

外贸函电-题库

1、 Thank you for your efforts _____ pushing the sales of our products.

- A、 in
- B、 of
- C、 on
- D、 for

答案: A

2、 In the past years, we have made efforts to develop business _____.

- A、 in this line
- B、 in line
- C、 in the session
- D、 on this time

答案: A

3、 We have the _____ to receive your early reply.

- A、 pleased
- B、 please
- C、 pleasure
- D、 pleasing

答案: C

4、 While _____ an order for the first time, a letter of credit is often used.

- A、 collecting
- B、 planning
- C、 placing
- D、 receiving

答案: C

5、 We confirm exchange of letters _____ the subject article.

- A、 to regard
- B、 regarded
- C、 regarding
- D、 is regarded

答案: C

6、 _____ is our Sales Confirmation in duplicate, a copy of which please sign and return to us for our file.

- A、 Enclose
- B、 Enclosed
- C、 Enclosing
- D、 Encloses

答案: B

7、 As we have quoted you our rock-bottom price, we regret that we are unable to _____ any counter-offer.

- A、 accepting
- B、 entertain
- C、 receiving
- D、 take

答案: B

8、 We hope to receive your quotation with details _____ the earliest date of shipment.

- A、 including
- B、 to be included
- C、 being included
- D、 include

答案: A

9、 Should your prices _____ found competitive, we intend to place an order with you.

- A、 is
- B、 be
- C、 are

D、 to be

答案: B

10、 Please see to it that the goods we ordered are shipped as soon as the covering letter of credit _____ you.

A、 gets

B、 comes

C、 arrives

D、 reaches

答案: D

11、 翻译信函: Dear Sirs, Invoice No. 11CM184 We give full details of shipment to you under documentary credit number 560101101 as follows: Port of loading: Shanghai port of China Port of discharge: IZMIR TURKIYE Weight: 3,251.80KGS Value of goods: USD20,957.33 Shipment date: Aug 21st, 2016 Vessel name: XINPUDONG/V. 1134W Description of goods: Cosmetic pencil We are glad to have been able to execute your order as contracted and trust that the goods will reach you in good time to meet your need and that they will turn out to your entire satisfaction. Availing ourselves of this opportunity, we wish to assure you of our prompt and careful attention at all times. Yours faithfully,

答案: 尊敬的先生: 发票号 11CM184 我方将第 560101101 号跟单信用证项下的全部装运细节如下: 装货港: 中国上海港 卸货港: 伊兹密尔 土耳其 重量: 3251.80kg 货物金额: 20957.33 美元 装运日期: 2016 年 8 月 21 日 船名: 新浦东/V. 1134W 商品描述: 化妆笔 我们很高兴能按合同执行你方的订单, 相信货物会及时到达你方, 以满足你方的需要, 并使你方完全满意。利用这一机会, 我们愿随时向您保证, 我们会及时、认真地予以关注。

12、 We have _____ at 30 days' sight for the amount of the invoice.

A、 written to you

B、 called on you

C、 sent to you by air

D、 drawn on you

答案: D

13、 For future deal D/P will be acceptable if the amount is not up to GBP1,000.

A、 involved

- B、 involve
- C、 involving
- D、 Involves

答案： A

14、 As we must adhere to our customary practice, we hope that you will not think us .

- A、 Accommodate
- B、 unaccommodated
- C、 accommodating
- D、 unaccommodating

答案： D

15、 Please that the L/C stipulations are in accordance with those of the sales confirmations.

- A、 see to it
- B、 seeing
- C、 see
- D、 to see

答案： A

16、 We advised the bank to amend the clause " partial shipment are permitted " .

- A、 to reading
- B、 to read
- C、 to be read
- D、 to be reading

答案： B

17、 We inform you that we have opened an irrevocable credit London Bank in your favor.

- A、 at
- B、 in
- C、 on
- D、 with

答案: D

18、Our products are packed in cartons lined _____ poly sheet.

- A、 with
- B、 in
- C、 within
- D、 among

答案: A

19、Because there is no direct steamer from here to your port, we suggest that you accept _____ at Hong Kong.

- A、 transfer
- B、 transship
- C、 change
- D、 transshipment

答案: D

20、We will do our best to expedite _____ to meet your requirements in time.

- A、 sailing
- B、 shipment
- C、 date
- D、 deadline

答案: B

21、We are sure that _____ your prompt attention.

- A、 meet
- B、 will meet with
- C、 will meet
- D、 met

答案: B

22、请将下列英文函电翻译成中文。Dear Sirs, Your Letter of Credit No. 1221 covering 5,000 metric tons of Shandong Groundnut Oils has been received today. Upon checking the L/C with the contract, we regret to find that it contains some discrepancies which please

amend as follows: (1) The contract number should be 823/1221 instead of 832/1221. (2) The goods are to be packed "in drums of 200kgs each" instead of "in drums of 100kgs each". (3) Please delete the insurance clause as business is closed on CFR basis. (4) Since direct steamers from here to your port are few and far between, please amend the L/C to read "transshipment allowed". As the goods have been ready for shipment for quite some time, you are requested to rush amendments to the covering L/C as soon as possible, thus facilitating our execution of your order.

答案： 先生，你方 5000 公吨山东花生油的第 1221 号信用证，今天已收到。在核对信用证与合同后，我们遗憾地发现其中有一些不符之处，请修改如下：(1) 合同编号应为 823/1221，而不是 832/1221。(2) 货物应当“每桶 200 公斤”而不是“每桶 100 公斤”。(3) 由于业务以 CFR 为基础达成，请删除保险条款。(4) 由于从这里到贵港的直达船很少，请将信用证修改为“允许转船”。由于货物已备妥待运相当长一段时间，请你方尽快修改有关信用证，以便我方执行你方订单。

23、假设你是南京德创伟业进出口有限公司(Nanjing Dechuangweiye Import & Export Co., Ltd)的业务员 Cathy Lee, 你公司主要经营各种五金产品(Hardware)。一位加拿大客户从网上了解到你公司的情况并给你公司发来邮件，希望购买你公司的产品。请根据该邮件给你的客户回信，写信时间为 2017 年 10 月 9 日。

Carters Trading Company, LLC

P.O.BOX8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL: 0016137893503
FAX: 0016137895107E-MAIL: CARTER @MSN.COM

To: cathy@msn.com Date: Oct 8, 2017 9: 10 am Subject: Hello Dear Ms. Cathy Lee, Having obtained your name and address from the Internet, we are writing to you to establish long-term trade relations. We have been one of the leading importers of hardware in our country and enjoyed high reputation in USA markets. At present, we are interested in your products and will appreciate it if you could send us your latest catalogues. If the quality of products is satisfactory and the prices are competitive, we trust important business can materialize. We are looking forward to your early reply. Yours sincerely, Carters Trading Company, LLC Joe Brown

答案： Nanjing Dechuangweiye Import & Export Co., Ltd. Hongwu Road 16#, Nanjing 210004 P. R. China TEL: (025) 84217836 FAX: (025) 84217835 ZIP CODE: 210004 Oct. 9, 2017 Carters Trading Company, LLC P.O. BOX 8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL NO.: 0016137893503 FAX NO.: 0016137895107E-MAIL: CARTER @MSN.COM Dear Mr. Joe Brown, With reference

to your letter of Oct 8, 2017, we are glad to learn that you wish to enter into trade relations with our company. In compliance with your request, we are sending you our latest catalogues covering our best sellers of this year. If you find any items are of interest to you, please let us know your specific enquiry, and our quotation will be forwarded without delay. Yours faithfully, Nanjing Dechuangweiye Import & Export Co., Ltd. Cathy Lee

24、信函内容如下：敬启者：从网上得知贵公司的名称和地址，并了解到你公司主要经营罐头食品的进出口。今特致函与你，希望能与你公司建立起长期的业务关系。我公司是一家大型外贸公司，从事进出口业务已有近 20 年，信誉良好。我们对贵公司的产品很有兴趣，若能提供贵公司的有关产品的目录和价目单，将不胜感激。如果价格合理且交货期可接受，相信能成交大笔交易。谨上发件人详细信息：L. P. G. International Corporation 333 Barron Blvd. , Ingleside , Illinois(United States) , 60041Tel: 1 847 543-4658 Fax: 1 847 543-7152E-mail: lpg@msn.com

答案：L. P. G. International Corporation 333 Barron Blvd. , Ingleside , Illinois(United States) , 60041Tel: 1 847 543-4658 Fax: 1 847 543-7152E-mail: lpg@msn.com
Dear Sirs, Having obtained your name and address from the Internet, we learned that you are handling the import and export of canned goods. And now we are writing to you to establish long-term trade relations. We have been importers of canned goods for many years and enjoyed high reputation in our country. At present, we are interested in your products and will appreciate it if you could send us your latest catalogues and quotations. If the prices are in line and the time of shipment is acceptable, we trust important business will be closed. Yours faithfully

25、加拿大 Carters Trading Company, LLC 的业务员 Joe Brown 先生在 2017 年广交会上看到了南京德创伟业进出口有限公司(Nanjing Dechuangweiye Import & Export Co., Ltd)的产品，对他们的 Hand-made Gloves 非常感兴趣，也与该公司的业务员 Cathy Lee 取得联系，并索取了相关资料。回国后经过市场调查，Joe Brown 先生于 2017 年 10 月 11 日向南京德创伟业进出口有限公司的业务员 Cathy Lee 发去询盘并索要样品，请你帮 Joe Brown 先生撰写这封函电，对方的邮件地址为 cathy@msn.com。加拿大 Carters Trading Company, LLC 详细信息：Carters Trading Company, LLC P.O. BOX8935, NEW TERMINAL, LATA. VISTA, OTTAWA, CANADATEL: 0016137893503 FAX: 0016137895107E-MAIL: CARTER @MSN.COM

答案：Carters Trading Company, LLC P.O. BOX8935, NEW TERMINAL, LATA. VISTA, OTTAWA, CANADATEL: 0016137893503 FAX: 0016137895107E-MAIL: CARTER @MSN.COM
To: cathy@msn.com Date: Oct 11, 2017 Subject: Hello
Dear Ms. Cathy Lee, We are glad to inform you that we are interested in your hand-made gloves. There is a steady demand here for gloves of high quality and, although sales are not particularly high, good

prices can be obtained. Will you please send us a copy of your catalogue for gloves, with details of your prices and terms of payment? We should find it most helpful if you could also supply samples of which the gloves are made. We are looking forward to your early reply. Yours sincerely, Carters Trading Company, LLC Joe Brown

26、信函内容如下：敬启者：我们从网上了解到贵公司的名称和地址，并且得知你们是服装行业的主要出口商之一。我们有意订购你们货号为MS1201的男式睡裤(MEN' S DORM PANT)，希望你们能寄来男式睡裤的详细资料，包括价格和颜色，并给我们提供该货号不同颜色的样品，以便我们能对你方商品的质量和价格有所了解。如果你们的价格和质量具有吸引力，我们将下订单。期待您的早日回复。谨上发件人信息：L. P. G. International Corporation 333 Barron Blvd. , Ingleside , Illinois(United States) , 60041Tel: 1 847 543-4658 Fax: 1 847 543-7152E-mail: lpg@msn.com

答案：L. P. G. International Corporation 333 Barron Blvd. , Ingleside , Illinois (United States) , 60041Tel: 1 847 543-4658 Fax: 1 847 543-7152E-mail: lpg@msn.com Dear Sirs, Having obtained your name and address from the Internet, we learned that you are one of the leading exporters of garments. We' re interested to buy Men' s Dorm Pant (Art. No. MS1201). Please send us details of this item, including prices and colors, and also send us samples of different colors, so as to acquaint us with the quality and price of your supplies. If the prices are attractive and the quality of your products is satisfactory, we could place a firm order. We are looking forward to your early reply. Yours faithfully,

27、假设你是南京德创伟业进出口有限公司(Nanjing Dechuangweiye Import & Export Co., Ltd)的业务员Cathy Lee，加拿大Carters Trading Company, LLC的Joe Brown先生给你公司发来邮件，向你询盘。请根据该邮件向你的客户发盘，写信时间为2017年10月13日。信中主要要点如下：1. 来信中要求的目录和样品已寄出；2. 商品和数量：5000副手套(Hand-made Gloves)；3. 价格：每套USD2.38 CIF 多伦多；4. 装运：货到后两个月内装运；5. 支付：不可撤销即期信用证；6. 包装：1200副一纸箱；7. 该发盘有效期为10天。8. 南京德创伟业进出口有限公司的信息：地址：Hongwu Road 16#, Nanjing 210004 P. R. China 电话：(025) 84217836 传真：(025)84217835 邮编：210004 客户来函如下：

Carters Trading Company, LLC

P.O.BOX8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL: 0016137893503
FAX: 0016137895107E-MAIL: CARTER @MSN.COM

To: cathy@msn.com Date: Oct 11, 2017 Subject: Hello Dear Ms. Cathy Lee, We are glad to inform you that we are interested in your hand-made

gloves. There is a steady demand here for gloves of high quality and, although sales are not particularly high, good prices can be obtained. Will you please send us a copy of your catalogue for gloves, with details of your prices and terms of payment? We should find it most helpful if you could also supply samples of which the gloves are made. We are looking forward to your early reply. Yours sincerely, Carters Trading Company, LLC Joe Brown

答案: Nanjing Dechuangweiye Import & Export Co., Ltd. Hongwu Road 16#, Nanjing 210004 P. R. China TEL: (025) 84217836 FAX: (025)84217835 ZIP CODE: 210004 Oct. 13, 2017 Carters Trading Company, LLC P. O. BOX 8935, NEW TERMINAL, LATA. VISTA, OTTAWA, CANADA TEL NO.: 0016137893503 FAX NO.: 0016137895107 E-MAIL: CARTER @MSN.COM Dear Mr. Joe Brown, We have received your enquiry of Oct. 11 and thank you for your interest in our products. A copy of our illustrated catalogue is being sent to you today, with samples you requested. We would like to quote as follows: Commodity: Hand-made Gloves Quantity: 5000 sets Price: USD2.38 CIF Toronto per set Shipment: Within 2 months from receipt of the relevant L/C Payment: By irrevocable Letter of Credit at sight Packing: 1200 sets to a carton Validity: 10 days We are looking forward to your initial order. Yours faithfully, Nanjing Dechuangweiye Import & Export Co., Ltd. Cathy Lee

28、假设你是世格国际贸易公司 (DESUN TRADING CO., LTD.) 的业务员 Minghua Zhao, 加拿大 NEO 公司 (NEO GENERAL TRADING CO.) 给你公司发来邮件, 向你询盘。请根据该邮件与报价资料向你的客户发盘, 写信时间为 2017 年 10 月 16 日。客户来函如下:

NEO GENERAL TRADING CO., LTD.

