

上海市高等教育自学考试
商务英语专业（独立本科段）（**B050218**）
商务英语口译（**05960**）
自学考试大纲

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I、课程的性质和设置目的

《商务英语口译》是高等教育自学考试商务英语专业必考课。本课程占 8 个学分。

本课程是一门集英汉语言应用能力、商务知识和口译技巧为一体的综合能力课程，属实践考核。要求考生在具备了较为扎实的英汉语言知识的基础上，通过自学，熟练掌握口译技巧，熟悉外事接待、参观访问、游览、购物、典礼、宴会祝酒、文件签署、外经贸业务会谈等商务英语方面的专业术语和常用句式；了解发展问题、外交事务、金融服务、环境保护、基础建设、企业管理、世界贸易组织等热门话题；并学会在正式场合的口译，从而能够胜任一般的商务领域口译工作。

II、课程内容与考核目标

《商务英语口译教程》第一章、第二章、和第三章（主题一、二、三、四、五、六、七、八、十一、十四、十五、十六）。

第一章：通过学习口译理论概述，考生对口译的基本情况有初步了解。

第二章：通过学习即席翻译技巧，提高口译的听辨能力，掌握口译的记忆和记录技巧，熟悉数字的口译方法，熟练运用公共演讲技巧。

第三章：通过自学，掌握各个主题中第一部分词汇热身；了解第二部分记录与译文点评；熟悉第三部分口译实践中的内容。

主题一：礼仪祝辞

1) 词汇

address	to give a banquet in honor of
arena	goodwill visit
at the invitation of	gratitude
chairman	hospitality
cheers	host
closing ceremony	illustrate
conclude	in closing/conclusion
conference	informal visit/meeting
congratulate	in the name of
convey	in the spirit of
delegation	last but not least
to deliver a speech	municipal government
distinguished guests	mission
exchange of views	on behalf of

official visit
on the occasion of

to express one's sincere/heartfelt
gratitude/appreciation/thanks to...

2) 句型

掌握第三部分口译实践中与礼仪祝辞相关的句型和套语。

主题二：商务谈判

1) 词汇

a much sought-after item	expiration
allowance	feasibility study
articles of association	force majeure
bargain	freshen up
bid	gross profit
business line/scope	guarantee
catalogue	inquiry
Certificate of Origin	joint venture
claim	margin
collection	outlay
commission	parent company
commodity	premium
compensation	price list
container	profit and loss
counter-offer	project proposal
delivery	registered capital
dispute	specification
distribution of profits	stock
down payment	validity
draft	working capital
exchange rate	

2) 句型

掌握第三部分口译实践中与商务谈判相关的句型和套语。

主题三：发展问题

1) 词汇

agricultural restructuring	excessive population growth
alleviate the burden	globalization
bridge the gap	harmonize
concern	interdependence
confront	lag behind
deteriorate	macro-economic regulations and control
disadvantaged region	market-oriented
emerge from	migrant workers from rural areas
equality and mutual benefit	

NGOs
setback

transfer of resources
well-off society

2) 句型

掌握第三部分口译实践中与发展问题相关的句型和套语。

主题四：外交事务

1) 词汇

aggression	reunification
alliance	open policy
anniversary	permanent member
arms race	Security Council
coalition	General Assembly
consul	pretext
consulate	put aside differences
consulate-general	reaffirm
counselor	reiterate
non-aligned countries	safeguard
ambassador	seek common ground
embassy	turmoil
envoy	turbulence
good-neighborly relationship	the Five Principles of Peaceful
proliferation of weapons	Co-existence
weapons of mass destruction	mutual respect for sovereignty
neighboring countries	and territorial integrity
hegemony	mutual non-aggression
Hegemonism	non-interference in each other's
power politics	internal affairs
independent foreign policy of	equality and mutual benefit
peace	peaceful coexistence
Korean Peninsula	adhere to
in the spirit of	uphold
multipolarity	the three Sino-US joint
normalization of relations	communiqués

2) 句型

掌握第三部分口译实践中与外交事务相关的句型和套语。

主题五：经济与贸易

1) 词汇

attract foreign investment	build socialism with Chinese
administrative intervention	characteristics
APEC	comprehensive economic strength
census	contract operation

subcontract	high and new technology products
outsource	added value
FDI	the business community
dumping	trade partner
e-commerce	exchanges and cooperation
economic disparity	current assets
economic entity	GNP
economic recession	GDP
economic returns	per capita
economic efficiency	forms of distribution
economic consequence	redistribution of wealth
entrepôt trade	holding company
export-oriented economy	forestry
fixed assets	farming
bilateral trade	husbandry
multilateral trade	fishery
trade volume	labor-intensive
total import and export volume	market access
trade surplus	diversification
trade deficit	M & A
complementary	MNCs
mutually beneficial cooperation	SOEs
attraction of foreign investment	SMEs
make use of foreign funds	industrial structure
equipment	transformation of government
primary products	functions
machinery and electronic products	legal person
textile products	

