

FOREIGN TRADE
ENGLISH LETTERS, TELEGRAMS
AND TELEXES
BOOK ONE AND TWO
KEY TO EXERCISES
(FOR REFERENCE ONLY)

对 外 贸 易
英语书信，电报和电传

上、下册
习题参考答案
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THE FIRST ENGLISH SERIES
FOR FOREIGN ECONOMIC RELATIONS AND TRADE
《对外经济贸易英语丛书》之一

说 明

《对外贸易英语书信、电报和电传》上、下册的习题参考答案，只供本教材的任课教师和自学者参考，请注意勿予外传。

编 者

1988年10月

KEY TO EXERCISES
(BOOK ONE)

CHAPTER 1 Layout of a Business Letter

1. Layout: Guangdong Foreign Trade Development Corporation 779 DO-
NGFENG DONG Road.

Guangzhou, China CABLE: 5527 GFTDC
TELX: 44388 GDFTC CN

September 15, 19-

Messrs. H.G. Wilkinson & Co., Ltd.

245 Lombart Street,

Lagos, Nigeria

Dear Sirs,

SEWING MACHINES

We thank you for your letter of September 3 enquiring for the cap-
tioned goods.

The enclosed booklet contains details of all our Sewing Machines and
will enable you to make a suitable selection.

We look forward to receiving your specific enquiry with keen inte-
rest.

Yours sincerely,

Li Ming

(LI MING)

ENC. as stated.

2. Envelope Address :

GUANGDONG FOREIGN TRADE

DEVELOPMENT CORPORATION

779 DONGFENG DONG ROAD

GUANGZHOU CHINA

MESSRS. H.G. WILKINSON & CO., LTD.

245 LOMBART STREET

LAGOS NIGERIA

- | | |
|-------------------|---------------------|
| 1) mutually | 7) in the hope of |
| 2) meet | 8) in a position |
| 3) trade with | 9) with the firms |
| 4) joint, promote | 10) Upon receipt of |
| 5) enclosing | 11) inform |
| 6) handling | 12) advise |

2. 1) We have obtained your name and address from the Chamber of Commerce in your city, through whom we learn that you are interested in Chinese Native Produce. Our corporation specializes in the export of native produce and wishes to establish business relations with your firm.

2) If there are any items in the catalogue suitable to (for) your requirements, please do not hesitate to cable us the varieties and quantities required so that we may make you our offer promptly.

3) What we are now particularly interested in is bicycle. Please send us your latest price list and illustrated catalogue.

4) You may be assured that we will effect shipment in (on) time.

5) We believe through our mutual efforts and cooperation, business will materialize.

6) We are pleased to enclose a price list for the items we are now in a position to supply.

7) We look forward with keen interest to your early reply and trust business relations will shortly be established to our mutual benefit.

8) From the reports received from various sources, we learn that the demand for this article is brisk in your market.

3. March 15, 19-

Dear Sirs,

Through your Commercial Councillor in Colombo, we have learned that your corporation specializes in the import and export of machinery and is now making efforts to extend overseas trade in this line.

With a view to introducing into our market the machinery manufactured in China, we wish to establish business relations with you.

We look forward to hearing from you.

Yours faithfully,

* * * * *

1. 1) regards, say
- 2) If
- 3) items, satisfactory
- 4) In compliance with, by
- 5) O
- 6) As soon as, obtain, confirm
- 7) As, can be sold, in
- 8) inform, market

2.

March 23, 19-

Dear Sirs,

Your name and address has (have) been given to us by our Commercial Councillor in London and we have learned that you are leading importers and exporters dealing in various kinds of chemicals and that you are now much interested in our lithopone, wishing to purchase this material direct from us.

As at present there is a great demand for lithopone in the market abroad and our stock is limited, you are therefore requested to cable us the quantity you require as soon as possible so as to enable us to make you an offer promptly.

As to import, we wish to buy large quantities of fertilizers. If available, please send us your sample and we shall be glad to place an order with you, should the quality meet our requirements.

We believe that mutually beneficial business relations will soon be established.

We are awaiting your reply.

Yours sincerely,

* * * * *

1. 1) The goods ordered last month will soon arrive here.

