



商务英语翻译教程

College Business English
A Course for Translation

- 从商务英语翻译教程这门课的名称来看，他有两个关键词，一个商务英语，一个翻译。这门课就围绕这两方面来进行。
- 说到翻译呢，对于一个优秀的翻译人员的话，理论是基础，实践是真理。
- 也就是说，实践对于学好翻译来说是至关重要的。如果只掌握了理论，而不去实践，是不能成为好的翻译人员的。相反，没有理论系统的学习，而有大量的翻译实践，有可能是以为合格的翻译者。
- 而商务英语翻译除了关系着翻译，还涉及到很多商贸知识。

翻译理论

- 在我国，文字翻译最早开始于春秋时期的《越人歌》，迄今大约有**2500**年的历史，对翻译标准的争论也有**1000**多年，但有关翻译标准在翻译界迄今还没有达成“共识”，即还没有一个大家都认同的翻译标准。
- 翻译是一门推敲的，无唯一答案的课程。
- 国内外翻译标准百家争鸣、百花齐放。

- 信、达、雅”。
- 1898年，严复在《天演论》的《译例言》中说：“译事之难：信、达、雅。求其信，已大难矣！顾信矣，不达，虽译，犹不译也，则达尚焉。”后来一般就把“信、达、雅”当作翻译的标准。
- 用今天的话来说，“信”就是忠实准确，
“达”就是通顺流畅，
“雅”就是文字古雅。

- “功能对等”。
- “功能对等”（Functional Equivalence）翻译准则是由美国著名翻译家尤金.奈达（Eugene A. Nida）博士提出的。在众多的国外翻译家中，奈达的翻译理论可以说对我国的影响最大。他认为，翻译的预期目的主要是原文与译文在信息内容、说话方式、文体、风格、语言、文化、社会因素诸方面达到对等。

- 综观国内外翻译家们的观点，可以得出结论：中外翻译标准其实质上有一致性，即：信息对等。
- 说到底，不管什么样的翻译标准，都离不开一个“真”字，换言之，译文应该是原文信息的真实反映，译者最大限度地将原文作者所赋予原文语言文字的“任务”转译到译文里。

译者应具备的能力

- 翻译过程是一个语言转化的过程，涉及跨语言，跨文化的内容。
- 外语水平能力
- 母语水平能力
- 知识水平能力
商务英语专业行话 术语
- 应用水平能力
- 只有通过练习实践，才能真正提高译者的翻译水平

Business negotiations

- The conclusion of a favorable sale contract results largely from careful and meticulous(极仔细的; 一丝不苟的) business negotiation between the exporter and the importer.
- Trade negotiations in international business background consist of five steps: enquiry, offer, counter-offer, acceptance, and the formation of contract.



Enquiries

- An enquiry is usually made by an importer to an exporter, asking for prices lists, catalogues, samples, and details about the goods or trade terms.
- However, the exporter, on receiving the enquiry, will make a reply to, thus getting the negotiation started. Business negotiations in foreign trade usually commence with an enquiry by an overseas buyer to a seller to inquire about the terms of the sale.

Offers

- Definition
- An offer is a good proposal that is made to a specific individual or entity to enter into a contract. The proposal must contain definite terms and must indicate the offeror's intent to be bound by an acceptance.
- The party that sends the offer is called the offeror and the another party that receives the offer is called the offeree.

Definition of an offer

- A proposal for concluding a contract addressed to one or more specific persons constitutes an offer if it is sufficiently definite and indicates the intention of the offeror to be bound in case of acceptance. (CISG Art 14-1)
- CISG: United Nations Convention on Contracts for the International Sale of Goods 《联合国国际货物销售合同公约》



Withdrawal of offer

- The withdrawal of offer means that the offeror, for some reason, withdraw his offer before it reaches the offeree or before it becomes effective.
- This may happen when the offeror finds that the offer he makes contains some mistake, or that the situation has changed which makes his offer unfavorable to him.

Revocation of offer

- To revoke an offer means that when the offer has reached the offeree, it has become effective, the offeror acts to revoke the offer thus to kill its effectiveness.
- The Convention agrees in principle that an offer is revocable before the note of acceptance is dispatched but provides that on the following two occasions, an offer is irrevocable.
 - A. It indicates, whether by stating a fixed time or otherwise, that it is irrevocable.
 - B. if it was reasonable for the offeree to rely on the offer as being irrevocable and the offeree has acted in reliance on the offer.