#362 JALAN STREET, TORONTO, CANADA TEL: (+01)7708808 FAX: (+01)7701111E-MAIL: andy@neo.com

Oct 14, 2017 DESUN TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623 JINLIN RD., SHANGHAI, CHINA TEL NO.: (021)82588666 FAX NO.: (021)82588999 E-MAIL: desun@msn.com Dear Mr. Zhao, Thank you for your letter of Oct 12, 2017 and your latest catalogue. We are much impressed by your DR series, especially DR2010, DR2202, DR2211, DR2300 and DR2401. It would be appreciated if you could quote us your best price on FOB Shanghai, CFR Toronto & CIF Toronto all including 5% commission. Meanwhile we would like to have some samples of the above items for our customers to test before we could place a firm order. If the lab tests go well, and your prices are competitive, we'd certainly be able

to place a substantial order. We are looking forward to your early reply. Yours faithfully, NEO GENERAL TRADING CO., LTD. Andy Burns

报价资料如下:

报价资料

Commodity

Article Number

FOBC5 Shanghai per set

CFRC5 Toronto per set

CIFC5 Toronto per set

20-Piece Dinnerware Set

DR2010

USD17.69

USD20.12

USD20.34

47-Piece Dinnerware Set

DR2202

USD19.81

USD24.63

USD25.01

95-Piece Dinnerware Set

DR2211

USD23.09

USD30.85

USD31.26

15-Piece Tea Set

DR2300

USD12.30

USD15.61

USD15.83

35-Piece Dinnerware and Tea Set

DR2401

USD21.35

USD25.12

USD25.58

注：

1. 上述价格均按 20'FCL 计算 (DR2010： 400 箱； DR2202： 343 箱； DR2211： 254 箱； DR2300： 437 箱； DR2401： 542 箱)。
2. 包装如下： DR2010、 DR2300 一套/纸盒， 二套/箱； DR2202、 DR2211、 DR2401 一套/纸箱。
3. 即期信用证付款。
4. 证到后两个月内出运。
5. 保险按 110% 发票金额投保水渍险、 破损破碎险和战争险。
6. 有关样品已航空寄出。
7. 该发盘有效期为 7 天。

答案： DESUN TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623 JINLIN RD., SHANGHAI, CHINA TEL: (021) 82588666 FAX: (021) 82588999 ZIP CODE: 200002 Oct. 16, 2017 Dear Mr. Andy Burns, We are pleased to receive your

inquiry of Oct.14, 2017 and to hear that you are interested in our DR series. We would like to quote as follows based on per 20' FCL. Commodity Article Number FOBC5 Shanghai per set CFRC5 Toronto per set CIFC5 Toronto per set Cartons per 20' FCL20-Piece Dinnerware Set DR2010 USD17.69 USD20.12 USD20.34 400 CTN. 47-Piece Dinnerware Set DR2202 USD19.81 USD24.63 USD25.01 343 CTN. 95-Piece Dinnerware Set DR2211 USD23.09 USD30.85 USD31.26 254 CTN. 15-Piece Tea Set DR2300 USD12.30 USD15.61 USD15.83 437 CTN. 35-Piece Dinnerware and Tea Set DR2401 USD21.35 USD25.12 USD25.58 542 CTN. Packing: As to DR2010, DR2300, one set to a case, two cases to a carton. As to DR2202, DR2211, DR2401, one set per carton. Payment: By sight L/C. Shipment: To be effected within 2 months from receipt of the relevant L/C. Insurance: For 110% invoice value covering W.P.A, Breakage & Clash Risk and War Risks. We will keep this offer valid only for 7 days. In addition, we have airmailed to you the samples you requested. If you find the above acceptable, please fax us for confirmation. Yours faithfully, Desun Trading Co., Ltd. Minghua Zhao

29、 Upon receiving your instruction, we have _____ a large number of shipping companies as well as shipping agents.

- A、 worked
- B、 arranged
- C、 discussed
- D、 contacted

答案： D

30、 In view of the fact that the port of Toronto is ice-locked from Nov. to Mar. your proposal is _____

- A、 unreceivable
- B、 impossible
- C、 unfair
- D、 unrealistic

答案： D

31、 Please amend your L/C to allow transshipment _____ ' transshipment prohibited'

- A、 but
- B、 instead
- C、 whereas

D、 instead of

答案: D

32、 _____your name and adress from the web, we are writing to you in the hope of establishing business with you.

A、 Obtains

B、 Having obtained

C、 To obtain

D、 Obtain

答案: B

33、 For more information, please contract____Industry and Commerce Bank of China.

A、 -----

B、 the

C、 an

D、 a

答案: A

34、 We have received an order_____James Sharp Company_____the supply of 900 tons of salt.

A、 for, for

B、 of, which

C、 from, for

D、 on, on

答案: C

35、 The brochure covers_____wide range of products we deal in.

A、 the

B、 a

C、 of

D、 with

答案: B

36、 We are_____a copy of our catalog for your reference.

- A、 send
- B、 covering
- C、 closed
- D、 enclosing

答案： D

37、假设你是加拿大 NEO 公司 (NEO GENERAL TRADING CO.) 的业务员 ANDY BURNS, 你公司正在大量求购瓷器 (Chinaware)。一位客户向你发盘, 请根据该邮件给他回信进行还盘, 写信时间为 2017 年 10 月 17 日。信中要点为: 1. 我方客户对你提供的样品测试结果很满意; 2. 报价太高, 恐难接受, 对各项产品分别还价为: Article No. DR2010 USD19.00 CIFC5 Toronto per set Article No. DR2202 USD23.80 CIFC5 Toronto per set Article No. DR2211 USD30.00 CIFC5 Toronto per set Article No. DR2401 USD23.50 CIFC5 Toronto per set 3. 加拿大 NEO 公司的详细信息: 公司名称: NEO GENERAL TRADING CO., LTD. 公司地址: #362 JALAN STREET, TORONTO, CANADA 电话: (+01)7708808 传真: (+01)7701111E-MAIL: andy@neo.com 客户来函如下:

DESUN TRADING CO., LTD.

29TH FLOOR KINGSTAR MANSION, 623 JINLIN RD., SHANGHAI, CHINA TEL:

(021)82588666 FAX: (021)82588999 ZIP CODE: 200002

Oct 16, 2017 Dear Mr. Andy Burns, We are pleased to receive your inquiry of Oct 14, 2017 and to hear that you are interested in our DR series. We would like to quote as follows based on per 20' FCL.

Commodity

Article Number

FOBC5 Shanghai per set

CFRC5 Toronto per set

CIFC5 Toronto per set

Cartons per 20' FCL

20-Piece Dinnerware Set

DR2010

USD17.69

USD20.12

USD20.34

400 CTN.

47-Piece Dinnerware Set

DR2202

USD19.81

USD24.63

USD25.01

343 CTN.

95-Piece Dinnerware Set

DR2211

USD23.09

USD30.85

USD31.26

254 CTN.

15-Piece Tea Set

DR2300

USD12.30

USD15.61

USD15.83

437 CTN.

35-Piece Dinnerware and Tea Set

DR2401

USD21.35

USD25.12

USD25.58

542 CTN.

Packing: As to DR2010、DR2300, one set to a case, two cases to a carton. As to DR2202、DR2211、DR2401, one set per carton. Payment: By sight L/C. Shipment: To be effected within 2 months from receipt of the relevant L/C. Insurance: For 110% invoice value covering W.P.A, Breakage & Clash Risk and War Risks. We will keep this offer valid only for 7 days. In addition, we have airmailed to you the samples you requested. If you find the above acceptable, please fax us for confirmation. Yours faithfully, Desun Trading Co., Ltd. Minghua Zhao

答案: NEO GENERAL TRADING CO., LTD. #362 JALAN STREET, TORONTO, CANADA TEL: (+01)7708808 FAX: (+01)7701111E-MAIL: andy@neo.com Oct. 17, 2017 DESUN TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623 JINLIN RD., SHANGHAI, CHINA TEL NO.: (021)82588666 FAX NO.: (021)82588999E-MAIL: desun@msn.com Dear Mr. Zhao, Thank you for your letter of Oct. 16, 2017 and your samples. For your information, our customers are quite satisfied with the test result of your samples but they are still holding back. After careful examining and comparison with similar products of other makes, we find your quotation is really much higher. Unless the prices could match with the market level, it is difficult to persuade customers to purchase from you. So, we would counter offer as follows: Article No. DR2010 USD19.00 CIFC5 Toronto per set Article No. DR2202 USD23.80 CIFC5 Toronto per set Article No. DR2211 USD30.00 CIFC5 Toronto per set Article No. DR2401 USD23.50 CIFC5 Toronto per set Actually, competitive prices for a trial order can often lead to a high market share with enormous profits in future. We hope you will consider our counter-offer favorably and let us have your acceptance by telex. Yours faithfully, NEO GENERAL TRADING CO., LTD. Andy Burns

38、假设你是加拿大 Carters Trading Company, LLC 的业务员 Joe Brown, 你与南京德创伟业进出口有限公司 (Nanjing Dechuangweiye Import & Export Co., Ltd) 的业务员 Cathy Lee 经过交易磋商, 最后就各项交易条件达成一致, 请你给对方写一封接受函电, 写信时间为 2017 年 10 月 20 日。公司资料: Carters Trading Company, LLCP. O. BOX8935, NEW TERMINAL, LATA. VISTA, OTTAWA, CANADATEL: 0016137893503 FAX: 0016137895107 信中心要点为: 1. 感谢对方 2017 年 10 月 18 日报价和寄来的样品; 2. 认为对方产品的品质优良, 价格合理; 3. 随信附寄编号为 CTC5236 的购买合同一式两份, 会签后请归还一份以便存档; 4. 请在装船后两天内给我们发装船通知, 告知包装件数、毛净重、船名、货值、提单号码和日期; 5. 由于客户急需, 请尽快装运, 如果这次合作愉快, 今后将大量订购。

答案: Carters Trading Company, LLC P.O. BOX8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL: 0016137893503 FAX: 0016137895107E-MAIL: CARTER @MSN.COM Date: Oct 20, 2017 Dear Ms. Cathy Lee, Thank you for your quotation of Oct 18 and the samples forwarded to us. After going through your products, we are in opinion that they are good in quality and reasonable in price. Therefore, we are pleased to place an order. Enclosed please find our Purchase Contract No. CTC5236 in duplicate. Please sign and return one copy for our file. Meanwhile, please note that shipping advice must be sent to us within 2 days after shipment, advising number of packages, gross and net weight, vessel name, value, bill of lading No. and date. As our clients are in urgent need of the goods, please ship the goods as soon as possible. Should this order prove satisfactory to our customers, we can assure substantial orders will be placed. Yours sincerely, Carters Trading Company, LLC Joe Brown

39、假设你是加拿大 NEO 公司 (NEO GENERAL TRADING CO., LTD.) 的业务员 ANDY BURNS, 你公司与客户世格国际贸易公司 (DESUN TRADING CO., LTD.) 经过交易磋商, 最后就各项交易条件达成一致, 请你给世格国际贸易公司的 Minghua Zhao 写一封接受函电, 写信时间为 2017 年 10 月 21 日。公司资料: NEO GENERAL TRADING CO., LTD. #362 JALAN STREET, TORONTO, CANADATEL: (+01)7708808 FAX: (+01)7701111 信中要点为: 1. 感谢你方 2017 年 10 月 19 日来电; 2. 很高兴接受你们信中所列的价格和其他条款; 3. 编号为 NE0911 的订单已附上; 4. 期待未来有更多合作。

答案: NEO GENERAL TRADING CO., LTD. #362 JALAN STREET, TORONTO, CANADA TEL: (+01)7708808 FAX: (+01)7701111E-MAIL: andy@neo.com Oct 21, 2017 Dear Mr. Zhao, Thank you for your letter of Oct 19, 2017. We really appreciate your effort to pave the way of our business. We are pleased to accept your prices and terms stated in your previous letter. And our Order No. NE0911 has been enclosed. We expect to find a good market for your products and hope to place further and larger orders with you in the near future. Yours faithfully, NEO GENERAL TRADING CO., LTD. Andy Burns

40、Write correct salutation and complimentary close for letters to: Messrs Miller & Sons

答案: Dear Sirs or Madams, Yours faithfully, (UK)

41、Frank Jones, Export Manager

答案: Dear Mr Jones, Yours sincerely,

42、Ann Ericson, Managing Director of Industrial Engineering PLC

答案: Dear Ms Ericsson, Yours sincerely,

43、Mary Watkinson, a good friend of yours

答案: Dear Mary, Yours/Best wishes,

44、Arrange the following in proper form . sender' s name: China National Light Industrial Products Imp & Exp Cor. sender' s address: 128 Hunan Road, Shanghai, China date:March 3,2015 receiver' s name: H.G.Wilkinson & Co. receiver' s address: 245 Lombart Street, Lagos, Nigeria salutation: Dear Sirs,

答案: China National Light Industrial Products Imp & Exp Cor. 128 Hunan Road, Shanghai, ChinaMarch 3,2015H.G.Wilkinson & Co.245 Lombart Street, Lagos, NigeriaDear Sirs,

45、假设你是南京德创伟业进出口有限公司(Nanjing Dechuangweiye Import & Export Co., Ltd)的业务员 Cathy Lee, 你公司主要经营各种五金产品(Hardware)。一位加拿大客户从网上了解到你公司的情况并给你公司发来邮件, 希望购买你公司的产品。请根据该邮件给你的客户回信, 写信时间为 2017 年 10 月 9 日。Carters Trading Company, LLCP.O.BOX8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL: 0016137893503 FAX: 0016137895107E-MAIL: CARTER @MSN.COMTo: cathy@msn.comDate: Oct 8, 2017 9: 10 amSubject: HelloDear Ms. Cathy Lee,Having obtained your name and address from the Internet, we are writing to you to establish long-term trade relations.We have been one of the leading importers of hardware in our country and enjoyed high reputation in USA markets. At present, we are interested in your products and will appreciate it if you could send us your latest catalogues.If the quality of products is satisfactory and the prices are competitive, we trust important business can materialize.We are looking forward to your early reply.Yours sincerely,Carters Trading Company, LLCJoe Brown

答案: Nanjing Dechuangweiye Import & Export Co., Ltd.Hongwu Road 16#, Nanjing 210004 P. R. ChinaTEL: (025) 84217836 FAX: (025)84217835ZIP CODE: 210004Oct.9, 2017Carters Trading Company, LLCP.O.BOX8935, NEW TERMINAL, LATA.VISTA, OTTAWA, CANADATEL NO.: 0016137893503FAX NO.: 0016137895107E-MAIL: CARTER @MSN.COMDear Mr. Joe Brown,With reference to your letter of Oct 8, 2017, we are glad to learn that you wish to enter into trade relations with our company.In compliance with your request, we are sending you our latest catalogues covering our best sellers of this year.If you find any items are of interest to you, please let us know your specific enquiry, and our quotation will be forwarded without delay.Yours faithfully,Nanjing Dechuangweiye Import & Export Co., Ltd.Cathy Lee

46、请将以下十个词语的正确形式填写到信函的正确位置 order see enquiry conclude accept confirmation note reconsider find informDear Sirs,We _____ from your letter of September 29 that you are interested in

our Chemical Fertilizers but _____ our quotation of September 20 too high to _____ business. We would _____ you that our price has been _____ by other buyers in your district, at which substantial business has been done and those _____ have kept flooding over the past few months. Such being the case, we cannot _____ our way to bring down our price. As a matter of fact, it is only in view of our long standing trade relations that we offered you such a favorable price. We hope that you will _____ it and immediately send us your _____ for our _____.