2) 句型

掌握第三部分口译实践中和经济与贸易相关的句型和套语。

主题六：金融服务

1) 词汇

account payable	corporate bond
account receivable	capital account
GAAP (Generally Accepted Accounting Principle)	current account
arbitrage	capital market
asset management	convertible
audit	convertibility
bookkeeping	corporate governance
bond	credit sales
treasury bond	delist
	depreciation

deregulation	short position
disclosure	QFII
discount	QDII
dishonor	PT
dividend	ST
diverge	life insurance
earnings management	non-life insurance
equity value	pension funds
exchange control	premium
expatriate	listing requirement
financial report	profitability requirement
financial packaging	reinsurance
hedging	stock options
hard currency	Standard & Poor's
IPO	Moody's
institutional	underwrite
long position	

2) 句型

掌握第三部分口译实践中与金融服务相关的句型和套语。

主题七：环境保护

1) 词汇

acid rain	fossil fuel
aquarium	green consciousness
biodegradable	green-house effect
carbon dioxide	global warming
CFCs	hazard
chlorine	hazardous
cloud ceilings	hydrocarbon
decibel	the Kyoto Climate Change Protocol
decontamination	land reclamation
desertification	landfill
dredging operations	life expectancy
ECSC	microclimate
ecologist	monoxide
ecosystem	monsoon
effluent	mutation
El Niño	nitrate
emit	nitrogen
emission	nitrogen oxide
emphysema	non-flammable
exhaust	non-toxic
extract	

non-corrosive	refrigerant
nullify	renewable resources
ozone layer	sewage system
ozone depletion	soil erosion
oxygen	solar energy
photosynthesis	UV light
pollutant	sunspot
precipitation	vegetation
radio-active materials	waste disposal system
recycle	

2) 句型

掌握第三部分口译实践中与环境保护相关的句型和套语。

主题八：基础建设

1) 词汇

berth	haulier
combined transport	level-playing field
commercialize	maglev
commute	migration
compulsory	municipal construction
congest	navigation channel
construction area	optical fiber communication
containerization	optimize
container port	pedestrian tunnel
container terminal	project appraisal
contractor	rehabilitate
cubic meter	relocation
deep-water port	reservoir
double track	ring road
drain	road tax
drainage	runway
dredge	scaffold
escalator	subcontract
estuary	supporting facilities
expressway	toll collection
motorway	tollgate
floor space/area	turn-key project
flyover	viaduct
handling capacity	wharf

2) 句型

掌握第三部分口译实践中与基础建设相关的句型和套语。

主题十一：企业管理

1) 词汇

average cost	marginal cost
back-office	marginal revenue
balance Sheet	marketing
bankruptcy	market orientation
benchmark	market penetration
brand loyalty	market segmentation
break-even point	market share
budget	matrix organization
business cycle	monopoly market
cash advances	oligopoly
cash flow	operational cost
CEO	business license
contingency planning	opportunity cost
cost minimization	overtime
crisis management	partnership
CRM	positioning
depreciation of equipment	price war
devaluation	pricing policy
distribution network	production line
ERM	product life cycle
ERP	profit maximization
fixed cost	purchasing
franchise	quota
idle time	R & D
intangible goods	retail price
investment appraisal	wholesale price
launch cost	shut-down point
law of diminishing marginal utility	supply chain
law of diminishing returns	SWOT analysis
lead time	tangible goods
leverage	tariff barrier
logo	trade union
MBO	variable cost
marginal benefit	VAT

2) 句型

掌握第三部分口译实践中与企业管理相关的句型和套语。

主题十四：旅游与餐饮

1) 词汇

altar	Buddhist nunnery
ancient architectural complex	cloisonné

corridor	rockery
cocktail	stroll of calligraphy and painting
cultural heritage	summer resort
emperor's mausoleum/tomb	Terracotta Warriors
empress dowager	the Bund
eunuch	the Forbidden City
famous Buddhist mountains	the Eighteen Disciples of the Buddha
folklore/folk custom	the Four Guardians
forest of steles	the four stationery treasures of the Chinese study (including writing brushes, ink stick, paper and ink stones)
grotto	the Great Wall
holiday resort	tourist attraction
inscription on oracle bones	tourist destinations
itinerary	tourist resources
landscape of lakes and hills	traditional Chinese paintings
natural heritage	travel agency
nomadic tribe	unearthed cultural relics
Oriental Pearl TV Tower	vegetarian
package tour	waterfall
panoramic view	
pavilion	
picturesque views	
places of historical interest	
plateau	