Termination of offer

- “An offer, even if it is irrevocable, is terminated when a rejection reaches the offeror” (CISG Art.17).

Offers

- According to different criteria, offers can be classified into various kind:
- Selling offers—offers made by the seller
- Buying offers—offers made by a buyer
- Firm offers or offers with engagement
- Indefinite offers or offers without engagement

Firm offers

- A firm offer or an irrevocable offer or an offer firm, is intended to make a contract with the offeree.
- The terms or conditions put forward in the offer can not be revoked or amended without consents from the other party. Once it is unconditionally accepted by the offeree within its validity, the transaction is completed and a contract is concluded immediately. Until this time, the offer has legally binding force on the both parties.
- Such offer usually has phrases like: “we offer firm, or we make a firm offer for the following goods”.



Indefinite offers

- An indefinite offer is not binding on the offeror, and is stated unclear, incomplete and with reservation. Some expressions can help the reader to identify this nature of the offer, such as, reference price, subject to our final confirmation, subject to being unsold.
- Actually, quotation sheets and price lists can serve as offers without engagement because they only include part of the terms, such as descriptions, specifications and unit prices. They do not include those terms about shipment, payment etc.

Counter-offers

- Definition
- A counter-offer is a reply to an offer that materially alters the terms of the offer.
- The party who has received the offer is not in a position to fully accept the business terms offered. He may make a counter-offer, in which some alternations have been made about the business trade terms, such as, the price or other terms with the purpose of bargaining.
- There are also two kinds of counter-offer: one with engagement and the other is without engagement.

Acceptance (Accept)

- Definition
- An acceptance is an unconditional assent to an offer, or an assent conditioned on minor changes that do not affect material terms of the offer.
- The acceptance, in practice, serves to conclude the business transaction. It must be absolute and unconditional, otherwise, it is not an acceptance but a counter-offer.
- An acceptance may be tendered only by the person to whom the offer is directed.



Formation of contracts

- It is a regular practice in international trade that a written contract is usually signed to bind both the seller and the buyer.
- A formal contract should be prepared in duplicate. Both parties should sign each copy, and each party should keep a sign of it.
- Some of the contracts commonly used in foreign trade are available in printed forms, so that only the date, price, name of commodities, names of parties, and similar particulars are needed to be filled in.

Definition of contracts


- A contract is simply an agreement that defines relationship between one or more parties. A commercial contract, in the simplest term, is merely an agreement made by two or more parties for the purpose of transacting business.
- If the seller works out a contract, it is called a sales contract; or if the buyer works it out, it is called a purchase contract.


Business procedures

- enquiry → offer → counter-offer → acceptance → formation of contract.
- Apply for opening a letter of credit through a bank → receive a complete set of shipping documents → check or examine the documents in strict conformity with each other → apply for the commodity inspection and quarantine → apply for customs entry & customs formalities clearance → collect the consignments from the forwarder at the port of entering → fetch the goods to the plant for production → get the quality certificate from the CCIB (China Commodity Inspection Bureau 中国商品检验局) → complain and claim.

Methods and techniques

- 翻译的形式
- 直译 (literal translation) 不等于对译
- 意译 (free translation)
- 活译 (dynamic equivalence translation)

- 
- They don't know their right hand from their left.
 - I gave my youth to the sea and I came home and gave my wife my old age.
 - All roads lead to Rome.
 - I want to hit the sack and get some Z's.
 - Smashing a mirror is no way to make an ugly person beautiful, nor is it a way to make social problems evaporate.

- 
- Maybe he has cut off his own head and destroyed himself.
 - Cast pearls before swine.
 - She was born with a silver spoon in her mouth.
 - I threw myself in a chair.
 - He has to make a terrible decision.


