

## 2022年4月高等教育自学考试全国统一命题考试

## 外贸函电

(课程代码 00094)

## 注意事项:

1. 本试卷分为两部分,第一部分为选择题,第二部分为非选择题。
2. 应考者必须按试题顺序在答题卡(纸)指定位置上作答,答在试卷上无效。
3. 涂写部分、画图部分必须使用2B铅笔,书写部分必须使用黑色字迹签字笔。

## 第一部分 选择题

一、单项选择题:本大题共20小题,每小题1分,共20分。在每小题列出的备选项中只有一项是最符合题目要求的,请将其选出。

1. We have received your enquiry of 15 October \_\_\_\_\_ you advise us of your interest in Cashmere.  
A. from which      B. in which      C. at which      D. which
2. Considering the quality of the goods \_\_\_\_\_ we quoted, we do not feel that the prices are at all excessive.  
A. which      B. that      C. for which      D. for that
3. For exports, we usually ask our buyers to open irrevocable letters of credit \_\_\_\_\_ sellers' documentary drafts at sight.  
A. available by      B. available to      C. acceptable by      D. acceptable to
4. We \_\_\_\_\_ you for the special offer you send us.  
A. thank      B. appreciate      C. are grateful      D. are indebted
5. We need an agent in that country to help us to \_\_\_\_\_ our products.  
A. market      B. display      C. dispose      D. buy
6. All their orders have been \_\_\_\_\_.  
A. done      B. executed      C. effected      D. made
7. We thank you for your letter of May 5<sup>th</sup>, \_\_\_\_\_ your purchase from us of 5,000 tons of green beans.  
A. confirm      B. to confirm      C. confirming      D. confirmed
8. Some customers requested us to \_\_\_\_\_ our price because they consider it too high.  
A. bring down      B. get down      C. put down      D. take down

9. I am sure we can work out a \_\_\_\_\_ arrangement to handle the repairs.

- A. satisfied      B. satisfaction      C. satisfactory      D. satisfying

10. A routine review of your account \_\_\_\_\_ the following past due balance.

- A. exposes      B. declares      C. implies      D. reveals

11. Enclosed is a copy of our credit terms \_\_\_\_\_ how your account will be billed each month.

- A. speculating      B. specifying      C. simulating      D. specializing

12. After the contract is signed, we shall open \_\_\_\_\_ the Bank of China here an irrevocable L/C before the end of November.

- A. with      B. at      C. by      D. in

13. We are disappointed to note that so far we have not received your L/C which \_\_\_\_\_ us before April 1<sup>st</sup>.

- A. shall reach      B. should have reached  
C. must have reached      D. is reaching

14. Fresh supplies are \_\_\_\_\_ early next month.

- A. due to arriving      B. due arriving  
C. schedule to arrive      D. due to arrive

15. You may rest assured that we will have the goods \_\_\_\_\_ by the end of next month.

- A. to be shipped      B. shipped      C. being shipped      D. be shipped

16. The 50 cases of computer accessories you sent us were found to be faulty. This was apparently \_\_\_\_\_ to improper packing.

- A. arouse      B. resulted      C. applied      D. attributed

17. Claims for \_\_\_\_\_ or incorrect material must be made within 30 days after arrival of the goods.

- A. lack      B. scarcity      C. shortage      D. rarity

18. We shall be grateful \_\_\_\_\_ you will keep the damaged cases and contents until called for by our forwarding agent, \_\_\_\_\_ we have instructed accordingly.