答案: note; find; conclude; inform; accepted; orders; see; reconsider; enquiry; confirmation;

47、请把以下单词的正确形式填入空白处 delivery place size offer future confirmation find enclose document stock payment
Dear Mr. Merton, Please find _____ our Order No. DK416, for men' s and boys' sweaters in _____, colors, and designs. We have decided to accept the 15% discount _____ and _____ by D/P, but would like these terms reviewed _____. Would you please send the _____ and your sight draft to North Minster Bank, Birmingham. If you do not have any of the listed items _____, please don' t send substitutes in their _____. We would appreciate _____ within the next six weeks and look forward to your _____. Yours sincerely, Lionel Crane

答案: enclosed; size; sizes; offer; payment; future; document; documents; stock; place; delivery; confirmation;

48、将以下单词填写在空白处,可能稍微有点难,所以直接填写,不用改变形式 rule documentary appreciate accommodation acceptable exception draw trial precedent due
Dear Sirs, We have received your letter of 15 Dec, and _____ your intention to push the sales of our carpet in your country. We regret we are unable to consider your request for payment on D/A terms, as a _____, we ask for payment by L/C. In view of our friendly relations, we will, as an _____ case, accept payment for your trial order on D/P basis. In other words, we will _____ on you by _____ draft at sight, through our bank on collection basis, without L/C. But let us make it clear that this _____ only for your _____ order, which will in no case set a _____. We hope the above payment terms will be _____ to you and expect to receive your trial order in _____ course. Yours faithfully, Lawrance

答案: appreciate; rule; exception; draw; documentary; accommodation; trial; precedent; acceptable; due;

49、Fill in the blanks with the words and phrases given below, and change the form when necessary. avoid contain with by within confirm per receipt covering pack
Dear Sirs, _____ reference to our recent

exchange of cables, we _____ our order as follows: "1000 Hua-Sheng Desk Fans, 16" at RMB 50 _____ PIECE CIF Kowloon, _____ in wooden cases, each _____ 6 pieces, shipment _____ train from Shanghai to Kowloon _____ one month after _____ of the _____ L/C. We trust that you will give special care to the packing in order to _____ damage in transit. Yours faithfully, Kinsey

答案: With; confirm; per; packed; containing; by; within; receipt; covering; avoid;

50、 This particular material _____ quite well, and we believe it will turn out _____ your satisfaction.

- A、 is...in
- B、 has been...for
- C、 uses...with
- D、 sells...to

答案: D

51、 We wish to _____ your attention to this matter.

- A、 call
- B、 bring
- C、 ask
- D、 pay

答案: A

52、 We give you on the attached sheet full details regarding packing and marking which must be strictly _____ .

- A、 observed
- B、 abide by
- C、 signified
- D、 submitted

答案: A

53、 Each piece is to be _____ , rolled on cardboard, wrapped in craft paper and then packed in wooden cases.

- A、 double fold
- B、 double folding

- C、 double folded
- D、 double fold ness

答案： C

54、 All canned fruits to be packed in cartons. If the cartons are not strong enough, most of them will be _____ to go broken _____ arrival.

- A、 possible, on
- B、 probably, in
- C、 liable, in
- D、 liable, on

答案： D

55、 In your L/C No. 245, the word "ABOUT" before the quantity and amount is _____.

- A、 miss
- B、 missing
- C、 missed
- D、 omit

答案： B

56、 You must be responsible for all the losses _____ from your delay in opening the covering L/C.

- A、 rising
- B、 arising
- C、 arousing
- D、 raising

答案： B

57、 Payment should _____ in time.

- A、 effect
- B、 be had
- C、 be effected
- D、 be effecting

答案： C

58、With regard to terms of payment, we regret to say that we only accept payment _____ documents.

- A、 by
- B、 for
- C、 against
- D、 on

答案： C

59、We have no difficulties _____ meeting our _____ and have always settle our account promptly.

- A、 on, obligations
- B、 of, obligation
- C、 in, obligations
- D、 for, obligation

答案： C

60、They agree that all the costs shall be _____ by the buyer after loading the goods.

- A、 bearing
- B、 born
- C、 bear
- D、 borne

答案： D

61、Short weight is often caused _____ packing damage or short loading.

- A、 to
- B、 for
- C、 by
- D、 with

答案： C

62、Thank you for the time and consideration you have _____ .

- A、 switched
- B、 spared

C、 extended

D、 expanded

答案： C

63、 Your L/C No. 222 for US \$1,000 issued by the Citi Bank has _____.

A、 arrived

B、 be arriving

C、 been arriving

D、 thanked

答案： A

64、 _____ commodities with flaws, buyers can lodge claims against sellers.

A、 Received

B、 Having received

C、 Receive

D、 Receiving

答案： D

65、假设你是世格国际贸易公司(DESUN TRADING CO., LTD.)的业务员 Minghua Zhao, 你收到了加拿大 NEO 公司(NEO GENERAL TRADING CO.)签返的编号为 DTC5210 的销售确认书, 双方约定信用证不迟于 11 月 25 前到达, 但现在期限已到, 却仍未收到信用证。因此请你给 NEO 公司的业务员 Andy Burns 去函催证, 并提醒对方我方通知行为“中国银行上海分行”, 而非只是“中国银行”, 以免寄错。写信时间为 2005 年 11 月 25 日。

答案： DESUN TRADING CO., LTD. 29TH FLOOR KINGSTAR MANSION, 623JINLIN RD., SHANGHAI, CHINA TEL: (021)82588666 FAX: (021)82588999 ZIP CODE: 200002 Nov 25, 2005 Dear Mr. Andy Burns, We are in receipt of your returning signed Sales Confirmation No. DTC5210. However, we regret to inform you that we did not receive your L/C concerning the above contract till today. It is clearly stipulated in the said contract that the relevant L/C should reach us date Nov 25. Please be assured to open your L/C strictly in accordance with our offered bank information, especially it should be “Bank of China, Shanghai branch” not “Bank of China” only. Please pay attention to it because last time another customer’s L/C reached to Bank of China in Shenzhen. Owing to the punctual shipment, the early arrival of your

L/C will be highly appreciated. Yours faithfully, Desun Trading Co.,
Ltd. Minghua Zhao

66、 Your letter of May 9th addressed to our Wuhan Branch Office has ___ to us for attention and reply. (2.0)

- A、 been passed on
- B、 passed
- C、 passed on
- D、 been past through

答案： A

67、 We shall appreciate ___ us CIF Melbourne. (2.0)

- A、 you quote
- B、 you to quote
- C、 your quoting
- D、 to you quoting

答案： C

68、 Please inform us ___ the tendency of your market. (2.0)

- A、 for
- B、 in
- C、 on
- D、 of
- E、 with

答案： D

69、 We give you on the attached sheet full details regarding packing and marking which must be strictly _____. (2.0)

- A、 observed
- B、 abide by
- C、 signified
- D、 submitted

答案： A

70、 We assure you -----our full cooperation. (2.0)

- A、 for
- B、 at
- C、 with
- D、 of

答案: D

71、 We offer you our lowest price, _____ we have done a lot of business with other customers. (2.0)

- A、 which
- B、 that
- C、 with which
- D、 at which

答案: D

72、 _____ we would like to close the business with you, we find your price unacceptable. (2.0)

- A、 Much
- B、 However much
- C、 Much as
- D、 Despite

答案: C

73、 Goods will be shipped _____ 30 days after receipt of the L/C. (2.0)

- A、 to
- B、 on
- C、 for
- D、 within

答案: D

74、 Our products are now being handled by ABC Company in your city _____. (2.0)

- A、 by exclusive right
- B、 exclusively
- C、 in an exclusive basis

D、 for exclusive basis

答案： B

75、 Short weight is often caused _____ packing damage or short loading. (2.0)

A、 to

B、 for

C、 by

D、 with

答案： C

76、 Thank you for your efforts _____ pushing the sales of our products. (2.0)

A、 in

B、 of

C、 on

D、 for

答案： A

77、 We are large dealers in textiles and believe there is a promising market in our area _____ moderately priced goods of the kind mentioned. (2.0)

A、 on

B、 with

C、 for

D、 in

答案： C

78、 It is the usual practice here that shirts are packed _____ cartons and 10 cartons strong _____ a seaworthy wooden case. (2.0)

A、 in, in

B、 in, to

C、 to, in

D、 to, to

答案： B

79、 We have been approached _____ several buyers for the supply of HV switchgear. (2.0)

- A、 by
- B、 with
- C、 as
- D、 for

答案： A

80、 They have _____ us that you are _____ the market _____ chemicals. (2.0)

- A、 inform, in, on
- B、 informed, in, for
- C、 advise, in, on
- D、 advised, in, of

答案： B

81、 As our factory is closing for the one-week National Day holidays, I am sorry to say that we must _____ your order. (2.0)

- A、 turn up
- B、 turn in
- C、 turn over
- D、 turn down

答案： D

82、 As we must adhere to our customary practice, we hope that you will not think us . (2.0)

- A、 Accommodate
- B、 unaccommodated
- C、 accommodating
- D、 unaccommodating

答案： D

83、 We need an agent in that country to help to _____ our products. (2.0)

- A、 market

B、 display

C、 dispose

D、 buy

答案： A

84、 As our factory is at present fully occupied with orders, we regret having to ____ yours. (2.0)

A、 refuse

B、 decline

C、 reject

D、 return

答案： B

85、 Please see to it that the goods we ordered are shipped as soon as the covering letter of credit ____ you. (2.0)

A、 gets

B、 comes

C、 arrives

D、 reaches

答案： D

86、 We confirm exchange of letters _____ the subject article. (2.0)

A、 to regard

B、 regarded

C、 regarding

D、 is regarded

答案： C

87、 We would ____ very much if you send us a few sample books. (2.0)

A、 appreciated

B、 appreciate it

C、 appreciate you

D、 appreciate

答案： B

88、 We are sure you will find a _____ sale for our products in Canada as our other retailers through Europe and the USA. (2.0)

- A、 tough
- B、 rough
- C、 bad
- D、 ready

答案： D

89、 We have no difficulties _____ meeting our _____ and have always settle our account promptly. (2.0)

- A、 on, obligations
- B、 of, obligation
- C、 in, obligations
- D、 for, obligation

答案： C

90、 about a year ago an action was brought _____ the firm by one of its supplies. (2.0)

- A、 of
- B、 against
- C、 on
- D、 for

答案： B

91、 We find your terms _____ and now send you our order for 30 SM combines. (2.0)

- A、 fitful
- B、 suitable
- C、 satisfied
- D、 satisfactory

答案： D

92、 In view of the fact that the port of Toronto is ice-locked from Nov. to Mar. your proposal is _____ (2.0)

- A、 unreceivable
- B、 impossible
- C、 unfair
- D、 unrealistic

答案: D

93、 If you can _____ your price by 5%, we may conclude the transaction with you. (2.0)

- A、 offer
- B、 bring down
- C、 fix
- D、 quote

答案: B

94、 While _____ an order for the first time, a letter of credit is often used. (2.0)

- A、 collecting
- B、 planning
- C、 placing
- D、 receiving

答案: C

95、 The company is strengthening the _____ of our products on domestic and overseas markets. (2.0)

- A、 compete
- B、 competition
- C、 competitor
- D、 competitiveness

答案: D

96、 We thank you for your letter of May 13 and the _____ catalogue. (2.0)

- A、 sent
- B、 enclosed
- C、 given

D、 presented

答案： B

97、 _____ we thank you for your enquiry, we regret being unable to make you an offer for the time being. (2.0)

A、 While

B、 When

C、 As

D、 Since

答案： A

98、 We expect _____ large orders from Europe in the near future. (2.0)

A、 to receive

B、 to receiving

C、 receive

D、 being received

答案： A

99、 As the item the scope of our business activities, we shall be pleased to establish direct trade relations with you. (2.0)

A、 lies within

B、 falls within

C、 come under

D、 be within

答案： B

100、 If our national economy develops at the same speed for the past decade, we are sure we can catch up with the advanced countries in the world in 50 years. (2.0)

A、 as it was

B、 as it did

C、 as it does

D、 as it has done

答案： D

101、 In case the said goods are not available _____ stock, please keep us informed at all early date. (2.0)

- A、 in
- B、 by
- C、 from
- D、 out of

答案： A

102、 Our products are packed in cartons lined _____ poly sheet. (2.0)

- A、 with
- B、 in
- C、 within
- D、 among

答案： A

103、 Should your prices _____ found competitive, we intend to place an order with you. (2.0)

- A、 is
- B、 be
- C、 are
- D、 to be

答案： B

104、 I would be grateful if you could _____ for one of your representatives to call me within the next two weeks. (2.0)

- A、 urge
- B、 tell
- C、 arrange
- D、 force

答案： C

105、 For more information, please contract _____ Industry and Commerce Bank of China. (2.0)

- A、 -----

B、 the

C、 an

D、 a

答案： A

106、 these leather handbags are fully illustrated in the catalogue and are _____ the same high quality as our gloves. (2.0)

A、 for

B、 of

C、 to

D、 in

答案： B

107、 In the past years, we have made efforts to develop business _____. (2.0)

A、 in this line

B、 in line

C、 in the session

D、 on this time

答案： A

108、 We are _____ a copy of our catalog for your reference. (2.0)

A、 send

B、 covering

C、 closed

D、 enclosing

答案： D

109、 We have established a letter of credit in your _____. (2.0)

A、 account

B、 favour

C、 bank

D、 benefit

E、 name

答案： B

110、 While appreciating good quality of your products, we are sorry to say that your price appears to be _____. (2.0)

- A、 in the high level
- B、 at the high end
- C、 of the high standard
- D、 on the high side

答案： D

111、 We enclose a copy of our export list _____ the main items. (2.0)