词类转换 (P.8, 106, 236)


- 英语名词转换成汉语动词（与英语中名词转为动词词义不同）


All I wanted was to go somewhere, all I wanted was a change. 我只不过是想到别的地方去，我只想换换空气。

- 英语名词转换为汉语形容词，副词

He noticed a very close agreement between the two countries on the problem. 他注意到两国在这问题上的意见是非常一致的。

- 
- The application of electronic computers makes for a tremendous rise in labour productivity.
 - There is considerable debate about how best and how much to reduce income inequality.
 - The board of directors will hold a consultation about the matter.
 - The firm has a large business connection.

- 
- There is a large attendance at the Fair.
 - Withdraw of offer
 - Revocation of offer
 - Termination of offer
 - Without his consent or confirmation
 - She is a real beauty.
 - Independent thinking is an absolute necessity in study.

- 
- We find difficulty in solving this problem.
 - It is our great pleasure to note that shipbuilding industry is developing vigorously.
 - The blockade was a success.

翻译中的省略, 增减

- 人称代词的省略

- 英语冠词的省略


The blood-red sun sank below the horizon. 火红的太阳沉入地平线。


- 增减法
增词法


An American officer slipped on a banana skin. 一个美国军官踩在香蕉皮上滑到了。


减词法


Could you help me in any way?
你能帮帮我吗?


- 
- Don't put your hands in your pocket.
 - I am afraid she will come.
 - We had much rain last summer.
 - We live and learn.
 - They say he is a genius.
 - Give him an inch and he'll take an ell.
 - Liquids are like solids in that they have definite volume.
 - The average American changes his or her job nine or ten times during his or her working life.


- 
- In most cases, bona fide party to an international sales contract will do his best to perform his duties either as a seller or a buyer.
 - It is not rare that either party to a contract may fail to perform his duties, or his performance is inconsistent with the terms provided on the contract.
 - The atom is the smallest particle of an element.
 - Go into the garden and give an eye to the children.
 - He has an eye for beauty.
 - Please give me the letter you received yesterday.


- 
- She is quite a beauty.
 - He is the man I want to see.
 - Take the medicine.
 - The dean had a lot of work to do before the meeting.
 - Science demands of men great efforts and complete devotion.
 - In the evening, after the banquets, the concerts and the table tennis exhibitions, he would work on the drafting of the final communique.
 - I could knit when I was seven.

- 
- Steel and iron products are often coated lest they should rust.
 - Air is a mixture of gases.
 - Things in the universe are changing all the time.
 - The design is considered practical.
 - Matter can be changed into energy and energy into matter.
 - This is the first step toward the solution of air pollution.

- 
- Our railway system is being improved.
 - The lion is the king of the animals.
 - Reports of new successes keep pouring in.
 - Studies serve for delight, for ornament or for ability.
 - At the meeting he made a speech, eloquent and energetic.
 - These early cars were slow, clumsy, and inefficient.
 - He is queer.

- 
- Arrangements have been made to give the foreign guests a warm welcome.
 - Where was his smile and hearty hand grasp.
 - Once you are in, you wouldn't be allowed to get out.
 - He entered the room, his coat covered with snow and his nose red with cold.
 - There are still many difficulties ahead which we must not overlook.

- 
- It seems incredible that he has finished the work so soon.
 - He believes it necessary to learn some rules before doing it.
 - The day when he was born remains unknown.
 - Early to rise and early to bed makes a man healthy.
 - The year of 1949 saw the founding of the People's Republic of China.


- 
- You don't look very well today.
 - He shrugged his shoulders, shook his head, cast up his eyes, but said nothing.
 - Rumors had already spread along the streets and lanes.

被动句的翻译

- 英语中的被动句既可以译成主动句，又可以译成被动句，还可以根据汉语表达形式译成无主句，判断句等。
- **It was founded in 1993...**
它创建于1993年（主动句）
- **They are ratified by members' parliaments.**
它们经成员国议会批准。（主动句）
- **If the scheme is approved, work on the project will start immediately.**
如果方案被批准了，这项工程将立即动工。（被动句）

- Two days were allowed them for making the necessary preparations.
给了他们两天的时间来做准备。（无主句）
- Printing was introduced into Europe from China.
印刷术是从中国传入欧洲的。（判断句）
- Our price has already been closely calculated.
我方价格是经过精密核算的。（判断句）

- 有些英语的被动语态译成中文时，可以按中文习惯加上 受，被，给，让...给，遭到，把，使，由，为...所，用，靠，予以等。
- Vegetable oil has been known from antiquity.
植物油自古以来就为人们所熟悉。
- She was blamed for everything her sister did.
- The lights have been turned on by him.