- 2) Thank you for your letter of 10th August, stating your terms of payment.
 - 3) The items marked with a cross are at present out of stock.
 - 4) Thank you for your letter of May 4 giving details of the new designs for your sewing machine.
 - 5) The carpets chosen during the last Guangzhou Fair did not include this pattern.
 - 6) The four lots specified in your letter will have to be invoiced separately.
 - 7) Thank you for your enquiry of 23rd March, requesting information about our sheep wool.
 - 8) Thank you for your invitation card, inviting us to the coming Guangzhou Fair.
 - 9) There is no extra charge on goods shipped by steamer.
 - 10) Thank you for your cable of September 4, confirming the purchase of 500 bicycles.
2. 1) Your letter of 23rd October addressed to the Guangzhou Fair has been passed on to us for attention as the items you enquire for fall within the scope of our business activities.
- 2) We are a state enterprise and wish to enter into business relations with manufacturers and merchants of all countries on the basis of equality and mutual benefit.
 - 3) We are enclosing an illustrated catalogue for your reference and shall be pleased to receive your specific enquiry.
 - 4) We trust that business will soon start to our mutual benefit.
 - 5) We hope you will give our proposal your careful consideration.

3.

March 21, 19-

Dear Sirs,

We were much impressed by your tractors displayed at the commodities exhibition held in Singapore and were told that the said goods are handled by your corporation.

One of our clients intends to purchase 100 tractors. You are therefore requested to send us a proforma invoice, quoting your lowest price and indicating the earliest date of delivery for our consideration.

We look forward to your early reply.

Yours faithfully,

* * * * *

1. 1) We are in the market for 300 pumping machines. Please quote us your lowest price, C. & F. Guangzhou and let us have your literatures for reference.
- 2) We trust you will give this matter your prompt attention.
- 3) Your letter of November 22 has been noted. As the article you enquire for is now handled by the Textiles Corporation, we have forwarded your letter to them for their attention.
- 4) We have received your letter of February 23, from which we are pleased to note that you are importers of minerals and wish to enter into business relations with us, which, coincidentally, is also our desire.
- 5) We are now interested in China black tea and shall be pleased to have your best CIF London price, including our commission of 5%.
- 6) When quoting, please indicate on your quotation sheet the earliest date of delivery and the condition of packing.
- 7) We believe that if your price is competitive, there will be a growing demand for your product in our market.

2.

March 25, 19-

Messrs. Demman & Sons
45 Cannon Street
London, E.C. 4

Dear Sirs,

Introduced by Mr. A.G. Topworth of Swanson & Bros., Hamburg, we

learn your name and address and that you are one of the leading importers of chinaware in your city.

As a state enterprise, we have been in this line for more than 30 years and shall be glad to enter into business relations with you at an early date. The illustrated catalogue and price list will be airmailed upon receipt of your specific enquiries.

We look forward to hearing from you soon.

Yours faithfully,

CHAPTER 3 Enquiries

- | | |
|-------------------|---------------------|
| 1. 1) in, with | 6) for |
| 2) of | 7) in |
| 3) by | 8) in |
| 4) through (from) | 9) of, of |
| 5) for, by, in | 10) at, for, of, of |

2. 1) Please let us know at what price, on what terms and in what quantity you can supply us with the following articles.

2) We are in the market for Chinese Leather Shoes and should be obliged if you would send us your best quotation.

3) We have noted your advertisement in October issue of "Foreign Trade" and shall be glad if you will send us full particulars of your chinaware of high quality.

4) If you can supply goods of the type and quality required, we may place regular orders for large quantities.

* * * *

- | | |
|---------------------------|-------------------|
| 1. 1) in, from,, for, for | 6) in, with |
| 2) at | 7) by |
| 3) by, of, of, with | 8) from, from, at |
| 4) from, for, for | 9) for, on |
| 5) of, for, in | 10) at, of |

2. 1) We understand that you are manufacturers of Chinese Sewing Machines and should like to know whether you can supply us with 500 sets each of "Butterfly" Brand and "Standard" both of Treadle Type with Five Drawers.

2) We are interested in 300 sets of "Five Rams" Bicycles and shall be pleased to have your best offer by cable on CIF Hamburg basis, includ-

ing our 5% commission.