- A、 covered
- B、 covering
- C、 cover
- D、 are covered

答案： B

112、 It was after repeated negotiations that we _____ the transaction at last. (2.0)

- A、 did
- B、 come to
- C、 made
- D、 concluded

答案： D

113、 We confirm exchange of letters _____ the subject article. (2.0)

- A、 to regard
- B、 regarded
- C、 regarding
- D、 is regarded

答案： C

114、 Payment should _____ in time. (2.0)

- A、 effect
- B、 be had

- C、 be effected
- D、 be effecting

答案： C

115、 We are wholesalers and ____ to handle large quantities. (2.0)

- A、 of a position
- B、 in the position
- C、 at a position
- D、 in a position

答案： D

116、 we need a regular supply of bitter apricot kernels _____cakes and candies. (2.0)

- A、 for
- B、 at
- C、 of
- D、 in

答案： A

117、 Please quote us your best prices for the machine tools ____ below. (2.0)

- A、 listing
- B、 being listed
- C、 listed
- D、 to list

答案： C

118、 We are now writing to you to _____ long-term trade relations. (2.0)

- A、 publish
- B、 establish
- C、 protect
- D、 lavish

答案： B

119、 We take the liberty____writing to you to build up business relations. (2.0)

- A、 as
- B、 of
- C、 for
- D、 with

答案： B

120、 the goods are excellent ____ quality. (2.0)

- A、 for
- B、 with
- C、 to
- D、 in

答案： D

121、 ____ commodities with flaws, buyers can lodge claims against sellers. (2.0)

- A、 Received
- B、 Having received
- C、 Receive
- D、 Receiving

答案： D

122、 We will see to _____ that the L/C is opened within the stipulated time. (2.0)

- A、 it
- B、 make
- C、 let
- D、 them

答案： A

123、 We need a regular supply of Bitter Apricot Kernels----- cakes and candies. (2.0)

- A、 for
- B、 at

C、 of

D、 in

答案： A

124、 We would be _____ if you could send us full details about your products. (2.0)

A、 wonderful

B、 hopeful

C、 regretful

D、 grateful

答案： D

125、 We shall be glad to send you sample-cutting books and pamphlets of our new products_____. (2.0)

A、 with request

B、 as request

C、 upon request

D、 at request

答案： D

126、 We find it impossible to ask our end users to _____ the delayed delivery. (2.0)

A、 receive

B、 allow

C、 refuse

D、 accept

答案： D

127、 This particular material _____ quite well, and we believe it will turn out _____ your satisfaction. (2.0)

A、 is...in

B、 has been...for

C、 uses...with

D、 sells...to

答案： D

128、 We are well acquainted _____ our customers' needs and can place large orders with you if your price is quite in line. (2.0)

- A、 by
- B、 of
- C、 with
- D、 for

答案： C

129、 The Chinese enterprises are making every _____ to open up more markets abroad, in particular, the emerging markets in Africa, Latin America, and East Europe. (2.0)

- A、 efforts
- B、 effort
- C、 effect
- D、 affect

答案： B

130、 We wish to receive your shipping advice soon for the goods under the captioned _____. (2.0)

- A、 letter
- B、 cable
- C、 contract
- D、 communication

答案： C

131、 About our standing we would ____ you to the following bank. (2.0)

- A、 introduce
- B、 pass
- C、 transfer
- D、 refer
- E、 recommend

答案： D

132、 We have drawn a ____ on you at sight for the invoice amount. (2.0)

- A、 cheque
- B、 B/L
- C、 draft
- D、 way bill
- E、 policy

答案: C

133、 We hope to receive your quotation with details _____ the earliest date of shipment. (2.0)

- A、 including
- B、 to be included
- C、 being included
- D、 include

答案: A

134、 ____ is our Sales Confirmation in duplicate, a copy of which please sign and return to us for our file. (2.0)

- A、 Enclose
- B、 Enclosed
- C、 Enclosing
- D、 Encloses

答案: B

135、 We hope to receive your quotation with details _____ the earliest date of shipment. (2.0)

- A、 including
- B、 to be included
- C、 being included
- D、 include

答案: A

136、 I' m not comfortable _____ the verbal agreement. (2.0)

- A、 with
- B、 of

C、 in

D、 for

答案： A

137、 I wish to ____ from your view on that question. (2.0)

A、 benefit

B、 beneficial

C、 beneficiary

D、 benefits

答案： A

138、 _____ you fulfil the terms of the L/C, we will accept the drafts drawn under this credit. (2.0)

A、 Provided

B、 To provide

C、 Supplied

D、 Furnished

答案： A

139、 Please let us have the details of your “Panda” Brand color TV sets, ____ us your earliest delivery. (2.0)

A、 give

B、 to give

C、 giving

D、 given

答案： C

140、 Thank you for your Order No.1 for cameras and assure you that all the items you require are _____. (2.0)

A、 in stocks

B、 at stocks

C、 at stock

D、 in stock

答案： D

141、The discount varies from 5 ____ 60 percent. (2.0)

- A、 and
- B、 between
- C、 to
- D、 until

答案： C

142、We owe your name and address Italian Commercial Bank who has informed us that you are in the market____ table cloths. (2.0)

- A、 from, for
- B、 to, with
- C、 from, with
- D、 to, for

答案： A

143、Your claim for the damage is to be ____ with the insurance company. (2.0)

- A、 met
- B、 filed
- C、 satisfied
- D、 compensated

答案： A

144、The shipment time is June or July at our_____ and the goods will be shipped in one _____. (2.0)

- A、 option, lot
- B、 option, consignment
- C、 choice shipment
- D、 decision, cargo

答案： A

145、Your quotation ____ Washing Machines is too high to be workable. (2.0)

- A、 in
- B、 against

C、 with

D、 of

答案： B

146、 For future deal D/P will be acceptable if the amount is not up to GBP1,000. (2.0)

A、 involved

B、 involve

C、 involving

D、 Involves

答案： A

147、 Because of the weak market, we have to decline our price _____ 5%. (2.0)

A、 with

B、 to

C、 by

D、 for

答案： C

148、 The 10 crates _____ on SS Tianjin are marked with “HANDLE WITH CARE” . (2.0)

A、 loader

B、 load

C、 loaded

D、 loading

答案： C

149、 We are enclosing a list _____ our business activities.

A、 showing

B、 show

C、 shows

D、 showed

答案： A

150、 We write to introduce ourselves to you___a state-operated corporation dealing exclusively in light industrial goods.

- A、 as
- B、 of
- C、 for
- D、 with

答案： A

151、 We have the___to receive your early reply.

- A、 pleased
- B、 please
- C、 pleasure
- D、 pleasing

答案： C

152、 We have been referred___you by Mr. Green.

- A、 with
- B、 of
- C、 for
- D、 to

答案： D

153、 We would___very much if you send us a few sample books.

- A、 appreciated
- B、 appreciate it
- C、 appreciate you
- D、 appreciate

答案： B

154、 We enclose a copy of our export list___the main items.

- A、 covered
- B、 covering
- C、 cover
- D、 are covered

答案： B

155、 We take the liberty____writing to you to build up business relations.

- A、 as
- B、 of
- C、 for
- D、 with

答案： B

156、 We are a state-owned corporation specializing____the import of agricultural commodities.

- A、 in
- B、 at
- C、 on
- D、 with

答案： A

157、 We have the pleasure to introduce ourselves to you____a view to building up business relations with you.

- A、 in
- B、 with
- C、 of
- D、 into

答案： B

158、 Because the article falls ____ the scope of our business activities, we are writing you in hope of____trade relations with you.

- A、 within, establishment
- B、 within, establishing
- C、 below, set up
- D、 below, setting up

答案： B

159、We recommend that you___our branch office for the matter directly.

- A、 approached
- B、 have approached
- C、 approach
- D、 approaching

答案： C

160、Translate the following letter into English.先生： 经贵方商会介绍，我方欣悉贵公司的名称和地址。我公司专营中国纺织品出口，很乐意在平等互利的基础上与贵公司建立业务关系。为使贵司对我方产品有全面的了解，我方另函寄去一本目录册及一套小册子，供参考。如对目录中所列之商品感兴趣，请具体询价，我方将立即报价。望尽快答复。

答案： Dear Sirs, On the recommendation of your Chamber of Commerce, we have learned with pleasure the name and address of your firm. We wish to inform you that we specialize in the export of Chinese textiles and shall be glad to enter into business relations with you on the basis of equality and mutual benefit. To give you a general idea of our products, we are sending you under separate cover a catalogue together with a range of pamphlets for your reference. Please let us have your specific enquiry if you are interested in any of the items listed in the catalogue. We shall make offers promptly. We look forward to your early reply.

161、Dear Sirs, We are a large retail chain specializing in leather cases. We have recently received a number of inquiries from our customers in England for your products. We have also learned from other sources that there are good prospects for the sale of this product. We would like to suggest that you send us a trial delivery for sale on consignment terms. We make this proposal, hoping that we will place firm orders when we feel sure that the market is established. If you agree, we will get down to details in regard to payment, commission, and so on. You may check our standing with Citi Bank. We look forward to your early reply. Sincerely yours, Jim Green Vice President

1. The form of this business letter is _____. 2. The sender specialize in _____. 3. The sender wants to place _____ order. 4. _____ writes this business letter. 5. The title of this person is _____.

答案： 1. full-block form 2. leather cases 3. firm 4. Jim Green 5. Vice President;

162、Translate the sentences into English. 1. 我们感到遗憾，贵方未能让用户着眼于产品的质量。2. 我们希望贵方能尽最大努力推销我们的产品。3. 如贵方所知，许多外国商人喜欢与我们交易以拓展在中国的业务。4. 我方会努力尽早装运货物，而且我们确认货物会在各方面让贵方满意。5. 贵方尽可以放心，我们所报价格是目前市场上最低的。

答案： 1. We feel regretful that you can't draw your client's attention to the quality of the products. 2. We hope you will do your utmost to promote the sales of this new product. 3. As you know, a lot of foreign businessmen are desirous of trading with us so as to expand the business in China. 4. We will make every effort to ship the goods as early as possible, and we feel sure that the shipment will be satisfactory to you in every respect. 5. Please rest assured that our quotation is the lowest in the market at present.

163、Translate the sentences into Chinese. 1. We don't deny that the quality of your products is superior to that of Japanese goods, but the difference in price, should, in no case, be as big as ten percent. 2. We believe that low price, superior quality and good after-sale service will appeal to you prospective customers. 3. As we said previously, it is only in view of our long friendly relations that we extend you this accommodation. 4. One of our clients is in market for China green. 5. It is our foreign trade policy to trade with the people of other countries on the basis of equality and mutual benefit.

答案： 1. 我方不否认贵方产品的质量要比日本货优良，但是价格的差异无论如何不会有百分之十那么大。2. 我们相信低廉的价格、优良的品质和良好的售后服务将会对贵方潜在的买家有吸引力。3. 如我方之前所说，鉴于我们长久的友好合作关系，我们才给予贵司这样的通融。4. 我们的一个客户想要购买中国绿茶。5. 我们与其他国家的人做生意的外贸政策是平等互利。

164、Translate the following letters into Chinese. Dear Sirs, Thank you for your order of June 1st. We enclose a catalogue and price list. Meanwhile, we have also sent a catalogue of our range of tinned vegetables under separate cover, which we trust will reach you very soon. We are sorry, however, that our tinned fruit products are in great demand at the moment, since it is in the middle of summer, which is our busiest season for fruit. Because of this, tinned peaches and grapefruit are in short supply, and we cannot satisfy all our customers' s demands. In fact, our grapefruit products are almost out of supply. We can recommend apricots, which fortunately we have in stock at the moment. You may be interested to know that our new discounts for bulk purchase came into effect on June 1st. We would be pleased to receive your order very soon. Yours faithfully,

答案： 敬启者：谢谢你们6月1日的订单。随函附上一份价目单。同时，我们已另邮寄出一份我们罐装蔬菜系列的产品目录，相信很快会抵达你处。然而，我们感到遗憾的是，目前市场对我们的罐装水果产品需求甚殷，因为时值仲夏，这是我们水果销售的最忙季节。正因为如此，罐装桃子和葡萄供不应求，我们无法满足所有顾客的需求。事实上，我们的葡萄产品几乎缺货。不过，我们向您推荐杏子，目前尚有存货。你们也许有兴趣得知，从6月1日起，我们对大宗购买实行新的折扣优惠。我们希望很快收到你们的

165、Write a letter into English. 女士：我们很高兴地向您介绍我们的“俏美人乳液”产品。这是当前市场上可以买到的最好的美容产品之一，是很多海外市场的著名产品。我们可以以超低价供应该产品。我们的论断只基于大量客户的反馈而不是我们自己的判断。我们恳请你们尝试这一产品，我们向你们保证你们对结果一定非常满意。我们的高级销售人员将准备与你们保持联系来更多地介绍我们的产品。谢谢！

答案： Dear Madam, We are introducing our new product "Fair and Beauty Lotion" with great pride and pleasure to you. It is one of the best beauty making products available in the market today. It is famous product in many overseas market. We are providing this to you at very low cost. Our claims are only based on different feedbacks received from various clients and not based on self-judgment. We humbly request you to try this item in your centers and we assure you that you would be in a great pleasure with the results. Our Senior Sales men would be ready to keep in touch with you to describe you more about our product. Thanking You! Yours faithfully,

166、We would like to know on what terms you are willing to ___ an agency agreement. ---

- A、 come
- B、 conclude
- C、 arrange
- D、 do

答案： B

167、The company that ___ the lowest price and most favorable terms will win the contract.

- A、 quotes
- B、 sends
- C、 accepts
- D、 bids

答案： D

168、Please quote us your lowest price, CIF London, including a 5% _____.

- A、 commission
- B、 consignment
- C、 committee
- D、 consignation

答案： A

169、We can _____ you that our products are superior in quality and reasonable.

- A、 ensure
- B、 sure
- C、 assure
- D、 insure

答案： C

170、We have the pleasure of _____ your letter of October 10th, asking for the position to be an agent for our firm.

- A、 confirming
- B、 confirm
- C、 acknowledging
- D、 acknowledge

答案： C

171、We need an agent in that country to help to _____ our products.

- A、 market
- B、 display
- C、 dispose
- D、 buy

答案： A

172、Our products are now being handled by ABC Company in your city _____.

- A、 by exclusive right
- B、 exclusively

C、 in an exclusive basis

D、 for exclusive basis

答案: B

173、 ___ agency, the agent shall do business on our behalf according to our terms, and obtain a certain commissions from his sales.

A、 In case

B、 In the case

C、 In case of

D、 In the case of

答案: D

174、 Thank you for your efforts ___ pushing the sales of our products.

A、 in

B、 of

C、 on

D、 for

答案: A

175、 In the past years, we have made efforts to develop business___.