- 
- The crops were washed away by the flood.
 - The finished products must be carefully inspected before delivery.
 - He was elected chairman of the Students' Union.
 - Boats are moved by oars or by the wind.

- 合并法：将两个或两个以上词义相同或相近的词组翻译成一个词。
- 单词合并
Tom's father is dead and gone.
汤姆的父亲死了。
- He suffered aches and pains all over.
- She was frightened into shaking and trembling.
- null and void 无效
- terms and conditions 条款
- few and far between 稀少
- free and clear 无



- 句子合并

she waited, but in vain.

她白等了。

- He was born poor and poor he remained all his life.

- The train had left before he got to the station.

- Study hard before it is too late.

定语从句的翻译


■ 五大步骤

区分主从→紧缩主干→辨析词义→调整搭配→润饰词语。

■ 定语从句常可译为：定语结构，并列结构，谓语结构，独立句，简单句，状语结构等。


译为定语结构

- 较短的定语从句比较容易理解与其它成分之间的关系，翻译时，可将从句译为定语结构，“的”字结构，直接放在被修饰词的前面。只要句子较短，无论是限定性定语从句，还是非限定性定语从句，都可以采用这种方法。

- 
- A crane can be defined as a machine which lifts heavy pads and displaces them horizontally.
 - Congress made public a survey of human rights in 105 countries that received U. S. aid.
 - The sun, which had hidden all day, now came out in all its splendor.
 - If one object is charged with the same kind of electricity as appears on another near by, the two objects will repel each other.

译为并列结构

- 有些定语从句与主句的关联不大紧密，或意思比较独立，在逻辑上有追述，描写，转折等作用。这是一般把定语从句译为前置或后置的并列结构。
- 翻译非限定定语从句，这种方法更加常见。

- 
- Archimedes' principle applies to liquids, by which we mean all liquids and gases.
 - At dinner I found myself placed between Mrs. Bradley and a shy drab girl, who seemed even younger than the others.
 - Isabel was a tall girl with the oval face, straight nose, fine eyes and full mouth that appeared to be characteristic of the family.
 - You compare her with your English women who wolf down from three to five meat meals a day; naturally you find her a sylph.

译为谓语结构

- 将原主句的主谓宾结构压缩成汉语的词组作译文的主语，把定语从句转译为谓语，合并成一个句子。
- We are a nation that must beg to stay alive.
- She had a balance at her banker's which would have made her beloved anywhere.

译为独立句


- 由于非限定性定语从句与主句的关系比较松散，所以很多情况下可以转译为独立的句子，关系代词只作为一般的代词，从句也变为句子的主体。
- Once was a violent thunderstorm, the worst I had ever seen, which obscured my objective.
- He had talked to the vice-president, who assured him that everything that could be done would be done.


译为简单句

- 限定性定语从句与主句的关系比较密切，因此可以把主句和从句合并在一起，变成简单句。这类句子常含有**there be**等结构。
- Is it history you are reading?
- The oil tanker carries crude oil to a refinery, where the oil is processed.
- There were men in the crowd who had stood there every day for a month.

译成状语从句


- 有些从句形式上是定语从句，但在语法功能及深层含义以上却起着状语从句的作用，表示时间，地点，原因，结果，目的，让步，条件，假设等。
- To make an atom bomb we have to use uranium 235, in which all the atoms are available for fission.

- 
- We recognize the need to establish and develop institutions which help to tame the unbridled exercise of power.
 - He would be a rash man who should venture to defy world public opinion and act arbitrarily.

- 
- Formality has always characterized their relationship.
 - Most U.S. spy satellites are designed to burn up in the earth's atmosphere after completing their missions.
 - He is not very familiar with the biological terms.
 - They returned game and glee.
 - The new contract would be good for ten years.
 - Her voice rings through the whole house.


否定句的翻译

- 双重否定句：肯定译法(正译法) 和否定译法。
- No children will be admitted unless accompanied by an adult.
无大人陪伴，小孩不得入内。
- Don't come unless I telephone.
- There is no rule that has no exceptions.

