

# 外销员 资格考试辅导

——国际商务英语应试指导及模拟试题

*Foreign Trade Staff  
Credentials Examination Guide*

康晋 编著



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全国国际商务专业人员  
职业资格考试指定及辅导用书

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- ◇ 《国际商务英语》
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辅导用书

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### 外销员资格考试辅导

——国际商务英语应试指导及模拟试题

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# 前 言

为帮助参加“外销员资格证书”考试的同志全面复习“国际商务英语”这一科目，我们编写了这本应试指导及模拟试题，目的是帮助读者更好地掌握必备词汇，进一步熟悉各种题型，加强应答技巧的练习。

编者总结了以往数年的考题，在此基础上按照“外销员资格考试大纲”编写了10套笔试模拟试题、20套口试试题，并附有参考答案，供有关培训作为教材使用，也可供读者自行对比学习。

每套试题的题型配置、考题的难易程度、题的数量等方面，尽量安排与往年的真题难易相当，便于考生复习时熟悉试题、掌握要点。同时，各套试题之间多有变化，以期尽可能全面地反映考务实际。

本书模拟试题5及参考答案（笔试部分）由方春祥编写，特此表示感谢。其他篇章均由康晋编写。

本书的编写参考了有关书籍，主要的参考书列在本书后面，特此向这些书的作者和编辑表示感谢。

由于编写时间仓促，水平有限，书中不妥及疏漏之处，还请读者批评指正，以便逐渐完善。

编 者

2004年4月

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## **参考书目**

# 第一部分

## 国际商务英语考试应试指导

### 一、经贸术语

#### (一) 考试要求

这个部分要求掌握常用的外贸术语，考查的范围包括贸易磋商、价格、运输、保险、付款、单证、包装、商品品质、数量等，与外汇、关税、商检有关的常用术语，各种贸易政策和贸易方式，以及国内外主要的经贸机构的名词及其缩略词等。

#### (二) 应试要领

这一部分题量为 15 个术语，共 10 分。在近几年的试卷中，有时是英译汉 10 个术语，每个 0.5 分，汉译英部分为 5 个名词，每个 1 分；有时是汉译英为 10 个术语，每个 0.5 分，同时英译汉为 5 个，每个 1 分；有时则无论英译汉还是汉译英，都是 10 个术语，每个 0.5 分。

无论是翻译英语术语还是汉语术语时，考生都应注意两点：

(1) 英汉互译的准确对应。

(2) 英汉互译的准确拼写，包括词的拼写与大小写都要正确。

这一部分的考点比较机械，不需要考生考虑翻译的灵活性，也忌讳想当然的随意性。因此，考生应该准确掌握常用经贸术语的对应词，尤其是在汉译英时更应如此。有些术语可以有几个不同的表达方式，如果遇到这种情况，可以选择一个有把握的对应词。

#### (三) 专项练习

1. Translate the following from English into Chinese:

##### 练习 1

endorsement

advising bank

open policy



container cargo  
exclusive sales  
letter of guarantee  
promotion literature  
weather working day  
sales confirmation  
negotiation credit

## 练习 2

opening bank  
credit standing  
futures trading  
insurance policy  
acceptance credit  
arbitration award  
certificate of quality  
packing instructions  
performance security  
lump-sum settlement

2. Translate the following from Chinese into English:

## 练习 1

关税  
违约  
水渍险  
营业税  
远期汇票  
国际惯例  
运费到付  
违禁物品  
光票信用证  
技术性贸易壁垒

## 练习 2

提单  
批发价  
货物清单

反倾销税  
商业发票  
独家代理  
分期付款  
多边贸易  
装船通知  
国际货币基金组织

#### (四) 练习答案

1. Translate the following from English into Chinese:

##### 练习 1

背书  
通知行  
预约保险单  
集装箱 (/货柜) 货物  
包销  
保证书, 保函  
产品宣传资料, 促销材料  
晴天工作日  
销售确认书  
议付信用证

##### 练习 2

开证行  
资信, 资信状况  
期货交易  
保险单  
承兑信用证  
仲裁裁决  
品质检验证书  
包装要求  
履约保证  
一次性付款

2. Translate the following from Chinese into English:

### 练习 1

customs tariffs

breach of contract

WPA, with particular average

turnover tax

time draft

international practice, international norms, international common practice

freight collect; freight to collect; freight to be paid

contraband articles; contraband

clean credit

TBT, Technical Barriers to Trade

### 练习 2

B/L, bill of lading

wholesale price

cargo list

anti-dumping duty

commercial invoice

exclusive agent, sole agent

installment payment, payment by installment

multilateral trade

shipping advice

IMF, International Monetary Fund

## 二、单项选择

### (一) 考试要求

这部分题型考查的语言知识涉及英语语法中词法和句法, 内容涵盖外贸实务的各个方面, 目的是检查考生所掌握的各种词语的运用、句子结构、习惯用法等语言现象, 考查的重点是经贸英语中常见的语言现象。