A、 in this line

B、 in line

C、 in the session

D、 on this time

答案: A

176、 We have a w___sales organization in China and are r___by a large staff in various parts of the country.

答案: well-developed received;

177、 There are good p___of a very p___market for your manufactures.

答案: prospects、 profitable;

178、 After careful c___with the r___you provided, we are c___that you are the right partner we can entrust.

答案: consultations、references、convinced;

179、After serious c____, we think that it would be p____ to c____ ourselves at this stage when the record transaction shows only a m____ volume of business.

答案: consideration、premature、commit、moderate;

180、We are in r____ of your letter of May 24th, 2011, i____ us of your desire to p____ our S____ Agency Agreement for one year.

答案: receipt、informing、prolong、Sole;

181、Translate the following sentences into Chinese. 1. Provided detailed terms could be arranged, we think our 20 years' experience in these goods should enable us to establish a mutual beneficial business relationship with you. 2. As a matter of fact, we are quite satisfied with amount of business you have brought us. 3. The agency you will operate would begin from January 1st next year for a period of two years, subject to renewal. 4. The commission we can grant on your sales of our products is 5%. 5. Upon receipt of your confirmation for the above points we will arrange for the contract to be drawn up and sent to you for your signature.

答案: 1. 若能将具体条款确定下来, 相信我方 20 年经营该产品的经验能让双方建立互利的业务关系。2. 实际上我们对您给我们带来的业务量表示满意。3. 贵方运营的代理关系将于明年 1 月 1 日开始, 为期两年, 以续签为准。4. 我方按照贵方销售产品金额的 5% 付给贵方佣金。5. 一俟收到贵方来信确认这些要点, 我方将拟好协议寄给贵方签署。

182、Translate the following sentences into English. 1. 我方按照贵方销售我方产品金额的 3% 付给贵方佣金。2. 关于独家代理问题, 你能否谈谈你的具体意见? 3. 坦白地说, 我方对贵方的年销售量并不满意。4. 为了使产品打入市场, 必须开展促销活动。5. 如果贵司为我方产品做出努力, 我们将乐意考虑贵司的独家代理事宜。

答案: 1. The commission we can grant on your sales of our products is 3%. 2. As to the question of sole agent, may I have your specific proposal? 3. To be frank, I am not really satisfied with the annual turnover you promised us. 4. In order to make the product enter the market, you must launch a series of promotional activities. 5. If you continue your efforts in pushing the sales of our products, we shall be glad to discuss the matter of sole agency with you.

183、Please let us have the details of your "Panda" Brand color TV sets, ____ us your earliest delivery.

A、 give

B、 to give

C、 giving

D、 given

答案： C

184、 We are sure that ____ your prompt attention.

A、 meet

B、 will meet with

C、 will meet

D、 met

答案： B

185、 We' d like to take this ____ to introduce ourselves as one of the leading importers in our country.

A、 chance

B、 time

C、 occasion

D、 opportunity

答案： D

186、 We await ____ from you.

A、 hear

B、 hearing

C、 to hear

D、 to hearing

答案： B

187、 We hope to receive your quotation with details ____ the earliest date of shipment.

A、 including

B、 to be included

C、 being included

D、 include

答案： A

188、We are wholesalers and ____ to handle large quantities.

- A、 of a position
- B、 in the position
- C、 at a position
- D、 in a position

答案: D

189、Please quote us your best prices for the machine tools ____ below.

- A、 listing
- B、 being listed
- C、 listed
- D、 to list

答案: C

190、If the quality of your products is good, we are confident ____ in large quantities in our area.

- A、 to sell
- B、 that we sell
- C、 to be sold
- D、 in being sold

答案: B

191、Should your prices ____ found competitive, we intend to place an order with you.

- A、 is
- B、 be
- C、 are
- D、 to be

答案: B

192、We shall appreciate ____ us CIF Melbourne.

- A、 you quote
- B、 you to quote

- C、 your quoting
- D、 to you quoting

答案: C

193、 We are ____ receipt ____ your letter of March 18th offering us the goods ____ US\$ 80 per dozen on the usual terms.

- A、 of, of, on
- B、 in, of, at
- C、 in, of ,for
- D、 of, of, at

答案: B

194、 Could you make us a firm offer ____ 3,000 metric tons ____ fertilizer?

- A、 for...of
- B、 on...in
- C、 of...for
- D、 for...for

答案: A

195、 ____ requested, we are enclosing a quotation sheet ____ our silk garments.

- A、 As...about
- B、 At...about
- C、 At...for
- D、 As...for

答案: D

196、 We are making you the following offer, subject ____ your acceptance ____ us before April 20th.

- A、 to...reach
- B、 with...reaching
- C、 to...reaching
- D、 to...arrive

答案: C

197、If you can make us an offer ____ competitive price we can sell a large quantity ____ your products ____ our area.

- A、 for...for...in
- B、 at...of...in
- C、 on...for...for
- D、 in ...for...at

答案： B

198、While appreciating good quality of your products, we are sorry to say that your price appears to be ____.

- A、 in the high level
- B、 at the high end
- C、 of the high standard
- D、 on the high side

答案： D

199、This offer is valid, subject ____ before November 25.

- A、 to your reply arriving us
- B、 for your reply reaching us
- C、 to our receiving your reply
- D、 for your reply reaches us

答案： C

200、Your quotation ____ Washing Machines is too high to be workable.

- A、 in
- B、 against
- C、 with
- D、 of

答案： B

201、As we have quoted you our rock-bottom price, we regret that we are unable to ____ any counter-offer.

- A、 accepting
- B、 entertain

C、 receiving

D、 take

答案: B

202、 We would like to quote you our most favorable price ____ 800 pieces Electric Blankets ____.

A、 of...as follows

B、 at...as following

C、 for...as follows

D、 with...as followed

答案: C

203、 As soon as we are ____ a position to accept new orders, we will contact you immediately.

A、 at

B、 on

C、 in

D、 for

答案: C

204、 While ____ an order for the first time, a letter of credit is often used.

A、 collecting

B、 planning

C、 placing

D、 receiving

答案: C

205、 We find your terms ____ and now send you our order for 10 SM combines.

A、 fitful

B、 unsuitable

C、 satisfied

D、 satisfactory

答案: D

206、We confirm exchange of letters ____ the subject article.

- A、 to regard
- B、 regarded
- C、 regarding
- D、 is regarded

答案： C

207、Thank you for your Order No.1 for cameras and assure you that all the items you require are ____.

- A、 in stocks
- B、 at stocks
- C、 at stock
- D、 in stock

答案： D

208、Much to our ____, we can not at present take any fresh orders for our shoes.

- A、 sorrow
- B、 sorry
- C、 regret
- D、 lament

答案： C

209、____ is our Sales Confirmation in duplicate, a copy of which please sign and return to us for our file.

- A、 Enclose
- B、 Enclosed
- C、 Enclosing
- D、 Encloses

答案： B

210、It was after repeated negotiations that we ____ the transaction at last.

- A、 did
- B、 come to

- C、 made
- D、 concluded

答案： D

211、 The quality of goods must be in strict accordance ____ the stated samples.

- A、 at
- B、 on
- C、 with
- D、 to

答案： C

212、 We are enclosing our Purchase Confirmation No. 201058 ____ for your signature.

- A、 on duplicate
- B、 in duplicate
- C、 for duplicate
- D、 to duplicate

答案： B

213、 Letter Composing. 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. Information: (1) 感谢对方 2017 年 2 月 4 日寄来的金鹿牌自行车的发盘。(2) 说明你方对价格比较满意, 愿意以下列条件订购下列货物。商品名称: 金鹿牌自行车 规格: 见附页 数量: 100 辆 包装: 坚固、防水箱子 价格: 每辆 260 美元 装运时间: 不迟于 2017 年 4 月 20 日 支付方式: 保兑的不可撤销的即期信用证 (3) 希望你们将来能向对方大量订购。(4) 请对方寄给你们一式两份的销售确认书。

答案: Dear Sirs, In reply to your offer of February 4th, 2017, we find the price agreeable and are here sending you this letter, placing an order with you as follows: Commodity: "Gold Deer" Brand Bicycles Specifications: as per list attached herewith Quantity: 100 sets Packing: in strong waterproof cases Price: US\$260 per set Shipment: not later than April 20th, 2017 Payment: confirmed, irrevocable L/C payable at sight. We are awaiting your Sales Confirmation in duplicate. Your prompt arrangement for our ordered goods will be highly appreciated. We trust we would place a substantial order with you if

your first shipment proves satisfactory to our customers. Yours faithfully,

214、Translate the part in Chinese into English. 1. If your L/C reaches us before the end of this month, 我们将尽最大努力在下月初安排装运你们所订的货物。2. 请注意 that the L/C stipulations are in exact accordance with the terms of the contract. 3. 我们同意你们的要求 to ship your order in three equal monthly lots, each 100 metric tons. 4. 如果第一批船货满意的话, we guarantee that we shall send you many repeat orders. 5. As we are in urgent need of these goods, 请在收到我们信用证后赶快装运。

答案: 1. we will do our utmost to arrange ship the goods you ordered at the beginning of next month. 2. Please see to it that 3. We agree to your request 4. If the first shipment is approved satisfactory 5. please do your utmost to expedite shipment as soon as our L/C arrives.

215、1. 兹通知贵方, 10353 订单项下信用证已在 11 月 7 日由新加坡星展银行开出。2. 收到后请告知并尽快安排生产。3. 请在 10 月 30 日前装运, 装运后请告知。

答案: Dear sirs, Please be informed that the L/C under order No. 10353 was opened by DBS Bank of Singapore on 7th November. Please let us know upon receipt of it and arrange production as soon as possible. As to shipment, the goods should be shipped before 30th Oct. Your advisement after shipment will be highly appreciated. Thanks and best regards!

216、effect (v.) a favourable effect some adverse effect in effect take effect from go into effect to this effect to the effect that effect (n.) 1. The new price will _____ July 8th. 2. The newly adjusted prices will _____ on the first of next month. 3. This regulation is still _____. 4. We are cabling you _____. 5. We wrote you last week _____ we are inspecting the goods. 6. This is having _____ on the sales. 7. Supply can be _____ only in small quantities. 8. This development will have _____ on the market. 9. This change will bring about certain _____ on the market.

答案: 1. take effect from 2. go into effect 3. in effect 4. to this effect 5. to the effected that 6. some adverse effect 7. effected 8. a favorable effect 9. effect;

217、If you will send us a catalog by air, we shall _____ very much.

A、 appreciate

B、 appreciating

- C、 appreciation
- D、 appreciate it

答案: D

218、 We will see to _____ that the L/C is opened within the stipulated time.

- A、 it
- B、 make
- C、 let
- D、 them

答案: A

219、 We would like to take this _____ to establish business relations with you.

- A、 step
- B、 opportunity
- C、 advantage
- D、 opening

答案: B

220、 The shipment time is June or July at our _____ and the goods will be shipped in one _____.

- A、 option, lot
- B、 option, consignment
- C、 choice shipment
- D、 decision, cargo

答案: A

221、 The first shipment of pens has turned out to the _____ of the customers.

- A、 satisfy
- B、 satisfied
- C、 satisfaction
- D、 satisfactory

答案: C

222、We offer you our lowest price, _____ we have done a lot of business with other customers.

- A、 which
- B、 that
- C、 with which
- D、 at which

答案： D

223、In case the said goods are not available _____ stock, please keep us informed at all early date.

- A、 in
- B、 by
- C、 from
- D、 out of

答案： A

224、Because of the weak market, we have to decline our price _____ 5%.

- A、 with
- B、 to
- C、 by
- D、 for

答案： C

225、It is the usual practice here that shirts are packed _____ cartons and 10 cartons strong _____ a seaworthy wooden case.

- A、 in, in
- B、 in, to
- C、 to, in
- D、 to, to

答案： B

226、Translate the following letter into English. 我们很高兴地通知贵方，贵方订单 9453 号的马克杯 200 箱已于本月 20 日装出。兹随函附寄全套单证副本。希望这批货物能如期抵达并能使贵方满意。我们相信该笔订单必将促进双方进一步的交易。附件

答案： We are glad to inform you that your order No.9543 for 200ctns mug was shipped on 20th of this month. Enclosed please find a full set of copies of shipping documents. We hope that this lot of goods can reach your side in due time and prove entirely satisfactory to you. We trust that this trial order will lead to further business between us. Attachment

227、 We consider it ___ in the first place.

答案： to make it;

228、 It appears that the stipulations in the L/C are not ___ the contract.

答案： agreement;

229、 Translate the following sentences into Chinese. Thank you for your e-mail d.d. Sept 1st, but we are so surprised to note that you still demand payment against T/T. After long years of satisfactory trading we feel that we are entitled to favourable terms. Most of our suppliers are drawing on us at 90days after sight documents against acceptance, and we should be grateful if you could grant us the same terms. We are looking forward to your prompt reply.

答案： 贵方9月1日邮件收悉，从中我们惊悉，贵方仍然坚持付款条件为T/T。经过多年令人满意的交易，我们认为我们有权获得更优惠的付款条件。我们的大多数供应商所提供的付款条件为90天远期承兑交单。如果贵方能给予我们同样的付款条件，我们将非常感激。我们期待着贵方的尽快回复。

230、 Dear Sirs, Contract No. ACBH15089 We r ___ to your mail of Oct. 22nd in c ___ with the above contract. As you know, the goods were shipped FOB Germany port in a ___ with the contract s ___, and as such we didn' t take out i ___ covering the sea journey to QINGDAO. As the packing was in perfect c ___ when the goods l ___ our works, we don' t think it' s p ___ that the cases could have deteriorated so s ___ as to c ___ damage t ___ the goods. We have s ___ many such articles to you, and of course, also to c ___ in other countries. We have never experienced any case of damage to the p ___ like this. It is clear that the damage m ___ have o ___ in t ___, or in subsequent storage before the goods were uncased for inspection. We feel that this is a matter of insurance claim, and we would a ___ you to p ___ in a claim a ___ your insurance company.

答案： Dear Sirs, Contract No. ACBH15089

refer, complaining, accordance, stipulations, insurance,
condition, left, possible, seriously, cause, to, sent, customers,
packing, must, occurred, transit, advise, put, against.