3) we should be grateful if you would quote your lowest price for the captioned goods. When offering, please indicate packing conditions and the earliest possible date of delivery and send us the covering literatures.

4) When your representative called on us last month, he showed us some samples of your new textile products. Can you supply the same for the moment?

* * * * *

1.

- | | |
|------------------------------------|----------------------|
| 1) from (in), in, for, for, by, at | 6) in, of, for |
| 2) of, in | 7) (to), about |
| 3) for | 8) in |
| 4) for, (of) | 9) in, for, for, for |
| 5) with | 10) From, with, with |

2. 1) Please quote us your most favourable price ^{CIF singapore} for 200 cases of Window Glass for prompt shipment.

2) Please make us your best offer for 300 metric tons steel plate, on CIF Qingdao basis together with the specifications in detail.

3) We used to import bicycles from England, but would now like to buy from your corporation as we have full confidence in the quality of Chinese bicycles. We are sure that you can meet our requirements.

4) As one of our customers is interested in your Electric Motors, please cable us a firm offer for 10 sets for September shipment.

* * * * *

- | | |
|---------------------|-------------------|
| 1. 1) in, in | 6) through (from) |
| 2) of | 7) of |
| 3) for, of | 8) for, for |
| 4) for, in | 9) for |
| 5) within after, in | 10) with |

2. 1) representing our current stock
- 2) Being foreign trade workers
- 3) declining sharply
- 4) When offering
- 5) showing the line you are dealing in
- 6) including our commission of 3%
- 7) indicating the quantity available
- 8) quoting for the captioned goods

9) When sending samples

10 stating that the goods enquired for are unavailable

* * * *

1. 1) supply

6) current, specifications

2) supply

7) refer, captioned

3) including

8) enable

4) indicate

9) conclude

5) approximate

10) assure

2. 1) We understand from your advertisement in "Electric" that you are exporting Transistors and should be glad to have your illustrated catalogue and price list together with details of your terms.

2) We learn from Messrs. ABC & Co. that you can supply Fruits and Nuts. It will be appreciated if you will quote your best prices C & F Hamburg. When quoting, please state packing method and the earliest possible date of delivery.

3) We are interested in your advertisement of the Atlas Weed Killer in the September issue of "Agriculture". You are now requested to let us have full details of your Product together with the covering samples.

4) One of our clients has obtained an import licence to import US\$ 40, 000 worth of various kinds of wires. Please quote us your lowest prices with the best discount and the date of delivery.

5) We learn that you have put an Electric Typewriter on the market and should be glad to have full details so as to place orders with you.

6) We should like to know what discount you can allow us for an order for more than 1, 000 dozen.

3. April 5, 19-

Messrs. Arthur Grey & Son,
19 Cheapside,
London, E. C. 2

Dear Sirs,

Your company has been recommended to us by China Council for the Promotion of International Trade, who has informed us that you are dealing in the export of Automatic Dishwasher.

We are now in the market for 100 sets of this article and should be

pleased if you could notify us by return whether you are able to supply us. If so, please quote us your best price on C&F Guangzhou basis, stating terms of payment, packing conditions and time of shipment, and let us have your illustrated catalogues for our careful study.

We look forward to hearing from you as soon as possible.

