**江苏城市职业学院常州办学点\_五\_\_\_年制高职**

**2017 —2018 年度第二学期期末（A/B）试卷**

**《外贸英语函电与单证2》　复习范围**

1. Put the following Chinese terms into English**：**

函电的基本术语和一些重要的外贸用语需做到汉译英与英译汉都可以互翻。

1．实盘 2．信用证 3．提单 4．市场调研 5．询盘

6．原材料 7．折扣 8．首席执行官 9．付款方式10．价目单

1. 建立业务关系 2. 装箱单… 3. 平安险 4. 一式三份 5. 销售确认书

6. 便于存档 7.商业发票 8. (仅)供参考 9. 海运保险函 10.商会

11.唛头 12.与……做生意 13. 向某人订购某物 14.装货说明 15.保险费率

16.询购…… 17.带有图片说明的目录表 18.FOB 19.CIF 20.还盘

二．Translate the following sentences

1.我公司经营电子产品的进出口业务，希望与贵方建立商业关系。

2.一收到你方具体询价，我们将电告报价。

3.虽然我方想满住足你方要求，但歉不能按照你方要求降低价格。

4.因我急需此货，请尽力将我们所定货物于6月底按期装运。

5.请务必于下月初开出信用证，准许分批装船和转船。

6. 我们是国营公司,专门经营桌布出口业务｡ 我们乐于与你公司建立业务关系。

7. 我们冒昧自荐,希望和你们做生意。

8. 随函附上公司概况､业务范围和其他方面的小册子一本,供参考｡

9. 对于贵公司提供的信息，我们一定会严格保密。

10. 如果能告知他们的财务状况，我们将不胜感激。

11. 请报标的商品的最低价为感｡报盘时,请说明包装情况及最早装运期,并寄商品说明书｡

12. 我们相信该产品在你处会有现成的市场。

13. We enclose a list of products we are exporting and trust some of these items will be of interest to you.

14. We shall be pleased to receive your enquiries for machinery made in U.S.A…

15. When quoting , please let us have your prices on CIFC 3% ，stating the earliest shipment since the season is coming soon.

16. The beneficiaries have written to us to the effect that they are without the L/C to this date. Please do your utmost to ensure the payment without delay.

17. Your claim should be referred to the insurance company.

18. We have seen your advertisement in the Overseas Journal and would be glad to have price list and details of your terms.

19. Please quote your lowest price CIF Singapore for each of the following items, inclusive of our 3% commission.

20. Through the courtesy of Mr. Bush, we are given to understand that you are one of the leading importers of electric goods in your area and wish to enter into business relations with us.

21.We take the opportunity to introduce ourselves as large importers of fertilizers in our country.

22. This offer must be withdrawn if not accepted within three days.

23. This offer expires on August 20, 2007. Your immediate reply by e-mail would be appreciated.

三、Structures of the business letter：

有关对外贸易环节中的各项函电信的惯用结构，语言和格式规范

**For letters requesting for the establishment of business relations**

1. Telling the prospective customers how and where their names and addresses are known

2. Self-introducing

3. Indicating your purpose and desire

4. Expressing your expectation

***Letter of inquiry.***

For letters making inquiries

1. Telling the addressees how and where their names and addresses are known (source of information)

2. Self-introducing

3. Indicating the intention of writing the letter and the specific goods you want to purchase

4. Inviting a quotation or an offer (asking for a price list, a catalogue, samples and other terms, stating clearly your exact requirements)

5. Stressing the point that the quotation or offer should be reasonable and competitive; Stating the possibility of placing an order and expectation of an offer

***Letter of offer.***

For letters making offers

1. Expressing your thanks for the inquiry, if any

2. Indicating all the details of the goods and the main terms of transaction as requested

3. Indicating the period for which the offer is valid if it is a firm offer, or remarking to the effect that the offer is made without engagement

4.Making favorable comments on the goods themselves and the prices or drawing the customer’s attention to other products likely to interest the buyer (It is not necessary the case however.)

5. Expressing your hope for an order

1. Writing**：**
2. 外贸工作流程中设计的英文信函（写作主观题，根据函电写作要求）

On behalf of the addresser, compose a letter according to the given information and message. Remember to arrange the necessary parts in proper form as they should be set out in a business letter

1. 销售函 2. 报盘函 3.付款函 4.装运函 5.询盘函

On behalf of the addresser, compose a letter according to the given information and message. Remember to arrange the necessary parts in proper form as they should be set out in a business letter

(1) Sender’s Name: Guangdong Foreign Trade Development Corp. (exporter)

(2) Sender’s Address: 779 East Dongfeng Road, Guangzhou, China

(3) Sender’s Cable Address: 5527 GFTDC

(4) Sender’s Telex: 44388 GFTDC CN

(5) Sender’s Fax Number: 86-20-83328156

(6) Date: September 15, 2007

(7) Receiver’s Name: H. J. Wilkinson & Co. Ltd., importer

(8) Receiver’s Address: 245 Lombart Street, Lagos, Nigeria

Message (1) 向对方确认桌布(table-cloth)的订单｡

(2) 去函目的是希望进一步明确订单的细节,并请求对方在明确包装情况及最早装运期,同时表示希望得到对方的商品说明书和样品｡

(3) 强调如订单顺利,你们将定期向对方大量订购｡

(4) 表示希望能在双方互利的情况下达成交易｡