;

231、Translate the following letter into English. 先生： 贵方为我方 8 月 8 日之订单 87654 号所供应的超细纤维毯已于今天由中国远洋运达。我们发现运输包装外层有一边已经磨损，估计是运输途中摩擦所致。这是一个月内我们第三次向贵方提出同样的问题。我们实在难以理解为何贵方不事前稍作防范，以免此类事情再次发生。该毯仍能使用，但按目前状况，我们已经无法按正常价格出售。因此我方建议贵方按发票金额给予 15% 的折扣。如果贵方不能答应，恐怕我们只好退货，要求更换。

答案： Dear Mr. _____, The micro-blanket supplied to our order No. 87654 of 8th Aug. have been delivered by COSCO today. We found that one side of the outer packing has been worn and presumed that it was attributed to the friction in transit. It is third time that we lodge a same question against you within one month. We are at a loss to understand why you didn't take any precaution in advance to keep such things from happening again. The blanket is still be used, but we can't sell it at normal price under the current status. Therefore, we suggest you give us 15% discount on the invoice value. If you can't agree, we are afraid we would be compelled to return the goods for replacement.

232、 Fill in the appropriate word or words from the following list. have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 1. Appearance is apt to lead one to _____ the substance.

答案： misjudge;

233、 have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 2. We wonder whether you can _____ his material.

答案： Compensate;

234、 have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 3. In view of the fact that we are incurring unwarranted expenses as a result of your default, we regret that we _____ cancelling this contract and reserving the right to claim for the losses sustained.

答案： cannot help;

235、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 4. The quality_____for the purpose we have in mind.

答案: is unsuited;

236、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 5. Such being the case, we_____but to discontinue our business with you.

答案: have no choice;

237、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 6. By_____a customer unnecessarily, you may get his payment now. But you may lose his business in the future.

答案: embarrassing;

238、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 7. They have_____with the insurance company for loss in weight.

答案: lodged a claim;

239、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 8. Buyers_____to name a low price when asked to make a bid.

答案: are apt;

240、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited 9. They hold that this incident cannot_____merely to carelessness.

答案: attributed;

241、Fill in the appropriate word or words from the following list.have no choice match cannot help lodged a claim misjudge compensate attributed embarrassing are apt is unsuited

答案: 10. The results will_____you for your efforts.;

242、Translate the following letters. Dear Sirs, With reference to order No. 10235 for frozen chicken, we are regret to point out the goods you shipped were found to be quite unsuitable for sale. As you know, foodstuffs for sale in USA are subject to inspection by the FDA. To our great surprise, the goods in question, when inspected, were found to have a strong fishy taste and odour and were therefore declared unfit for human consumption. According to the regulations here, such goods are banned for sale and it will definitely incur severe penalties to put them on the market. The portion already delivered to customer is being invoiced back to us with demand for compensation for the loss of their sales opportunities as well as freight, storage etc, thereby placing us in an awkward position. We see no alternative but to return them for replacement with the freight, storage, etc. for your account. Please treat this matter as urgent and advise us your comment the earliest possible. Yours faithfully,

答案： 敬启者：有关 10235 订单项下冻鸡肉，我们遗憾地指出贵方所装运之货物非常不适合销售。如贵方所知，在美销售的食品须经美国食品药品监督管理局检验合格。令我们感到惊讶的是，上述货物在检验时被发现有很浓的腥味和臭味，因此被判定不适合人类食用。按照相关规定，此类商品是被禁止出售的，将它们投放市场无疑会受到严厉的惩罚。该批货中已经交付给客户的部分，客户正要求我们退款，同时赔偿他们商誉、运费、仓储等损失，这使我们处境尴尬。我们别无选择，只能退货并要求贵方换货，由此产生的运费、仓储费等费用由贵方承担。请将此事列为优先处理事项并尽早告知我们贵方意见。你忠实的；

243、Write a letter into English. 先生：兹随函附寄 SGS 香港所发的检验报告（2015）266 号。该报告证明贵方所交运货物的品质与先前寄来供确认的样品的品质完全不符。由于这批货物对我方完全无用，因此要求贵方归还这批货物的发票金额并承担 SGS 检验费共计……请迅速处理此事并告知贵方处理意见。SGS 检验报告随附

答案： Dear Mr. Enclosed please find the survey report (2015) No. 266 issued by SGS Hong Kong. The report proves that the quality of the goods you shipped is entirely out of line with the quality of the samples you sent us to confirm. Since the goods are entirely useless to us, we request that you return the invoice value of the goods and bear the total SGS inspection fee...Please take care of the matter promptly and let us have your opinion. Attached please find SGS inspection report

244、All transactions closed ___ writing without delay.

答案： cable shall be further confirmed;

245、Thank you for your prompt remittance of the balance ___ the Deniji Bank, Seoul.

答案: our account;

246、We have effected insurance ___ breakage.

答案: the cargo;

247、We are quite willing to comply ___ Pound Sterling.

答案: your proposal to quote all prices FOB;

248、The goods do not correspond ___ shade.

答案: the sample;

249、Please inform us ___ the tendency of your market.

A、 for

B、 in

C、 on

D、 of

E、 with

答案: D

250、They placed an order ___ us for 100 dozen Towels.

A、 to

B、 on

C、 with

D、 before

E、 against

答案: C

251、About our standing we would ___ you to the following bank.

A、 introduce

B、 pass

C、 transfer

D、 refer

E、 recommend

答案: D

252、We have drawn a ____ on you at sight for the invoice amount.

- A、 cheque
- B、 B/L
- C、 draft
- D、 way bill
- E、 policy

答案: C

253、They made a ____ on us for the damage.

- A、 communication
- B、 discount
- C、 reference
- D、 claim

答案: D

254、We have established a letter of credit in your ____ .

- A、 account
- B、 favour
- C、 bank
- D、 benefit
- E、 name

答案: B

255、Will you please let us know details of any lines of goods which you think are ____ for your market?

- A、 interesting
- B、 suitable
- C、 proper
- D、 desirable

答案: B

256、Interest will be ____ at 8% per annum and will be calculated semi-annually.

- A、 paid
- B、 compensated
- C、 charged
- D、 counted

答案: C

257、As our factory is at present fully occupied with orders, we regret having to ____ yours.

- A、 refuse
- B、 decline
- C、 reject
- D、 return

答案: B

258、Your claim for the damage is to be ____ with the insurance company.

- A、 met
- B、 filed
- C、 satisfied
- D、 compensated

答案: A

259、Correct the grammatical and other errors in the following letter. Dear Sirs, We were in receipt of your mail of Aug. 17th as to the fertilizer shipment effected from you. According to the stipulations of contract the shipment should be consisted 20,000 bags of fertilizers each containing 50kilos and make a total 1,000 metric tons. But from the shipping invoice we are noted that the total number of bags shipped are only 10,000 each weigh' s 80 kilos, evidently, there is disparity in total weight, for which we can hardly understand. The carried vessel is expect to arrive at here at the beginning of next month and as soon as she will arrive we can apply the CIQ to survey and weigh. At the meantime, kindly to contact to the suppliers to explain the reasons of disparity. Let us to hear from you at the early time.

答案: Dear Sirs, We were in receipt of your mail of Aug. 17th as to the fertilizer shipment effected from(by) you. According to the stipulations of (the) contract the shipment should be (should)

consisted (of) 20,000 bags of fertilizers each containing 50kilos and make (making) a total (of) 1,000 metric tons. But from the shipping invoice we are noted that the total number of bags shipped are (is) only 10,000 each weigh' s (weighing) 80 kilos, evidently, there is (a) disparity in (the) total weight, for which we can hardly understand. The carried vessel is expect (The vessel is carrying expected) to arrive at here at the beginning of next month and as soon as she will arrive (arrives) we can apply (to) the CIQ to (for) survey and weigh (surveying and weighing). At the meantime, kindly to contact to the suppliers to explain the reasons of (for the) disparity. Let us to hear from you at the early time (date).

260、Translate the following letter into English. 现随函附寄贷记凭单一张，计4 500 美元，用以全部偿付我方对贵方订单 501 号项下损失的索赔。我们十分清楚我们无法弥补给贵方带来的不便，但在今后每一笔交易中我们一定尽力使贵方满意。我们一直努力做到通过提供最佳服务使我方厂商装运的货物的质量得到贵方信任，但有时尽管我们严加防范，困难问题仍会出现。再次感谢贵方的协作，并相信我们之间的友好关系将一如既往继续发展下去。

答案： We enclose herewith a credit memo amounting to \$4,500 to make a full payment of claim for loss under your order No. 501. We know very well that we can' t make up for inconvenience caused to you, but we will try our best to satisfy you in every future transaction. We have been making efforts to ensure that the quality of the goods shipped by our manufacturers merits your confidence by providing the best service, but sometimes, despite our careful precautions, the difficulties still do appear. Thank you again for your cooperation and we believe that our friendly relationship will continue as usual.

261、Find out the incorrect sentences below and correct them. 1. The logistics company informed that the package can' t delivery as the address is wrong. 2. As a new seller on amazon, we really need the support and encouragement from our customer and we are trying our best do it better in the future. 3. We will give you a big discount your next order. 4. Please feel free contact us if you have any doubts. 5. Looking forward to hear from you.

答案： 1. delivery 改成 be delivered. 2. do 改成 to do. 3. your next order 改成 for your next order. 4. 改成 feel free to contact us, 使用不定式结构. 5. hear 改成 hearing, to 是介词, 因此此处使用动名词形式的 hearing.

262、Translate the following letter into English. 先生：贵方5月15日来信已得到我们的关注。对于这次延误装运我方深表歉意。叙利亚各方交战以来使得阿勒颇陷入混乱状态，由此所导致的延误是我们无法控制的。对贵方由此蒙受的不便，我们只好请贵方接受我们的歉意。现在装运已经改进。开罗

本地的航运公司相当合作。它们答应给我们优先安排舱位。相信今后装运可以正常进行。我们深信货物定会在适当的时候到达贵处，并使贵方满意。

答案： Dear Sirs, Your letter of May 15th has had our attention. We are sorry for the delay, which was due to the chaotic situation in Aleppo since the start of the Syrian Civil War. This is really beyond our control. We can only ask you to accept our apologies for the inconvenience you have been caused. Now improvement has been made. The shipping companies here in Cairo are quite cooperative. They have promised to give us priority in their arrangement of shipping space. It is believed that from now on shipment will be effected in the normal way. We trust the goods will arrive in suitable time and be found to your satisfaction.

263、请填写单词的完整形式 These are the newest styles of our products, which are very p___ with young people.

答案： popular;

264、 Our products are the best sellers both in d___ and foreign markets.

答案： domestic;

265、 In terms of quality, ours are much better. Thus the market d___ is rising steadily.

答案： demand;

266、 Our company always keeps to the p___ of “service upmost, people foremost” .

答案： principle;

267、 We don' t think it' s proper to s___ the goods by road.

答案： ship;

268、 We decide to compensate you for 5% of the total v___, but you should bear the inspection fee.

答案： value;

269、 The cause for the damage is not mentioned by the surveyors and there may be many f___ involved.

答案： factors;

270、 We will do our b___ to see that the shipment and delivery are on time.

答案: best;

271、The appearance of a packing that is eye-catching will be of great help in p___the sales.

答案: pushing; promoting;

272、We can g___that you' ll receive the goods before May 10th.

答案: guarantee;

273、Rearrange the following sentences into a whole passage. 1. I am not sending you a replace order too quickly, as you might receive 2 shipments and have to deal with returning one. 2. Also, sometimes packages maybe get delayed in the customs. 3. You might check with your local post office to see if they have the package. 4. Thank you very much. 5. I am sorry that there' s no Message available for this shipment.

答案: 5→3→2→1→4

274、The discount varies from 5 ____ 60 percent.

- A、 and
- B、 between
- C、 to
- D、 until

答案: C

275、The company is strengthening the ____ of our products on domestic and overseas markets.

- A、 compete
- B、 competition
- C、 competitor
- D、 competitiveness

答案: D

276、The local government is propelling the ____ and commercialization of high and new technology achievements through market.

- A、 industry
- B、 industrious

- C、 industrial
- D、 industrialization

答案: D

277、 We encourage capable enterprises to ____ overseas markets, and develop processing industries and hard-cash earning exports.

- A、 explore
- B、 exploration
- C、 expedition
- D、 expedite

答案: A

278、 The company is working actively to adjust the ____ of exports and increase the proportion of high-tech products.

- A、 mix
- B、 mixture
- C、 mixing
- D、 mixed

答案: B

279、 I wish to ____ from your view on that question.

- A、 benefit
- B、 beneficial
- C、 beneficiary
- D、 benefits

答案: A

280、 I ____ an illustrated supplement to our catalogue covering the latest designs which are now available from stock.

- A、 enclosure
- B、 exclusive
- C、 enclose
- D、 exclude

答案: C

281、The Chinese enterprises are making every _____ to open up more markets abroad, in particular, the emerging markets in Africa, Latin America, and East Europe.

- A、 efforts
- B、 effort
- C、 effect
- D、 affect

答案： B

282、I' m not comfortable _____the verbal agreement.

- A、 with
- B、 of
- C、 in
- D、 for

答案： A

283、This company is developing a full-dimensional export-_____economy.

- A、 orient
- B、 oriental
- C、 oriented
- D、 orienting

答案： C

284、Translate the following letter into Chinese. Dear sir/madam, Good day! How are you? I' m delighted you have accepted our invitation to speak at the conference in Beijing on 8th May. As we agreed, you' ll be speaking on the topic “ ”. There will be an additional minutes for questions. Would you please tell me what kind of audio equipment you' ll need? If you could let me know your specific requirements by May 1st, I' ll have plenty of time to make sure that the hotel provides you with what you need. Thank you again for agreeing to speak. I look forward to hearing from you. Thank you very much for your attention. Sincerely yours,

答案： 尊敬的先生/女生：早上好！最近好吗？我很高兴贵方接受了我们的邀请，能在5月8日北京会议上发言。正如双方同意的，您的演讲主题是“ ”，并有额外的提问环节。能否告诉我们贵方需要什么样的音频设

备? 如果贵方能在 5 月 1 日前告诉我们具体要求, 我们将有充裕时间确保宾馆提供您所需要的设备。再一次感谢贵方同意发言。期待收到贵方的回信。感谢贵方参会。您真诚的

285、Global Sources Electronics 2017 will be held in April and your company are planning to take part in the exhibition. You are request to write an invitation letter to regular clients. The letter should include the following content.1. Express your sincerity of invitation and tell your clients your booth number, time and venue.2. Introduce your company and assure your clients that you can meet their demand.3. Wish that you can have a face to face conversation at the exhibition and preparing catalogues and coffee for their coming.

答案: Dear Mr. Homann, It is an honor to be given the privilege to invite you to the Global Sources Electronics 2017. This event will be held at the Asia World-Expo, Chek Lap Kok, Hong Kong on 18th-21st Oct, 2017. Exhibit will start at 10:00 AM-06:00 PM (General Hours).our booth No is C12-205.Global Sources Electronics attracts volume buyers from more than 140 countries and features 6,000 booths of manufacturers and suppliers from China, Korea and across Asia and gives a chance for everyone to meet each other.Hoping for your presence in the said event. We are preparing catalogues and coffee for your coming.Respectfully Yours, Donald Swan

286、Anhui Yakee Display Product Co., Ltd has just introduced a new production line from Allsee Chemical Inc. Elaine, the director of Allsee Chemical promised to cover all the expense of technical training for the technical workers of Anhui Yakee Display Product Company in the United States. So Mr. Wang asked you to write a thank-you letter in his name.