- 
- There is no steel not containing carbon.
 - Nothing is impossible to a willing heart.
 - We shouldn't be careless of consequences.
 - Unusual occurrences in exporting are not uncommon.
 - An elaborate banquet consisting of 8 to 12 courses in business entertainment is not uncommon in many Asian countries.

双重否定

- 主 + never + V....+but + 从句...
主 + never + V. + without + V-ing...
每...必...
- There is no + 名词 + but + V...
没有一个...不...
- ...few + 名词 + but + V...
几乎每个...都...

- 
- He never goes to a bookstore but he buys some books.
 - He never goes to a bookstore without buying some books.
 - There is no mother but loves her children.
 - I know few people but are concerned about the air pollution.

部分否定

- All, both, every... not
并非 ...所有, 两者, 每一
not always, not necessarily 未必是
- All men are not honest.
- Both his parents are not living.
- This train doesn't stop at every stop.
- The rich are not always happy.
- Leaves are not necessarily green.

表示“也不”的倒装句型

- 否定句 + and + 主语 + 助V. (aus.) + not, either (也不)
否定句 + and + nor, neither + 助V. (aus.) + 主语
- You do not smoke, nor do I.
- You do not smoke, and I don't either.


否定句型

- The last + 名词... + to +V. ,that (clause)...
再怎么也不会的， 最不可能的
- He is the last man for me to invite.
- This was the last thing I would do.

- Fail to + V. = be unable to + V.
未能， 没有
- Not, never, fail to + V. = V. + without fail
一定， 务必
- He failed to follow my advice.
- I never fail to keep my word.
- I keep my word without fail.

- Sb. + be above + V-ing, N.
耻于, 不屑
- He is above such conduct.
- He is not above asking questions.
- Far from = anything but = by no means =
not... at all = not... in the least
绝不
- He is far from honest.
- His explanation is far from satisfactory.


- Nothing but = only 只是 仅仅
- All but = almost 几乎
- Cannot but 不得不 禁不住
- He was nothing but a child.
- He was all but drowned.
- He cannot but laugh.


- 
- It goes without saying that...
Needless to say
不用说
 - It goes without saying that education is important.
 - Needless to say, education is important.
 - Cannot...too
愈...愈好, 再...也不为过
 - A student cannot be too diligent.

- Not so much (A) as (B)
与其说A不如说B
- He is not so much diligent as clever.
- There is no + V-ing
It is impossible to + V.
不可能
- There is no knowing what may happen in the future.
- Leave nothing to be desired = be perfect
毫无缺点
- Your work leaves nothing to be desired.

长句的翻译

- I was on my way home.
- I was on my way home from tramping about the street.
- I was on my way home from tramping on the street, my drawings under my arm.
- I was on my way home from tramping on the street, my drawings under my arm, when I found myself in front of the gallery.
- 划清主干——化整为零（分层次）——分而译之——化零为整

- 
- 断句译法，即将长句断开后化整为零，分而译之。断句主要是把各种后置修饰语与其被修饰成分拆开，然后单独叙述。
 - He felt that books and the knowledge in them were part of a world that was against him, a world to which he did not belong and which he did not want to enter, the world of which the teachers were representatives and symbols.

- 
- 逆序法：再重新组合语言的过程中，经原文的一些语句顺序打乱，或前置，或后置。
 - They remarked now he took a different seat from that which he usually occupied when he chose to attend divine worship.

- 顺序法：按时间的先后顺序，逻辑的先后安排来翻译。这种译法与汉语的表达顺序基本相同，可顺译而为。
- The Security Council shall hold periodic meeting at which each of its members may, if it so desires, be represented by a member of the government or by some other specially designated representative.

