

2023 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. Generally we \_\_\_\_\_ insurance in the absence of definite instructions from our clients.  
A. insure                      B. cover                      C. discover                      D. include
2. We are disappointed to note that so far we have not received your L/C which \_\_\_\_\_ us before April 1st.  
A. should have reached                      B. must have reached  
C. shall have reached                      D. has reached
3. \_\_\_\_\_ your charges for air freight are concerned, we agreed to pay the extra costs you invoiced.  
A. As well as                      B. As much as  
C. As far as                      D. As good as
4. We shall be glad if you agree to ship the goods to us as before on Cash against Documents \_\_\_\_\_.  
A. basics                      B. bases                      C. base                      D. basis
5. Consequently, we find no ground to \_\_\_\_\_ the loss you claimed for.  
A. compensate                      B. compensate you  
C. compensate for                      D. compensate about
6. As we usually \_\_\_\_\_ very large orders, we would expect a quantity discount.  
A. make                      B. put                      C. play                      D. place

7. We trust you will do your best \_\_\_\_\_ this matter settled at once.  
A. to have                      B. to put                      C. to make                      D. to take
8. Your order will be delivered on October 15 \_\_\_\_\_ you requested.  
A. like                      B. as                      C. since                      D. with
9. You are authorized to \_\_\_\_\_ on us at 60 days against this credit for the amount of your invoice.  
A. draw                      B. take                      C. make                      D. open
10. If you fail to clear your account within 10 days, you will leave us no alternative \_\_\_\_\_ to take legal action.  
A. in                      B. but                      C. for                      D. as
11. We have found that you usually require \_\_\_\_\_ time to pay than our 25-day terms allow.  
A. more                      B. additional                      C. extra                      D. too much
12. As agreed upon in our negotiations, payment \_\_\_\_\_ L/C.  
A. by                      B. is to be made by  
C. is by                      D. will be
13. We have been sourcing from local firms who \_\_\_\_\_ send us quotations regularly.  
A. are used to                      B. use to  
C. used to                      D. is used to
14. The car I bought last week \_\_\_\_\_ me \$3,000.  
A. took                      B. spent                      C. cost                      D. made
15. We look forward to \_\_\_\_\_ a trial order.  
A. receiving                      B. receive from you  
C. receipt                      D. receipt of you
16. We \_\_\_\_\_ you of our full attention in executing the contract.  
A. insure                      B. sure                      C. ensure                      D. assure
17. \_\_\_\_\_ your price be reasonable, we will order from you.  
A. If                      B. Whether  
C. Provided                      D. Should
18. The Bill of Lading is to be made out \_\_\_\_\_ order.  
A. from                      B. for                      C. to                      D. on

19. We can \_\_\_\_\_ you a special discount of 12% on orders exceeding \$60,000.  
 A. allow            B. take            C. make            D. let
20. \_\_\_\_\_ I in your position, I would decline this offer.  
 A. Was            B. Were            C. Be            D. Am

## 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. \_\_\_\_\_ you know there is a 10 percent variation in the weight of material for dresses of this kind.
22. We feel we cannot accept responsibility \_\_\_\_\_ handling damage after the product leaves our plant.
23. We wish to \_\_\_\_\_ your attention to the shipment of our Order No. 301
24. We trust you will look \_\_\_\_\_ the matter without delay up on receiving the data concerning the damage.
25. Please note that our offer remains \_\_\_\_\_ until November 15.
26. Enclosed \_\_\_\_\_ sample parts showing some of the problems we encountered.
27. We quote the price, \_\_\_\_\_ to your reply reaching here before March 28.
28. As desired, we agree \_\_\_\_\_ ship our 500 bicycles to you on consignment.
29. We are sorry to tell you that we have to raise the price \_\_\_\_\_ 10 %.
30. Our quotation \_\_\_\_\_ 30,000 tons of corn has been sent to you.
31. We shall appreciate your placing \_\_\_\_\_ with us as early as possible.
32. Our plastic kitchenware is superior \_\_\_\_\_ any other competing products.
33. We are sure our products are quite suitable \_\_\_\_\_ your market.
34. \_\_\_\_\_ a result of the defective switches, we are now faced with the following losses:...
35. As the shipment was delayed, the buyers pressed the sellers \_\_\_\_\_ an explanation.
36. The goods are short-delivered \_\_\_\_\_ 1,540 lbs.
37. We lodge a claim with you \_\_\_\_\_ the short-weight.
38. The buyers complained \_\_\_\_\_ the sellers of the excessive moisture contained in the minerals.
39. \_\_\_\_\_ usual we are going to insure the shipment for 110% of the invoice value.
40. I need to receive the replacement no \_\_\_\_\_ than Monday, April 29.
41. We wish to call your attention to the \_\_\_\_\_ that up to the present moment no news has come from you about the shipment.

42. We will see to \_\_\_\_\_ that the L/C is opened within the stipulated time.
43. Please \_\_\_\_\_ the shipment date of your L/C to October 15 and validity to October 30.
44. We have enough stock \_\_\_\_\_ hand to fill your repeat order.
45. You are required to open the letter of credit in our \_\_\_\_\_.
- 三、英汉翻译:本大题共 10 小题,每小题 2 分,共 20 分。
46. Extra premium is for buyer's account, should additional risks be covered.
47. We have booked shipping space on S. S. "Haihe". The voyage normally takes three weeks.
48. We have enclosed one set of duplicate shipping documents so that you may make all the necessary preparations to take delivery of the goods.
49. Because of the high cost of air transportations, we prefer sea transportations.
50. We are sure that goods of the best quality will find a steady market in your area.
51. While we will certainly try hard to expedite the shipment, we find it impossible to advance the shipment ahead of schedule.
52. Your order is being handled with great care. In order to ensure the requested prompt shipment, please open the covering L/C.
53. We shall greatly appreciate it if you can inform us the company's reliability, financial standing and reputation for paying bills.
54. Since we have only moderate cash reserves for the time being, tying up funds for three months would cause problems for us.
55. You will see that our offer compares favorably with the quotations you can get elsewhere.
- 四、汉英翻译:本大题共 5 小题,每小题 3 分,共 15 分。
56. 你方所买的一批样货,按照商定办法,我们将开出即期汇票向你方索款。
57. 我们提出降价 7% 完全是合理的,否则,按合同规定,买方有权退货并提出索赔。
58. 鉴于这个试订单金额很小,请接受货到付款的方式。
59. 感谢你方 3 月 11 日来函和报价单,我们对价格和质量都表示满意,现高兴地向你方发出订单。
60. 你们应该向运输公司或保险公司提起索赔,因为这些货物是在运输途中受损的。

五、撰写英文书信:本大题 20 分。

61. 敬启者:

感谢你订购我们更多的计算机外围设备(peripherals)。

如你所知,我们的政策是不断提高我们产品的质量和性能。因此,你要求的 T873 型调制解调器(modem)已不再生产。我们已经用一个更好的型号 ET873 取代了它。这个新型号比旧版本的性能要好 3 倍,但价格只贵半美元。我们已经附上了一份详细的技术数据表。

我们将在您向我们发送确认函后立即交付您的订单。

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