答案: Dear Mr. Elaine, Thank you for your financial support to our technical training program in the United States. The fifteen technical workers who will operate at the newly introduced production line are now under express training of their English proficiencies. They will be sent to your company to receive technical training 2 months later, when we think their English will be good enough to receive the training in the US. That' s very kind of you to have promised to stand all their expenses in the US. We believe, the training program will guarantee that the business relationship between us will develop smoothly and fruitfully.Yours sincerely, Wang Lang

287、You client, Amanda Kinston, has been promoted to be the senior vice president of FREESCALE, Southeast Asia headquarter. You are requested to write a letter to congratulate his promotion.

答案： Dear Mr. Amanda Kinston, Congratulations on your promotion to senior vice president of FREESCALE, Southeast Asia headquarter. We are sure that deserve this honor due to your full experience in purchasing and HR administration. Thanks a lot for your support and trust in the past year! We will always remember your kindness. Back to business, could you please advise who will hand over your work as purchasing supervisor? Kind regards.

288、 While _____ an enquiry, you ought to enquire into quality specification and price etc.

- A、 making
- B、 offering
- C、 sending
- D、 giving

答案： A

289、 We wish to introduce ourselves _____ a state-run corporation dealing _____ textiles.

- A、 as, with
- B、 for, in
- C、 as, in
- D、 with, with

答案： A

290、 We are a specialized corporation, ——the export of animal by-products.

- A、 dealing
- B、 handling
- C、 dealing with
- D、 dealt in

答案： B

291、 As the item the scope of our business activities, we shall be pleased to establish direct trade relations with you.

- A、 lies within
- B、 falls within
- C、 come under

D、 be within

答案： B

292、 We owe your name and address Italian Commercial Bank who has informed us that you are in the market_____ table cloths.

A、 from, for

B、 to, with

C、 from, with

D、 to, for

答案： A

293、 In order to obtain the needed information, the inquirer should simply, clearly and concisely write _____ he wants to know.

A、 that

B、 so

C、 what

D、 because of

答案： C

294、 If our national economy develops at the same speed for the past decade, we are sure we can catch up with the advanced countries in the world in 50 years.

A、 as it was

B、 as it did

C、 as it does

D、 as it has done

答案： D

295、 Your letter of May 9th addressed to our Wuhan Branch Office has_____ to us for attention and reply.

A、 been passed on

B、 passed

C、 passed on

D、 been past through

答案： A

296、We are willing to enter into business relations with you on the ___ of equality and mutual benefit.

- A、 base
- B、 basis
- C、 bases
- D、 based

答案： B

297、Now we look_____ your company for the supplies as we _____suffer great losses when we dealt with them.

- A、 to, would
- B、 for, are used to
- C、 for, would
- D、 to, used to

答案： D

298、They have _____us that you are _____ the market _____ chemicals.

- A、 inform, in, on
- B、 informed, in, for
- C、 advise, in, on
- D、 advised, in, of

答案： B

299、For your information, our products enjoy a ready _____ in Europe.

- A、 sell
- B、 sale
- C、 selling
- D、 sail

答案： B

300、We have been approached _____ several buyers for the supply of HV switchgear.

- A、 by
- B、 with

C、 as

D、 for

答案： A

301、 We would recommend you _____ this offer.

A、 accept

B、 accepted

C、 to accept

D、 accepting

答案： C

302、 Thank you for your letter of December 20, _____ which you offered us 12,500 yards of printed shirting on the following terms and conditions:

A、 from

B、 of

C、 in

D、 to

答案： C

303、 Our price is more attractive as _____ that offered by suppliers elsewhere.

A、 compared to

B、 compared with

C、 compare to

D、 compare with

答案： B

304、 We are not in a position to offer firm, as the goods are _____ .

A、 without stock

B、 outside in stock

C、 no stock

D、 out of stock

答案： D

305、_____ we would like to close the business with you, we find your price unacceptable.

- A、 Much
- B、 However much
- C、 Much as
- D、 Despite

答案： C

306、 Please let us _____ your firm offer before the end of this month.

- A、 had
- B、 have
- C、 having
- D、 to have

答案： B

307、 _____ we thank you for your enquiry, we regret being unable to make you an offer for the time being.

- A、 While
- B、 When
- C、 As
- D、 Since

答案： A

308、 We are offering you goods _____ the high quality.

- A、 of
- B、 at
- C、 for
- D、 with

答案： D

309、 If you can _____ your price by 5%, we may conclude the transaction with you.

- A、 offer
- B、 bring down

- C、 fix
- D、 quote

答案： B

310、 The commodities you offered are _____ line with the business scope of our clients.

- A、 outside
- B、 out
- C、 out of
- D、 without

答案： C

311、 We are offering you firm _____ on the same terms and conditions as the previous contract.

- A、 as following
- B、 as follow
- C、 as is following
- D、 as follows

答案： D

312、 We don' t think we can put the business through _____ you revise your terms and conditions.

- A、 unless
- B、 expect
- C、 only if
- D、 in addition

答案： A

313、 As said on the telephone this morning, we are sending you by separate airmail the samples, _____ you will find them satisfactory.

- A、 to hope
- B、 hoping
- C、 hopefully
- D、 hope

答案： B

314、We shall be glad to send you sample-cutting books and pamphlets of our new products_____ .

- A、 with request
- B、 as request
- C、 upon request
- D、 at request

答案： D

315、Please _____ us if you find our price competitive.

- A、 buy them with
- B、 place orders with
- C、 place orders from
- D、 place your orders

答案： B

316、We find your terms _____ and now send you our order for 30 SM combines.

- A、 fitful
- B、 suitable
- C、 satisfied
- D、 satisfactory

答案： D

317、We place this order _____ the understanding that the discount is 10%.

- A、 for
- B、 with
- C、 on
- D、 through

答案： B

318、If you can _____ us a 3% discount, we shall give you our initial order amounting toUS\$ 25,000.

- A、 provide
- B、 pay

C、 guarantee

D、 allow

答案： D

319、 We expect _____ large orders from Europe in the near future.

A、 to receive

B、 to receiving

C、 receive

D、 being received

答案： A

320、 We are well acquainted _____ our customers' needs and can place large orders with you if your price is quite in line.

A、 by

B、 of

C、 with

D、 for

答案： C

321、 We must insist on immediate delivery, _____ we shall be compelled to cancel the order in accordance with the contract stipulations.

A、 however

B、 likewise

C、 in other words

D、 otherwise

答案： D

322、 In terms of quality, our products are superior _____ other brands.

A、 to

B、 better

C、 for

D、 above

答案： A

323、Goods will be shipped _____ 30 days after receipt of the L/C.

- A、 to
- B、 on
- C、 for
- D、 within

答案： D

324、We look forward _____ your orders.

- A、 on
- B、 in
- C、 to
- D、 at

答案： C

325、A firm offer _____ a time limit for acceptance.

- A、 may specify
- B、 never specifies
- C、 sometimes specifies
- D、 must specify

答案： D

326、An L/C should be established _____ our favour available by documentary draft _____ sixty days' sight.

- A、 in, after
- B、 on, in
- C、 in, for
- D、 in, at

答案： D

327、_____ you fulfil the terms of the L/C, we will accept the drafts drawn under this credit.

- A、 Provided
- B、 To provide
- C、 Supplied

D、Furnished

答案：A

328、请用英文回答：What are the components of the business letter structure?

答案：Letterhead, Reference and Date, Inside Name and Address, Attention Line, Salutation, Subject Line, **Body of a Letter**, **Complimentary Close**, **Signature**, **Enclosure**, **Carbon Copy Notation**, **Postscript**.

329、请用英文回答：What does the letterhead include?

答案：Letterhead includes the sender's name, postal address, telephone number, fax number, and E-mail address, etc.

330、请用英文回答：Why should business letters be marked Reference?

答案：to avoid confusion

331、请用英文回答：What's the difference between British and American dates?

答案：English form follows the order of day, month and year, while the U.S. practice is to write in the order of month, day and year.

332、请用英文回答：Is the Inside Name and Address the sender's or the receiver's?

答案：receiver's

333、请用英文回答：When is Attention line used?

答案：Attention line is used when the writer of a letter addressed to an organization wishes to direct the letter to a specific individual or section of the firm.

334、请用英文回答：How to write Salutation?

答案：Salutation is usually typed three spaces below the inside address of the attention line, and followed by a comma for "Dear Sir", "Dear Sirs", and a colon for "Gentlemen".

335、请用英文回答：What is the purpose of Subject Line?

答案：Subject Line is actually the general idea of a letter. It calls the receiver's attention to the topic of the letter.

336、请用英文回答：What are the components of a signature?

答案: It is common to type the name of the writer's firm or company immediately below complimentary close. Then the person who dictates the letter should sign his name, by hand and in ink, below it. Since hand-written signatures are illegible, the name of the signer is usually typed below the signature, and followed by his job title or position.

337、请用英文回答: What documents are often enclosed in business letters?

答案: catalogue, price list etc.

338、请用英文回答: Should postscript be written often?

答案: NO. Try to avoid P.S. since it may suggest that the writer failed to plan his letter well before he typed it.

339、请用英文回答: Please list three types of format of Foreign Trade Correspondence?

答案: Full-block Format, Semi-block Format, Conventional Format.

340、翻译成中文: Usually letterhead is printed in the up-center or at the left margin of a letter.

答案: 信头通常放在信函的居中上半部分或左上方。

341、翻译成中文: The name and address of the receiver is typed at the left-hand margin about two to four spaces below the date. It appears exactly the same way as on the envelope.

答案: 收件人的姓名和地址在日期下方大约 2 到 4 个空格的左边空白处键入。它的样子和信封上的一模一样

342、翻译成中文: Subject Line is actually the general idea of a letter. It is inserted between the salutation and the body of the letter. It calls the receiver's attention to the topic of the letter.

答案: 事由实际上是一封信的概要, 它是在称呼和正文之间, 方便收信人对信函核心要义的把握。

343、翻译成中文: This is the main part of the letter. It expresses the writer's idea, opinion, purpose and wishes, etc., so it should be carefully planned.

答案: 这是信函的主要部分。它表达了写信人的思想、观点、目的和愿望, 因此应该仔细规划。

344、**翻译成中文:** Complimentary Close is merely a polite way of ending a letter.

答案: 结尾敬辞仅仅是结束信函的一种礼貌的方式。

345、**翻译成中文:** When copies of the letter are sent to others, type c. c. below the signature at the left margin.

答案: 当需要将信件副本发送给其他人, 可以在签名下方左边空白处键入 C. C. 字样。

346、**翻译成中文:** In the full-block format, all lines begin at the left margin. There is no indentation in the letter at all. This format is simple, easy to type, and is often used in business letters.

答案: 在全齐头式中, 所有行都从左边距开始。这封信根本没有缩进。这种格式简单, 易于打字, 常用于商业信函。

347、**翻译成中文:** The difference between this format and the semi-block format is that it takes four spaces in the first line of each paragraph of the body letter. The positions of other elements are quite similar to those in the semi-block.

答案: 这种格式和半齐头式的区别是, 这种格式下正文每一段的第一行空四格。其他要素的位置与半齐头式类似。

348、**请用英文回答:** What is the outline for a typical foreign trade correspondence?

答案: Opening Paragraph, Middle Paragraph, Last Paragraph

349、**翻译成中文:** The opening paragraph of a foreign trade letter is like a headline in the newspaper. It should obtain the reader's attention at the first sight, and help to gain a positive response from the reader.

答案: 外贸函电的篇首段就像是报纸的新闻头条, 应该立即引起读者的注意, 有助于从读者那里获得积极的回应。

350、**翻译成中文:** Get to the point immediately in the first paragraph and let the reader find the key information quickly.

答案: 在信函首段应立即切中要点, 让收信人快速找到关键信息。

351、**翻译成中文:** Setting a positive and friendly tone in the opening paragraph may help to evoke the positive reaction the writer desires.

答案: 在开篇段落中使用积极友好的语气, 可能有助于唤起作者希望的积极反应。

352、请用英文回答： In Middle Paragraph, what necessary background and supporting information should be beprovided?

答案： Usually, information concerning these aspects should be considered:Who, What, Why, When, Where and How.

353、翻译成中文： thank you for your letter dated Oct.10th 2019 regarding terms of payment.

答案： 感谢你方 2019 年 10 月 10 日关于付款方式的来信。

354、翻译成中文： We are writing to you in the hope of establishing long-term business relations with you .

答案： 我们写信给贵司希望与你们建立长期友好的业务关系。

355、翻译成中文： We are looking forward to hearing from you ./receiving your early reply.We are anticipating your order.

答案： 我们期待收到你方的来信/你方的早日答复或我们期待你方的订单。

356、请用英文回答： What is 7C Principle?

答案： Courtesy, Consideration, Completeness, Clarity, Conciseness, Concreteness, Correctness

357、翻译成中文： Courtesy is not mere politeness. It stems froma sincere You-attitude.

答案： 谦恭不仅仅是礼貌，更包含了以对方为主的立场或态度。

358、请用英文回答： How to make a business letter courteous?

答案： In order to make a business letter courteous, try to avoid irritating, offensive, or belittling statements. To answer letterspromptly is also a matter of courtesy.

359、请用英文回答： What is the meaning of Consideration?

答案： Consideration emphasizes You-attitude ratherthan We-attitude. When writing a letter, keep the reader' s request, needs, desires, as well as his feelings in mind. Plan the best way to present themessage for reader to receive.

360、翻译成中文： A business letter should include all thenecessary information. It is essential to check the message carefully before itis sent out.

答案： 函电应包括所有必要的信息。在撰写信函时应考虑周全，避免丢三落四。

361、请用英文回答：What should the writer do if he want to achieve clarity ?

答案： 1) Avoid using the words which have different understanding or unclear meaning 2) Pay attention to the position of the modifiers. 3) Pay attention to the sentence structures. 4) Paragraph carefully and properly

362、翻译成中文： We have two direct sailings every month from Hong Kong to San Francisco. We have semimonthly direct sailing from Hong Kong to San Francisco. We have a direct sailing from Hong Kong to San Francisco every two months.

答案： 从香港到旧金山我们每个月有两次直航服务。从香港到旧金山我们半个月有一次直航服务。从香港到旧金山我们每两个月有一次直航服务。

363、翻译成中文： We shall be able to supply 12 cases of the item only. We shall be able to supply 12 cases only of the item.