2) 句型

掌握第三部分口译实践中和旅游与餐饮相关的句型和套语。

主题十五：参观访问

1) 词汇

a brief overview	be crowned as/ be compared to
show sb. around	under the administration of
a tight /busy/full schedule	be situated in.../be located in.../lying
enjoy a good reputation	to be bounded by...in the north, ...in the west
be famous at home and abroad	
to take a leading position in the field of...	

2) 句型

掌握第三部分口译实践中与参观访问相关的句型和套语。

主题十六：世界贸易组织

1) 词汇

accession	anti-dumping duties
adjudication	Appellate Body

appeal	North America Free Trade
arbitration	Agreement (NAFTA)
commitment	unilateral trading retaliation
conciliation	trade barriers
conformity assessment	trade protectionism
procedure	tariff escalations
counsel	export subsidy
countervailing duties	safeguard measures
DDA (Doha Development	trade friction
Agenda)	trade remedies
discrimination	full market economy status
DSM (Dispute Settlement	protection of intellectual property
Mechanism)	rights (IPR)
fair competition	violation of IPR
to file a case	counterfeit products
framework	piracy
FTA (Free Trade Agreement)	pirated products
GATT	implement WTO commitments
GATS	to bring ... in line with the WTO
government procurement	rules
judicial review	customs clearance
litigation	market access
Marrakech Declaration	the Ministry of Commerce
Generalized System of	(MOFCOM)
Preferences (GSP)	Uruguay Round
labor-intensive	WTO accession
capital-intensive	trade sanctions
multilateral trading system	to be integrated into the world
bilateral trading agreement	economy

2) 句型

掌握第三部分口译实践中与世界贸易组织相关的句型和套语。

III、有关说明与实施要求

一、学习教材与主要参考书目

1、学习教材：

《商务英语口译教程（2011年版）》：朱佩芬 徐东风编著，中国商务出版社，2011年8月第二版

2、主要参考书目：

1)、《中级英语口语译（第三版）》：梅德明编著，上海外语教育出版社

2)、《新编经贸口译教程（2009年版）》：王学文主编，中国商务出版社，2008年10月第二版

二、关于自学方法

考生在自学过程中应该注意以下几个方面：

- 1、 采用本课程考试大纲指定的学习教材和学习参考书。
- 2、 掌握口译的基本技巧，掌握每个单元中的词汇和常用句型，并能准确熟练地应用。
- 3、 加强英语听辨能力训练，多听各种场合的英语会话，克服口译瓶颈。
- 4、 经常阅读各种报刊杂志，扩大知识面，扩大词汇量。对世界各国，尤其是我国的基本国情与国策有所了解。
- 5、 经常朗读，培养语感，注意发音正确，吐字清楚。

三、对社会助学的要求

- 1、 社会助学是高等教育自学考试的一个重要组成部分，社会助学者应根据本大纲规定的考核内容和考核要求，认真钻研大纲指定的教材和学习参考书，理解和掌握教材的基本内容，对自学者进行切实有效的辅导。同时要帮助考生熟悉本大纲规定的知识点和口译技巧。
- 2、 鼓励自学者做好口译练习，可以用课堂讲解的形式对练习中出现的错误进行分析，使他们对常用的术语、句型等加深理解。

四、命题原则与考核要求

- 1、 本课程的命题须严格按照本大纲的要求进行，不得任意扩大或缩小考试应该覆盖的范围，不得任意提高或降低考试的难易度。
- 2、 本课程的考试形式为口试，使用录放机播放音频试题，考生听句子和段落，逐个口译。每个考生约 15 分钟。
- 3、 考试包括汉译英和英译汉两大部分，各占总分的 50%。考生在考试期间可以做笔记。
- 4、 考试形式包括句子口译和段落口译。句子长度在 10-35 个中文字左右，逐句翻译，每一句后有 20 秒间隙供口译；每个段落大约在 90-110 个中文字左右，有 70 秒间隙供口译。
- 5、 句子和段落均只播放一遍。语速为每分钟 130-150 词左右。
- 6、 评分以语段为单位（即以两个//符号之间的一个句子或整个句子为单位），以信息单位的准确完整计分，占总分的 80%。
- 7、 语法和语音语调占总分的 20%。
- 8、 试题中难易程度的比例为：易占 20%、较易占 30%、较难占 30%、难占 20%。
- 9、 考生应准确传达源语信息，表达流畅、口齿清楚、语音语调基本正确，用词和语法正确，讲究口译的速度和信度，同时做到在规定的时间内完成任务。