- A. that...who      B. that...whom  
C. if...who      D. if...whom

19. These plastic backed synthetic fiber carpets are most \_\_\_\_\_, and they resist sun and rain remarkably well.

- A. economic      B. economical      C. economy      D. economics

20. We are \_\_\_\_\_ a check for \$5,820 in payment of the order.

- A. enclosing to you      B. enclosing you      C. enclosing      D. enclosed

## 第二部分 非选择题

二、填空题:本大题共 25 空,每空 1 分,共 25 分。

21. Our new low-cost solutions may be \_\_\_\_\_ particular interest to you.
22. We thank you for your order, but \_\_\_\_\_ to tell you that we cannot supply at the moment goods you asked for.
23. Please let us have your lowest quotation on CIF Lagos basis \_\_\_\_\_ 500 pieces of 24 inches electric fans.
24. We agree to the amendments \_\_\_\_\_ the contract as requested in your letter of May 5.
25. Our offer for men's bicycle is valid \_\_\_\_\_ 10 days.
26. After the license is approved, we shall establish an L/C in your \_\_\_\_\_.
27. Please advise at what price your clients will place orders \_\_\_\_\_ us.
28. Will you please send us the soonest possible your proforma invoice \_\_\_\_\_ 1,000 pieces sewing machines?
29. We assure you \_\_\_\_\_ our full attention to your order.
30. Such a growing demand can only result \_\_\_\_\_ increased price.
31. We shall make a reduction \_\_\_\_\_ our price by 5% if you increase the quantity to 5,000 M/T.
32. The items you inquired about are now out of \_\_\_\_\_ owing to brisk demand.
33. We agree \_\_\_\_\_ clean collection for this order as an exception. For future normal orders, L/C will be required.
34. We are glad that you have succeeded \_\_\_\_\_ obtaining large orders.
35. We can continue to offer credit \_\_\_\_\_ if our customers meet their obligations.
36. If you fail to clear your account within 10 days, you will leave us no alternative \_\_\_\_\_ to take legal action.
37. We are glad to inform you that the L/C is now \_\_\_\_\_ the way to you.
38. We will inform our customers \_\_\_\_\_ the arrival of the shipment ourselves.
39. You must be aware that any further delay \_\_\_\_\_ shipment will bring about adverse effect on our future business.
40. We note that you wish us to insure shipments to you \_\_\_\_\_ 110% -130% of the invoice value.
41. Since the premium varies with the scope of insurance, extra premium is \_\_\_\_\_ buyer's account should additional risks be covered.
42. The goods are short-delivered \_\_\_\_\_ 1,540 lbs.
43. After examining the blankets supplied to our order No. 23789, we are disappointed \_\_\_\_\_ the quality.
44. Your goods are superior in quality compared with \_\_\_\_\_ of other manufactures.
45. Claims \_\_\_\_\_ shortage or incorrect material must be made within 30 days after arrival of the goods.

三、英汉翻译:本大题共 10 小题,每小题 2 分,共 20 分。

46. We have recently received many inquires from retailing shops in New York area about the captioned items and are sure that there would be very brisk demands.
47. Enclosed is our latest catalog in which Page 14 details the unique features of our laser printers.
48. Since the prices of the raw materials have been raised, I am afraid that we have to adjust the prices of our products accordingly.
49. You will see that our offer compares favorably with the quotations you can get elsewhere.
50. It will be appreciated if you will immediately let us have firm offer for machine tools.
51. As the package of sample is overweight, airmailing would be too expensive.
52. We are anticipating a prompt shipment. If this first consignment conforms to the sample supplied, we wish to establish a regular connection for the future.
53. The extent of insurance is stipulated in the basic policy form and in the various risk clauses.
54. We value your service and would like to order from you again, provided that you could guarantee prompt delivery.
55. Who issues the inspection certificate in case the quality does not conform to the contract?

四、汉英翻译:本大题共 5 小题,每小题 3 分,共 15 分。

56. 今年进口小麦的数量和去年大体相同。
57. 我方报价如有变更不另通知。
58. 你们询问的那一家公司证实了他们是有竞争力的,并且是信誉良好的。
59. 考虑到我们的长期业务关系,我们接受你们的还盘。
60. 虽然价格偏高,但我们的产品质量很好。

五、撰写英文书信:本大题 20 分。

61. 尊敬的先生:

请报你们各种规格的肉制品罐头和水果罐头的价格。

我们是从最近一期《食品》杂志的广告中获悉你们经营各种罐头食品。这儿的市场对这些产品有稳定的需求。如果你们的产品符合当地消费者的口味,我们能长期购买。

如果寄来最新目录本并对所附询价单上列出的商品报价,将十分感谢。请及早回复,并告知有关交货和数量折扣的详细情况。

谨上