答案： 我们只能供应这种商品，商品的数量是 12 箱。我们供应这种商品，数量只有 12 箱。

364、翻译成中文： We sent you 4 samples yesterday of the goods which you requested in your letter of April 6th by air. We sent you, by air, 4 samples of the goods which you requested in your letter of April 6th yesterday.

答案： 应贵司 4 月 6 日来函要求，我们昨天寄了 4 份空运的货物样品。应贵司 4 月 6 日来函要求，昨日我方通过空运方式将贵方所需样品邮寄。

365、用英文回答： How to Paragraph carefully and properly?

答案： One paragraph for each point is a good general rule.

366、用英文回答： How to achieve Conciseness?

答案： 1) Avoid using wordy expressions 2) Avoid unnecessary repetition 3) Use short sentences, simple words and clear explanations 4) Avoid padded expressions 5) Use subject line flexibly and properly

367、翻译成中文： We have drawn on you as usual under your L/C.

答案： 我们已经按照惯例在你方信用证项下开立以你方为付款人的信用证。

368、翻译成中文： We have drawn on you our sight draft No. 536 for the Invoice amount U S \$ 700,00, under your L/C No. 132 of the bank of China.

答案： 根据你方中国银行第 123 号信用证，我方已开出以你方为付款人的第 536 号即期汇票，发票金额为 70000 美元。

369、请用英文回答： what is the meaning of Correctness?

答案： Correctness refers not only to correct usage of grammar, punctuation and spelling, but also to standard language, proper statement, and accurate figures as well as the correct understanding of commercial jargons.

370、翻译成中文： We are well-established exporters of Swedish sundry goods, such as Toys, Buttons and Stationary.

答案： 我们是瑞典经营各种商品的知名出口商，如玩具、纽扣和文具。

371、 We thank you for your letter of May 13 and the _____ catalogue.

- A、 sent
- B、 enclosed
- C、 given
- D、 presented

答案： B

372、翻译以下外贸函电： Date: May 16th, 2016 Dear Sirs, From www.alibaba.com we have learned that you are in the market for cosmetic pencils, which just falls within our business scope. We are now writing to you in the hope of entering into business relations with you. As a leading trading company in HEFEI, the capital of Anhui province, and backed by nearly 20 years of export experience, we have good connections with some reputable factories. Sufficient supplies and on-time delivery are guaranteed. To give you a general idea of our products, we enclose a complete set of leaflets showing various products being handled by this corporation with detailed specifications and means of packing. Quotations and samples will be sent upon receipt of your specific enquiries. Please let us know if we may be of further assistance, and we are looking forward to your specific inquiry. Thanks and best regards. Zheng Hao

答案： 尊敬的先生：我们从阿里巴巴网站获悉，贵方正采购化妆笔，这恰好是我方的业务范围。我们现在写信给贵方，希望与贵方建立业务关系。我公司是安徽省省会合肥的一家一流贸易公司，有近 20 年的出口经验。我们与一些知名的工厂有密切的合作，可以保证充足的供货和准时发货。为了使贵方大致了解我方的产品，我们随函附上一整套宣传册，展示了我方公司经营的各种产品并附有详细规格和包装方式。一收到贵方的具体询盘，我方将寄出报价单和样

品。请告知我方能否提供更多的帮助，我们期待贵方的具体询盘。谢谢并致敬。 郑好

373、 Any exporter who wants to sell his products in a foreign country or countries must first _____ a lot of market research.

- A、 instruct
- B、 destruct
- C、 conduct
- D、 induct

答案： C

374、 The _____ price in our market is \$8 per case.

- A、 prevalence
- B、 prevailing
- C、 prevailed
- D、 prevail

答案： B

375、 We are now writing to you to _____ long-term trade relations.

- A、 publish
- B、 establish
- C、 protect
- D、 lavish

答案： B

376、 We are sure you will find a _____ sale for our products in Canada as our other retailers through Europe and the USA.

- A、 tough
- B、 rough
- C、 bad
- D、 ready

答案： D

377、 Please let us know if we may be _____ further assistance.

- A、 for

B、 of

C、 to

D、 at

答案： B

378、 We would be _____ if you could send us full details about your products.

A、 wonderful

B、 hopeful

C、 regretful

D、 grateful

答案： D

379、 If your prices are competitive and your goods _____ to our standard, we shall order on a regular basis.

A、 up

B、 below

C、 about

D、 in

答案： A

380、 We find it impossible to ask our end users to _____ the delayed delivery.

A、 receive

B、 allow

C、 refuse

D、 accept

答案： D

381、 _____ you be ready to reduce your price by 3%, we might come to business.

A、 Should

B、 Ought

C、 Will

D、 Ought to

答案： A

382、 I would be grateful if you could _____ for one of your representatives to call me within the next two weeks.

- A、 urge
- B、 tell
- C、 arrange
- D、 force

答案： C

383、 将下列英文句子翻译成中文。 We write to introduce ourselves to you as a state-operated corporation dealing exclusively in light industrial goods.

答案： 我们写信向您介绍我们是一家专营轻工业品的国营公司。

384、 We have the pleasure to receive your early reply.

答案： 很高兴早日收到你方答复。

385、 We have been referred to you by Mr. Green.

答案： 我们由格林先生推荐给你方。

386、 We would appreciate it very much if you send us a few sample books.

答案： 如果你能寄给我们几本样书，我们将不胜感激

387、 We enclose a copy of our export list covering the main items.

答案： 随函附上包含我方主要商品的出口清单一份

388、 We take the liberty of writing to you to build up business relations.

答案： 我们冒昧写信给你方以建立业务关系。

389、 We are a state-owned corporation specializing in the import of agricultural commodities.

答案： 我们是一家专营农产品进口的国有公司。

390、 We have the pleasure to introduce ourselves to you with a view to building up business relations with you.

答案： 我们很高兴向您作自我介绍，以期与您建立业务关系。

391、Because the article falls within the scope of our business activities, we are writing you in hope of setting up trade relations with you.

答案： 由于该商品属于我们的业务范围，我们写信给你方，希望与你方建立贸易关系。

392、We recommend that you approach our branch office for the matter directly.

答案： 我们建议你直接联系我们分公司处理此事。

393、**翻译信函：** Date: May 18th, 2016 Dear Sirs, Thank you for the information. We have full of confidence to meet your quality level. Now we can assure you by offering some FAQs as follows. Q1: How do we control the product quality? ① We can control our rate of substandard products under the 0.1%. ② We have our individual QC managers, who are responsible for checking each item and overseeing the whole product process. ③ Color can be customized. Q2: What are the improvements of our cosmetic pencil? ① It's easy to color and it's easy remove by remover oil. ② Supplier from Korea, high quality so that make-up more sophisticated. ③ 21 cm. It's longer than others sell in the market. ④ It can keep using 1 year, it wouldn't melt in hot weather. Q3: Does OEM & ODM order is acceptable? Definitely no problem for custom designs, we work on OEM orders, which mean size, material, quantity, design, packing solution etc., will depend on your requests; and your logo will be customized on our products. Q4: What is the MOQ for your production? Pls consider the mini order of 5,000 pieces. Worth mentioned is that not only we sell products, but what we sell is service. We offer you a series of excellent services including basic services, customized services, after-sale services, which is covered in the leaflet having sent to you. Any further questions, please be free to inform us! Best regards! Zheng Hao

答案： 尊敬的先生：感谢贵方的信息。我们完全有信心能满足贵方的质量要求。为了使贵方放心，现提供常见问题解答如下。问题 1：我们如何控制产品质量？① 我们能将产品的次品率控制在 0.1% 以下。② 我们自己的质量控制经理，他负责检验每件产品并监控全部生产过程。③ 颜色可以定制问题 2：我们的化妆笔有哪些改进？① 易于上色，且用卸妆油去色也很容易。② 韩国供应商供货，质量上乘，使妆容更为精致。③ 笔长 21 厘米，比市面上其他化妆笔都要长一些。④ 可连续使用一年，在炎热天气不会融化。问题 3：能否接受贴牌生产和原创设计生产？客户定制绝对没有问题，我们可以接受贴牌生产订单，这意味着尺寸、材料、数量、设计、包装方式等都可以按照贵方的要求。贵方的商标也可以在产品上定制显示。问题 4：生产的最小订货量是多少？请考虑 5 000 支的最低订单量。值得一提的是，我们销售的不仅是产品，

还有服务。我们向贵方提供系列完善服务，包括基本服务、定制服务、售后服务等，包括这些服务的宣传册已经寄给贵方。如有疑问，请立即告知！致敬！

394、We are completely _____ stock of the raw material.

- A、 out of
- B、 before
- C、 regard to
- D、 up to

答案： A

395、As our factory is closing for the one-week National Day holidays, I am sorry to say that we must _____ your order.

- A、 turn up
- B、 turn in
- C、 turn over
- D、 turn down

答案： D

396、I'll very much appreciate it _____ this can be done within this week.

- A、 as
- B、 if
- C、 only
- D、 for

答案： B

397、The 10 crates _____ on SS Tianjin are marked with "HANDLE WITH CARE".

- A、 loader
- B、 load
- C、 loaded
- D、 loading

答案： C

398、Your order of 30 tea sets of crockery should be _____ in five crates.

- A、 package
- B、 pack
- C、 packed
- D、 packing

答案： C

399、翻译句子： 1. Provided detailed terms could be arranged, we think our 20 years' experience in these goods should enable us to establish a mutual beneficial business relationship with you. 2. As a matter of fact, we are quite satisfied with amount of business you have brought us. 3. The agency you will operate would begin from January 1st next year for a period of two years, subject to renewal. 4. The commission we can grant on your sales of our products is 5%. 5. Upon receipt of your confirmation for the above points we will arrange for the contract to be drawn up and sent to you for your signature.

答案： 1. 若能将具体条款确定下来，相信我方 20 年经营该产品的经验能让双方建立互利的业务关系。 2. 实际上我们对您给我们带来的业务量表示满意。 3. 贵方运营的代理关系将于明年 1 月 1 日开始，为期两年，以续签为准。 4. 我方按照贵方销售产品金额的 5% 付给贵方佣金。 5. 一俟收到贵方来信确认这些要点，我方将拟好协议寄给贵方签署。

400、翻译信函： Date: May 18th, 2016 Dear Sirs, We are pleased to confirm the agreement about the agency reached between us after so many discussions. We wish this would be a very good beginning of the business relationship between our two companies and look forward to a happy and successful working relationship with you. Before drawing up the formal contract for signature we should like to confirm the main points which we have reached as the following: 1. The agency you will operate would begin from January 1st next year for a period of two years, subject to renewal. 2. The commission we can grant on your sales of our products is 5%. 3. You will undertake not to sell the competing products of other manufacturers either on your account or on that of other suppliers. 4. Credit terms should not to be given or promised to any customer without our consent. 5. A special commission of 2% will be added. 6. All questions of difference arising under our agreement will be referred to arbitration. Upon receipt of your confirmation for the above points we will arrange for the contract to be drawn up and sent to you for your signature. Yours faithfully, Zheng Hao

答案： 尊敬的先生： 经过多次讨论后，我们欣然确认双方达成的代理协议。我们希望这将是两家公司业务关系的良好开始，并期望与贵方建立愉快和成功的

工作关系。在起草正式合同之前，我们想确认以下已经达成的要点：1. 贵方运营的代理关系将于明年1月1日开始，为期两年，以续签为准。2. 贵方销售我方的产品，我方将给予5%的佣金。3. 贵方不能销售其他厂商的竞争性产品，不管是自己购买还是其他供应商供货。4. 未经我方同意的情况下不能向任何客户提供或承诺信用条款。5. 可以增加2%的特殊佣金。6. 协议下产生的任何问题将提交仲裁。一收到贵方对上述要点的确认函，我方将安排起草合同并寄给贵方签字。您忠诚的

401、we feel sure that they will glad to furnish you _____ any information you require.

- A、 for
- B、 at
- C、 on
- D、 with

答案： D

402、we need a regular supply of bitter apricot kernels _____cakes and candies.

- A、 for
- B、 at
- C、 of
- D、 in

答案： A

403、quotations and samples will be sent _____ receipt of your specific enquires.

- A、 for
- B、 upon
- C、 with
- D、 to

答案： B

404、as this article falls _____ the scope of our business activities,we take this oppotunity to express our wish to conduct some transaction with you in the near future.

- A、 with
- B、 in

C、 within

D、 at

答案： C

405、 we assure you ____ our full cooperation.

A、 for

B、 at

C、 with

D、 of

答案： D

406、 about a year ago an action was brought _____ the firm by one of its suppliers.

A、 of

B、 against

C、 on

D、 for

答案： B

407、 we are large dealers in textiles and believe there is a promising market in our area_____ moderately priced goods of the kind mentioned.

A、 on

B、 with

C、 for

D、 in

答案： C

408、 we would allow you a discount _____ 2%.

A、 with

B、 for

C、 on

D、 of

答案： D

409、the goods are excellent ____ quality.

- A、 for
- B、 with
- C、 to
- D、 in

答案: D

410、these leather handbags are fully illustrated in the catalogue and are _____ the same high quality as our gloves.

- A、 for
- B、 of
- C、 to
- D、 in

答案: B

411、We feel sure that they will be glad to furnish you----- requires

- A、 for
- B、 at
- C、 on
- D、 with

答案: D

412、We need a regular supply of Bitter Apricot Kernels----- cakes and candies.

- A、 for
- B、 at
- C、 of
- D、 in

答案: A

413、Quotations and samples will be sent ----- receipt of your specific enquires.

- A、 for
- B、 upon

C、 with

D、 to

答案: B

414、 As this article falls -----the scope of our business activities, we take this opportunity to express our wish to conduct some transaction with you in the near future.

A、 with

B、 in

C、 within

D、 at

答案: C

415、 We assure you -----our full cooperation.

A、 for

B、 at

C、 with

D、 of

答案: D

416、 About a year ago an action was brought-----the firm by one of its suppliers.

A、 of

B、 against

C、 on

D、 for

答案: B

417、 We are large dealers in textiles and believe there is a promising market in our area _____moderately priced goods of the kind mentioned.

A、 on

B、 with

C、 for

D、 in

答案： C

418、 we would allow you a discount_____ 2%.

A、 with

B、 for

C、 on

D、 of

答案： D

419、 the goods are excellent _____ quality.

A、 for

B、 with

C、 to

D、 in

答案： D

420、 These leather handbags are fully illustrated in the catalogue and are _____the same high quality as our gloves.

A、 for

B、 of

C、 to

D、 in

答案： B

421、 We wish to receive your shipping advice soon for the goods under the captioned _____.

A、 letter

B、 cable

C、 contract

D、 communication

答案： C