第一部分：汉译英（50分）	1. 句子（5句，每句5分，共25分） 2. 段落（1段，大约90-110个汉字，共25分）
第二部分：英译汉（50分）	1. 句子（5句，每句5分，共25分） 2. 段落（1段，大约90-110个汉字，共25分）

附录：样题及参考答案

一、样题

第一部分：汉译英（50分）

（一）句子口译（共5句，每句5分）

在这一部分，你将听到5个中文句子，每句只播放一遍，每句后有20秒钟间隙供你口译成英语，你可以边听边做记录：

- 1、 中国加入世界贸易组织给本公司带来了更多的发展机遇。
- 2、 今天的世界各国经济上的相互依存更加密切。
- 3、 最近几年来，区域性经济合作有了明显的加强。
- 4、 随着各国人民对中国了解的增加，中国货在国际市场上越来越受欢迎。
- 5、 外贸能促使两个贸易国增进了解，增加财富并建立起平等互利的良好关系。

（二）段落口译（共1段，25分）

在这一部分，你将听到一段中文，整段播放一遍，播放完毕后有70秒钟间隙供你口译成英语，你可以边听边做记录：

很高兴能够和贵国商界的朋友们会面。我们两国的贸易和经济合作正在逐年扩大，现在贵国已经成为我国的主要贸易伙伴之一，我愿向在座的诸位，向一切为我们的友好合作出过力的贵国商界朋友们，表示敬意。

第二部分：英译汉（50分）

（一）句子口译（共5句，每句5分）

在这一部分，你将听到5个英文单句，每句只播放一遍，每句后有20秒钟间隙供你口译成汉语，你可以边听边做记录：

- 1、 The ties between Britain and China continue to go from strength to strength.
- 2、 The current annual meeting provides us with an ideal arena where we will exchange views.
- 3、 It is a great pleasure for me to be here with you today at this important meeting dedicated to a very important subject: the strengthening of our efforts to facilitate trade.
- 4、 At present, our corporation has eight subsidiaries, 33 overseas wholly-owned and joint-venture companies and representative offices.
- 5、 On the whole, our products sell well on the world market. They meet

international quality standards.

（二）段落口译（共 1 段，25 分）

在这一部分，你将听到一段英文，整段播放一遍，播放完毕后有 70 钟间隙供你口译成汉语，你可以边听边做记录：

The economy of the world is an interrelated whole. While the developing countries need funds and technology from the developed countries, the latter also need the raw materials and markets of the former. In essence, the question of development focuses on North-South relations. Without a fundamental improvement in North-South relations, it will be difficult to ensure world peace and stability, and the situation will benefit neither the poor nor the rich countries.

二、参考答案

第一部分：汉译英（50 分）

（一）句子口译（共 5 句，每句 5 分）

1. China's WTO accession has brought more development opportunities for our company.
2. In the present-day world, there is even more economic interdependence among countries.
3. Over the past few years, regional economic cooperation has increased markedly.
4. As people the world over come to know more about China, Chinese products are getting more and more popular in the international market.
5. Foreign trade enables two trading countries to promote understanding, increase prosperity and build up good relations on the basis of equality and mutual benefit.

（二）段落口译（共 1 段，25 分，每小节 5 分）

It gives me great pleasure to meet friends from the business circle of your country.// The bilateral trade and economic cooperation have been expanding year by year// and you have now become one of China's major trading partners. //I would like to pay tribute to you and to all the friends from the business circle// who have contributed to the friendly cooperation between our two countries.

第二部分：英译汉（50 分）

（一）句子口译（共 5 句，每句 5 分）

1. 英国和中国的联系正在日益加强。
2. 本届年会为我们交换意见提供了理想的场所。

3. 很高兴能与大家一起参加这个以加强共同努力实现贸易便利化为主题的盛会。
4. 目前我们公司已拥有 8 个子公司，33 个海外独资、合资公司和代表处。
5. 总的来说我们的产品在国际市场上销路很好，质量符合国际标准。

（二）段落口译（共 1 段，25 分）

世界经济是一个相互联系的整体。// 发展中国家固然需要发达国家的资金和技术，发达国家也需要发展中国家的原料和市场。// 发展问题的实质是南北关系问题。// 南北关系不根本改善，就难以保证世界和平与稳定。// 这对穷国和富国都是不利的。