Yours faithfully,

CHAPTER 4 Telegrams

1. 1) 拟购花生, 11月份装船, 请电复。
- 2) 请航邮电器用品的最新目录。
- 3) 请报实盘荷兰产硫酸氨500公吨, 上海到岸最低价, 说明最早装运期, 并请放盘5天。
- 4) 兹报大路货花生20公吨, 大连离岸价每公吨1,500美元, 11/12月装船, 请电复。
- 5) 兹报实盘中号男衬衫200打, 波士顿到岸价每打120美元, 6/7月份装船, 放盘5天。
- 6) 我方能供“长城”牌铅笔1,000罗, 伦敦到岸价每罗人民币10元, 如购量超过3,000罗, 给折扣2%, 超过6,000罗, 给3%, 请电复。
- 7) 你20日电悉, 价过高, 请减2%, 否则成交无望。
- 8) 你23日电悉, 所报10公吨牛皮纸, 8月份装船, 已予接受。其他品种, 尚在进行中。
- 9) 你21日电悉, 自行车已予确认, 缝纫机待洽。
- 10) 请电告缝纫机许可证情况, 等候你方信用证。
- 11) 接受395号报盘, 订单即将航邮。
- 12) 如减价1%, 可订购台布2,000打。
- 13) 绿豆存货渐少, 今年供货不能保证。
- 14) 你3日电悉, 5型无货, 建议现货12型替代, 请电复。
- 15) 花生已订满, 到8月底才有货可供。
- 16) 9596号销货合同项下的绿豆, 急待3895号信用证修改通知书, 以便10月底以前装船, 请电复。
- 17) 9565号销货合同项下的缝纫机, 请电展9699号信用证的装期、效期到4月15日、30日。
- 18) 请修改29856号信用证, 将男装鞋1,000双改为1,000打(双)。
- 19) 请修改35698号信用证, 在自行车的数量前加上“大约”字样, 并将尺寸改为17×27。
- 20) 285号订单的货已于4月16日装“胜利”轮, 该轮预定于5月底驶抵你港, 请投保, 函详。
- 21) 985号订单的货, 短装100双, 请即寄来。
- 22) 956号销货合同项下的茶具, 发现有5箱破碎, 现航邮检验证, 请即换货。
- 23) 96766号信用证项下的皮鞋, 第15号箱的货和订单不符, 请更正。
- 24) 595号订单的闹钟, 因天气恶劣, 装船迟延为歉。请将信用证的装期和效期, 电展到7月31日、8月15日。

2. 1) OFFER FIRM TILL 23RD 50MT FROZEN SHRIMPS STG1200MT
CIF LONDON SHPMT DEC

2) YC!OTH TOO HIGH OUR BID STG1150TON

3) MARKET UPWARD RECOMMEND IMMEDIATE ACCEPTANCE

4) YC!OTH ACCEPTED OPENING L/C

5) L/C1357 300DESK FAN PLS ALLOW TRANSHIPMT PARTSHIPMT
CABLE REPLY

- 6) YC20TH L/C1357 AMENDED PLSRUSH SHIPMENT
- 7) CTRCT5536 50M/T PEANUTMEAT SHPD25TH DONGFENG REMAINDER SHIPPING EARLY NEXTMONTH
- 8) S/C3693 ELECTRICTOY READY PLSRUSHL/C
- 9) L/C2346 SEWMACHINE NEEDDBADLY. FURTHER EXTENSION IMPOSSIBLE PLSRUSH SHIPMENT
- 10) YOURS20TH REGRET CANTACCEPT D/P INSISTL/C
- 11) FLYGPIGEON BIKES TOOHIGH BUSINESS UNLIKELY UNLESS REDUCE5PCT CABLEREPLY
- 12) YC17 REGRET KRAFTPAPER NOSUPPLY, REVERTING
- 13) QUOTATN312 PEANUTMEAT UNWORKABLE. BESTCANDO RMBY1500MT MARKET DECLINING RECOMMEND IMMEDIATE ACCEPTANCK. SUBJECT REPLYHERE BY25TH
- 14) ROC13TH 100STANDARD SEWMACHINE MARKET UPWARD UNLESSWIRE ACCEPTANCE IN3DAYS OFFER WITHDRAWN
- 15) YCI0TH MENS SHOES ACCEPTED WILLCABLE L/CNUMBER ONCE IMPLICENCE APPROVED
- 16) L/C105 BIKES SHPED21ST DONGFENG PLSINSURE
- 17) SHOES ACCEPTABLE PLACETRIAL ORDER2000 PAIRS PROVIDED D/P TERMS CABLEREPLY.
- 18) YC17TH S/C198 FLASHLIGHT D/PUNWRKBL RECOMMEND 60DAYSL/C PLSREPLY
- 19) S/C4456 1000GROSS PENCILS READY PLSRUSHL/C ENABLGSHIP DONGFENG SAILG15TH LAGOS
- 20) S/C3305 150SEWING MACHINES DELIVERY OVERDUE MUSTSHIP BFR31ST OTHERWISE CONTRACT WITHDRAWN
- 21) L/C334 WRITGPAPER OWINGTONO DIRECTSHIP PLSAMEND BYCABLE ALLOWING TRANSHIPMT HONGKONG
- 22) ORDER205 NOSPAC S/SVICTORY SHIPPING S/SMARIA DIRECT SAILING MIDAPRIL PLSEXTEND BYCABLE SHIPMENT VALIDITY
- 23) L/C9668 1000GROSS GREATWALL PENCILS SHORT STG150 PLSCABLE AMENDMT ENABLING CATCH S/SREDSTAR SAILG-15TH
- 24) L/C969 REDBEANS PLSAMND BYCABLE (1) DELETE QUALITY GUARANTEE CLAUSE (2)INSERT ABOUT BFRQTY (3)ALLOW PARTSHIPMT (4)INCREASE AMOUNT BY10PCT
- 25) YC7TH L/C90889, COTTON PIECEGOODS 1000PCS AMENDED PLSSHIP ACCORDING SCHEDULE

