

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 letter of 15 October, _____ we are glad to know that you are interested in our electric heaters.
A. from which B. in which C. at which D. which
2. Mr. Bill Browning, your import manager, wrote us last week that our price was _____ and asked us to secure supplies.
A. acceptable B. managerial C. impossible D. unfortunate
3. As our stocks are rapidly _____, the maximum quantity we can supply is 100 tons.
A. running B. shortage C. diminishing D. stopping
4. We can allow you a special discount of 12% on orders exceeding \$60,000. The word "allow" can be replaced by the following words EXCEPT _____.
A. give B. grant C. offer D. permit
5. The Bill of Lading is to be made out _____ order.
A. to B. from C. on D. for
6. We confirm _____ from you the following commodities.
A. to purchase B. purchase
C. having purchased D. to have purchased
7. We trust that the high quality of our products will _____ you to place trial order.
A. appeal B. induce C. attract D. seduce
8. We also wish to advise you that the prices we quoted are our _____ prices.
A. new B. cheap C. rock bottom D. easiest

9. I would appreciate _____ me an up-to-date price list for your supplies.
A. if you would send B. you send
C. that you would send D. your sending
10. A bill of exchange is said to be noted when a Notary Public inscribes on it a note to the effect that it has been _____ at maturity.
A. honored B. dishonored C. negotiate D. paid
11. We have arranged with the Bank of Japan, Tokyo, to _____ a letter of credit in your favor to be available until September 30.
A. draw B. establish C. make D. quote
12. As the goods are ready for shipment, we _____ your L/C to be opened immediately.
A. hope B. anticipate C. await D. expect
13. We wish to call your attention to the _____ of the L/C, since there is no possibility of L/C extension.
A. variety B. capability C. validity D. probability
14. After going into the matter carefully we estimate that the damage might be due to _____ handling in transit or during unloading.
A. rough B. tough C. hard D. heavy
15. We must ask you to complete the order immediately, _____ we shall be obliged to cancel it and obtain the stationery elsewhere.
A. as a result B. on the other hand
C. because D. otherwise
16. Since the premium varies with the scope of _____, extra premium is for buyer's account, should additional risks be covered.
A. assurance B. insurance C. business D. enterprise
17. Enclosed are sample parts _____ some of the problems we encountered.
A. show you B. will show C. showing D. shown
18. It is apparent that each sample has been _____ long periods in extreme sunlight.
A. subject to B. subjected to C. resulting in D. resulting from
19. Many of the stores have already _____ a second order for these dresses.
A. made B. taken C. done D. placed
20. We value your service and would like to order from you again, _____ you could guarantee prompt delivery.
A. though B. unless C. provided that D. until

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. We sincerely hope you have no objection _____ a reminder that there is a balance due of \$860.50 on your monthly account.
22. We are sorry for the trouble the printer has caused you, but we are confident that it can be fixed _____ your complete satisfaction.
23. We are sorry to tell you that the damage incurred resulted _____ breakage.
24. We agree _____ the amendments to the contract as requested in your letter of May 5.
25. Your _____ for the damage is to be filed with the insurance company.
26. After the license is approved, we shall _____ an L/C in your favor.
27. Improper packing is the cause of the damage for which the supplier is _____.
28. Regarding insurance, the coverage is _____ 110% of invoice value up to the port of destination.
29. _____ receipt of your L/C we shall make shipment immediately.
30. Goods will be shipped _____ 30 days after receipt of the L/C.
31. We have instructed our forwarder to contact you and you shall hear _____ them in a day or two.
32. Attached to this letter _____ a copy of B/L, along with copies of invoice and weight memo.
33. We invite your attention to the _____ that the L/C covering your order No. 185 has not reached us in spite of our repeated requests.
34. If the amount exceeds that figure, payment _____ L/C will be required.
35. Please make sure that the terms and conditions in the L/C are exactly the _____ as those in our contract.
36. We are sure your help will be beneficial _____ both sides.
37. After receiving our request for payment extension, our supplier agreed to draw a new bill _____ us, with interest of 5% added for the extension.
38. I am sending you a check of \$1,500 _____ full payment of my account.
39. We look forward _____ receiving your early reply.
40. We prefer your quotation _____ CIF San Francisco basis.
41. We cannot do business _____ your price is too high.
42. All the items will be ready _____ shipment in three weeks.
43. The contents of the bidding documents mentioned above shall be _____ follows:
44. We are offering you goods _____ very high quality.
45. We cannot make any offer as the goods are out of _____.

三、英汉翻译:本大题共 10 小题,每小题 2 分,共 20 分。

46. Since we have only moderate cash reserves for the time being, tying up funds for four months would cause problems for us.
47. All transport and transshipment charges will be included in the CIF price.
48. Much as we would like to cooperate with you, we do not think there is room for a reduction in our price.
49. We are grateful to you for pointing out the incident and have arranged for the immediate dispatch of the altered items from the last delivery.
50. There is likely to be enquiry or order for men's shirts; therefore, please send us quotations and samples in advance.
51. My offer was based on reasonable profit, not on wild speculations.
52. We regret that your counter-offer is not acceptable to us as the price we quoted is quite realistic.
53. We find it difficult to fill your order at the prices indicated in your letter because of the high cost of raw materials.
54. We are now in need of the following specialties of your corporation.
55. We are happy to have concluded the business with you. Our work was not wasted. The time-taking negotiations were worth our while.

四、汉英翻译:本大题共 5 小题,每小题 3 分,共 15 分。

56. 市场萧条导致贸易停滞。
57. 为使我们熟悉贵公司的产品,我们需要一些技术方面的细节。
58. 不可撤销信用证为出口商提供了银行担保。
59. 很抱歉,现在我们还无法告诉您确切的装船日期。
60. 这是一套有关这批货的装运单据。

五、撰写英文书信:本大题 20 分。

61. 尊敬的先生:

感谢你方十月二十七日的来函,我们将寄给你们必要的形式发票,一式三份。请注意我们的报盘有效期截止到十一月十五日,期盼早日收到你方的订单。

我们的缝纫机销售的很快,对于我们的产品已经有大量的询价。请立即采取必要的措施。

谨上