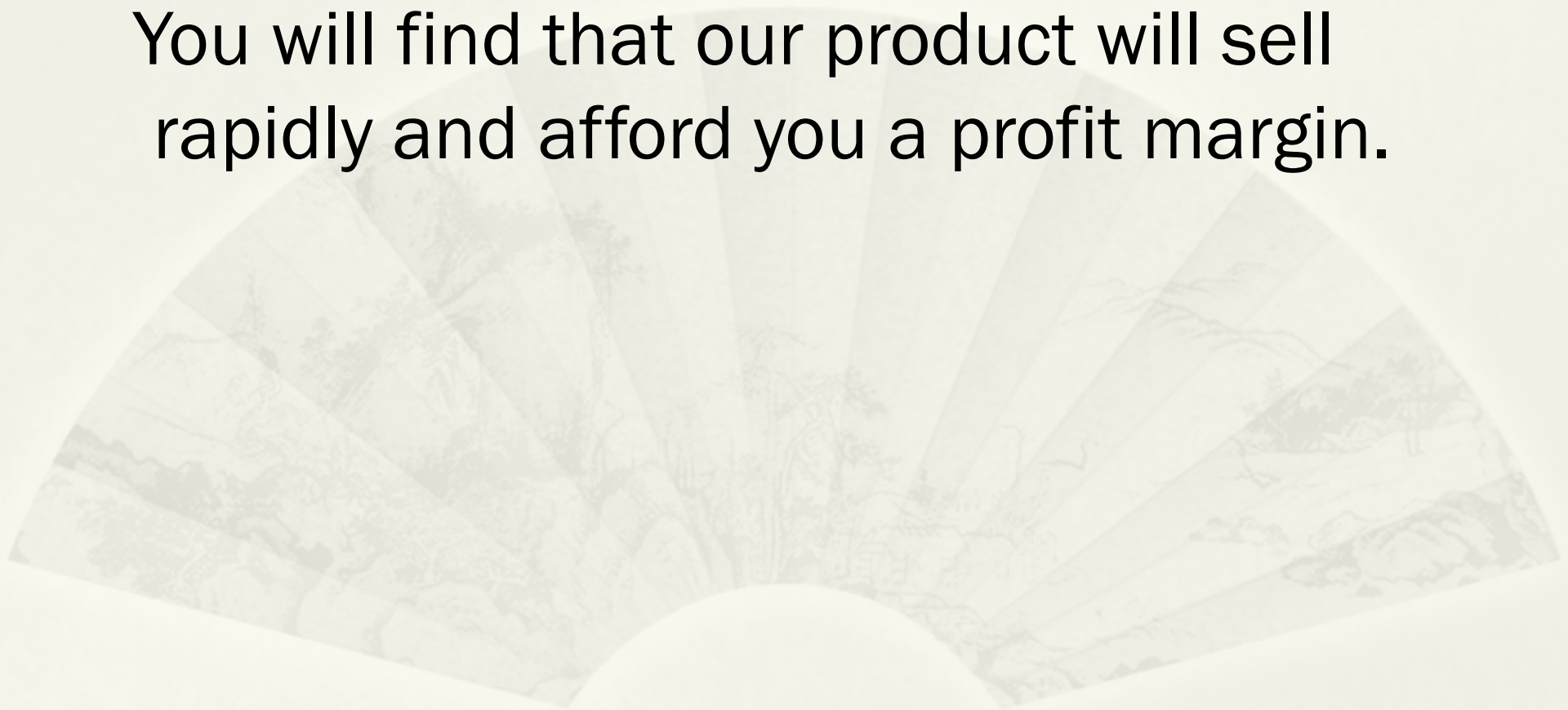
You could obtain a refund if the goods you returned had remained clean and usable.



# 以客为本：你能赚钱

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You will find that our product will sell rapidly and afford you a profit margin.





# 练习题： 中译英

1. 据我所知，如果在那个港口转船，货物有被盗或损坏的风险。
2. 如果没有你的明确指示，我们将按一般惯例投保水渍险和战争险。
3. 我方已注意到几门要求投保战争险，但是要知道我方CIF报价只包括水渍险，因此，你方若想加保战争险，则增加的保险费由你方负担。

# 练习题： 中译英

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1.据我所知，如果在那个港口转船，货物有被盗或损坏的风险。

So far as I know, there are risks of pilferage or damage to the goods if they are transshipped at this port.

# 练习题： 中译英

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2.如果没有你的明确指示，我们将按一般惯例投保水渍险和战争险。

In the absence of your definite instructions we will cover your goods against W.P.A and War Risk according to usual practice.

# 练习题： 中译英

3.我方已注意到几门要求投保战争险，但是要知道我方CIF报价只包括水渍险，因此，你方若想加保战争险，则增加的保险费由你方负担。

We note that you require the coverage to include War Risks. But our quotation of CIF price include WPA. So if you want to cover W.R., additional premium will be for your account.

# 练习题： 英译中

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1. Floating policy is of great importance for export trade; it is , in fact, a convenient method of insuring goods where a number of similar export transactions are intended, e.g. where the insured has to supply an overseas importer under an exclusive sales agreement or maintains sales representatives or subsidiary companies abroad.
2. The underwriters are responsible for the claim as far as it is within the scope of cover.
3. The extent of insurance is stipulated in the basic policy form and in the various risk clause.

# 练习题： 英译中

1. Floating policy is of great importance for export trade; it is , in fact, a convenient method of insuring goods where a number of similar export transactions are intended, e.g. where the insured has to supply an overseas importer under an exclusive sales agreement or maintains sales representatives or subsidiary companies abroad.

统保单对出口贸易至关重要。它实际上是货物保险中的一种便利的办法， 特别适合于分不同时间的出口的一批类似货物， 如， 当被保险方根据独家代理协议书向国外的进口方供货， 或在国外委任了销售代表， 设立分支机构时用之。



# 练习题： 英译中

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2. The underwriters are responsible for the claim as far as it is within the scope of cover.

只要时在保险责任范围内，保险公司就应负责赔偿。



# 练习题： 英译中

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3. The extent of insurance is stipulated in the basic policy form and in the various risk clause.

保险的范围写在基本保险单和各种险别的条款里。

# 翻译以下文章：

## MARINE CARGO TRANSPORTATION INSURANCE POLICY

Invoice No.

Policy No.

This policy of Insurance witnesses that the Insurance Company, at the Request of \_\_\_\_\_ and in consideration of the agreed premium being paid to the company by the insured, undertakes to insure the undertakes to insure the under-mentioned goods in transportation subject to the conditions of this policy as per the Clauses printed overleaf and other special Clauses attached hereon.

# 译文：

海运货物保险单

发票号码：

保单号码：

中国人民保险公司根据被保险人的要求，又被保险人向本公司缴付约定的保险费，按照本保险单承保险别和背面所载条款与下列特款承保下述货物海运保险，特立本保险单。

总保险金额（大写）：

保费：按约定

装载工具：\_\_\_\_\_

启运日期约\_\_\_\_\_自\_\_\_\_\_至\_\_\_\_\_

承保险别\_\_\_\_\_，

所保货物，如发生保险单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘。如有索赔，应向本公司提交保单正本及有关文件。如一份正本已用于索赔，其余正本自动失效。

PICC Insurance Company

赔款偿付地点：

出单地点：

学习是  
一种信仰



# THANK YOU

IN LEARNING WE TRUST