CHAPTER 5 Offers & Quotations

1. 1) In reply to, have pleasure in (have the pleasure of)
2) have the pleasure of (have pleasure in)
3) subject to
4) have the pleasure of (have pleasure in)
5) acceptable
6) of interest
7) look forward to
2. for, for, for, of, at, for, for, at, of, to
3. August 16, 19-

Dear Sirs,

Gum Rosin

In reply to your letter of August 5, we are pleased to offer the subject goods as follows:

Commodity: Gum Rosin, Chinese Origin

Specifications: Grade A

Quantity: 50 metric tons

Price: at RMB¥...per M/T C&F EMP

Shipment: in November, 19-

Packing: in iron drums

Terms of payment: by irrevocable L/C, payable by draft at sight

The above offer is subject to our confirmation.

We hope this offer will be of interest to you and look forward to hearing from you as soon as possible.

Yours sincerely,

* * * * *

- | | |
|-----------------------|-----------------------------------|
| 1. 1) to, (up)on | 6) to, of, of, of |
| 2) to, to, by, in, on | 7) in, to, (of), at, per, for, in |
| 3) with(before), for | 8) for, of, in, for |
| 4) (of), for, in | 9) on, of |

- 5) in, for, from, of, to 10) In, to, of, for, in, for, for, at
2. for, from, with, for, for, In, by(before), at, for, with, at, with, for, to, at, in, to
3. 1) We thank you for your cable of September 10, enquiring for 200 M/T of Green Beans.
- 2) Owing to the bad weather, the crop of green beans is unsatisfactory.
- 3) We regret being unable to meet your ^{full} requirements for the time being.
- 4) We can now offer you 50 M/T of Greenbeans, Shandong origin, 19-crop, at RMB¥—per M/T C&F EMP for December shipment.
- 5) Please take advantage of our favourable offer and see your way to conclude (concluding) this transaction.
- 6) This offer is firm, subject to your cable reply reaching here before October 5.
- 7) We cabled you to this effect on September 28.
- 8) If our offer is of interest to you, please cable your acceptance before the end of September.
- 9) As regards your requirement for Soyabeans, we regret being unable to supply you at present.
- 10) We shall not fail to contact you once our supply becomes available.
- 11) The greenbeans are packed in ordinary second-hand gunny bags of about 50 kgs net each.
- 12) Three small bags of greenbeans as samples have been sent to you by air parcel for your inspection.

* * * * *

1. 1) 我方产品的质量，十分著名，人人称道。
- 2) 本实盘以本月底前复到我处为有效，一旦满期，货物即予售出。
- 3) 你方询盘正在从速办理，可望日内给你合适的报盘。
- 4) 现可供“永久”牌自行车，这种牌子在国外已深受欢迎。
- 5) 所报品种，全用上乘皮革制成，图案和颜色齐全，足能满足像你号经营时新商品者的需要。
- 6) 现随函寄去另一商品目录，你们可能对我们的其他品种有兴趣，其中如皮手套、皮钱夹等，在目录第18到24页上，均有详细说明和插图。
2. 1) In, on 6) by, to, for, to
- 2) of(for), on(in) 7) in, for, of
- 3) in(on), of, to 8) of, in, with, in, for