- 转句译法，即把长句中的某些词，词组转移成句子。
- Pressure of work has somewhat delayed our tour; anyway, another hour's ride will bring us to the village.
由于工作很忙，行程稍迟了一些；不管怎样，只要在行车一小时，我们就可以到达那个小村庄。（主语转句）
- After an hour, the trail took them by a low, spreading tree strung thickly with beads.
走了一个小时，他们走到了一个矮矮的枝繁叶茂的树旁，树上密密麻麻地挂满了念珠。（定语转句）

状语从句的翻译

- 翻译状语从句涉及的主要问题是语序问题。英汉两种语言的思维方式表达习惯不尽相同。英语的方式，比较，结果等状语从句一般为与主句之后，其它状语从句的位置则比较灵活。汉译时，应根据汉语的表达习惯，比较和结果状语从句放在主句之后，方式状语从句可前可后，其它状语从句通常在主句之前。




- 状语从句前置

- We can certainly overcome these difficulties so long as we are closely united.
(条件)


- 状语从句后置


- The temperature in the sun is so high that nothing can exist in solid state. (结果)


- 
- 状语从句的转译
 - New things always have to experience difficulties and setbacks as they grow.
 - When you have tanks of air on you, you can stay in deep water for a long time.
 - If children are so well able to learn their mother tongue, it is precisely because they plunge themselves into the sea of language instead of reading a few textbooks only.
 - Skill and patience will succeed where force fails.

主语从句的翻译

- 由代词what, how,等引导的主语从句，常译为“（所）...的”结构。
- What is hard is to do good all one's life and never do anything bad.
- How the advanced worker managed to raise production is of interest to us all.

- 
- **Whatever, whoever**等连词引导的主语从句，是**what, who**等的强调形式，一般译为“所...的一切”，“无论谁...都”。
 - **Whatever he saw and heard on his trip gave him a very deep impression.**
 - **Whatever was said here must be kept secret.**
 - **Whoever fails to see this will make a big blunder.**

- 
- 由**that, what, whether**引导的主语从句，一般位于句子的后面，代词**it**作形式主语放在句首。**It**有时可以省略不译，但表示强调时应译出。
 - It is often asked what the mechanism of cancer is.
 - It doesn't make much difference whether he attends the meeting or not.

- 
- It is a fact that the U.S. has sent his fleet to all parts of the world.
 - It is common sense that a liquid has no definite shape, yet it has a definite volume.
 - 主语从句可以直接放在句首，翻译时可按原句语序。若表示强调，隐含的it应译出。
 - That she is still alive is a consolation.
 - That theory must go hand in hand with practice is a principle we should always keep in mind.

宾语从句的翻译

- 翻译由that, what, how, whether, if等词引导的宾语从句时，一般不改变语序。
- I told him that because of the last condition, I'd have to turn it down.
- 代词it做先行形式宾语时，汉译时不改变语序，it省略不译。
- Nutritional experiments have made it evident that vitamins are indispensable for one's health and growth.

- 从句作介词in的宾语时，常译为原因状语从句，可译为“因为...”，“在于...”，“是由于...”等来表达。介词**except, but, besides, except that**等后面的宾语从句，常采取断句译法，译为并列分句。
- Liquids are different from solids in that liquids have no definite shape.
- His account is correct except that some details are omitted.


表语从句的翻译

- **That (this) is why...** 句型有两种翻译方法：
一种是顺译，译为“这就是为什么...”，这就是...的原因”；另一种是倒译，译为“...，原因就在这里。”
- **This is why we decided to put the discussion off.**
这就是我们决定推迟讨论的原因。
我们决定推迟讨论，原因就在这里。

- **This (It) is because...**
采取顺译的方法，译为“这是因为...”，“这是由于什么的缘故...”等。
- **This is because people engaged in changing reality are usually subject to numerous limitations.**
- **This is what...**
采取顺译或倒译，译为“这就是...的内容”，或“...就是这个意思”。
- **This is what we have learned in this article.**

同位语从句的翻译

- 同位语从句一般由**that**引导，在**idea, hope**等先行词后，进一步解释说明。可以采取顺序法，换序译法。
- 顺序法：不改变语序，根据需要将先行词译为动词，变为主句谓语。
- The thought came to him that maybe the enemy had fled the city.
- He was allowed to go swimming on condition that he kept near the other boys.

- 
- 换序译法：把同位语放在句子的前面；或者放在先行词的前面，适当改变先行词的词性。
 - **There is no possibility that human beings will ever be controlled by robots.**
人类受机器人控制是不可能的。
 - **The announcement that all flights were cancelled because of bad weather distressed the waiting passengers.**