### (二) 应试要领

这一部分一般占整个试卷的 20% 左右。一道题一般有一个考查点, 只占 1 分。这项内容包括词法与句法两大方面, 可以是介词、连词、名词或其他词类的用法, 也可以是各种从句的用法以及进出口业务中的习惯表达法。

在准备这一部分时, 考生应注意以下四点:

1. 掌握动词的时态与语态的用法。
2. 熟悉不同时态的虚拟条件句与结果主句中动词形式的变化。

### 3. 注意词语的固定搭配。

4. 在掌握各类从句的同时, 尤其要注意名词性从句的用法。

### (三) 专项练习

Choose the best answer:

### 练习 1

- Should your price \_\_\_\_\_ reasonable, we will place an order with you.  
A. is  
B. are  
C. will be  
D. be
- It is in view of our long-standing relationship \_\_\_\_\_ we make you such a counter-off.  
A. which  
B. that  
C. so  
D. what
- We hope you will understand \_\_\_\_\_ we explain \_\_\_\_\_ the urgency of your order left with insufficient time to make the usual inquiries.  
A. when, when  
B. that, that  
C. when, that  
D. that, when
- \_\_\_\_\_ to your inquiry of 6th September, we are pleased to quote as follows.  
A. Reply  
B. Replying  
C. For replying  
D. To be replied
- Americans are eating \_\_\_\_\_ vegetables per person today as they did in the early twenty-century.  
A. twice as many are  
B. as twice as many  
C. more than twice as many  
D. twice
- As you failed to make delivery in time, we have no choice \_\_\_\_\_ our order with you.  
A. but to cancel  
B. but cancel  
C. but canceling  
D. but cancelled
- We suggest that he \_\_\_\_\_ Flight C201 for the Friday meeting.  
A. will take  
B. takes  
C. take  
D. is to take

8. We are not informed \_\_\_\_\_ the increase in their sales.  
A. of B. as to  
C. to D. for
9. Your terms at the time provided for free delivery of all orders \_\_\_\_\_ \$ 400 or more.  
A. are worth B. worthing  
C. worthy D. worth
10. Other parts of the Net besides the Web can be more useful. Plain e-mail, \_\_\_\_\_, may be better suited when someone asks for specific information from a company.  
A. that is B. however  
C. consequently D. for instance
11. \_\_\_\_\_ insisting on an L/C amendment, we accepted a verbal promise made by the buyer. And now we realize it's been a big mistake on our side.  
A. Instead B. In stead  
C. Instead of D. In stead to
12. Since the purchase is made \_\_\_\_\_ the FOB basis, you are to ship the goods to Liverpool by a steamer to be designated \_\_\_\_\_ us.  
A. on, by B. for, for  
C. on, for D. for, to
13. Our auditor and accountants will ascertain the price \_\_\_\_\_, therefore, a third party is not necessary.  
A. so that B. but  
C. so D. and
14. It will be appreciated \_\_\_\_\_ you could effect shipment in two equal lots by direct steamer as soon as you receive our L/C.  
A. when B. if  
C. which D. since
15. \_\_\_\_\_ is the ideal payment term for the exporter.  
A. Cash with order B. Cash on delivery

- C. Cash against documents      D. Payment in advance
16. As requested, we are sending you by airmail the samples of men's shirts, \_\_\_\_\_ you will find them satisfactory.  
A. hope                                  B. to hope  
C. hopefully                              D. hoping
17. \_\_\_\_\_ compensation trade, we mean to pay for your machines with articles produced.  
A. With                                      B. Of  
C. By    D. For
18. The two firms agreed to \_\_\_\_\_ a joint venture in China.  
A. embark on                              B. intend  
C. engage                                   D. enter into
19. We are not in a position to make any offer as the goods are \_\_\_\_\_.  
A. without stock                          B. out of stock  
C. no stock                                  D. not in stock
20. An exporter cannot receive payment until the goods on consignment \_\_\_\_\_ sometime in the future.  
A. have offered for sale                  B. are quoted  
C. arrive at destination                  D. have been sold

## 练习 2

1. The inspection report shows a short weight of 12 tons. And upon analysis, excessive moisture was found and that \_\_\_\_\_ for another 12 tons.  
A. accounts                                  B. accounted  
C. accounting                                D. have accounted
2. \_\_\_\_\_ is more important is not to lose the business, even though this price will leave us no profit at all.  
A. Such    B. It  
C. That    D. What
3. They agreed to make some \_\_\_\_\_ to the agreement at the time of its renewal.  
A. differences                                B. suggestions

- C. improvements D. supplements
4. Perhaps the biggest business advantage of the Internet, particularly the Web, is that it enables even small firms to \_\_\_\_\_ to a global market.  
A. carting B. cater  
C. cart D. catering
5. In this particular case, however, we have to point out that the goods were in good condition \_\_\_\_\_ was clearly stated in the clean Bill of Lading.  
A. when shipped, which B. shipped, that  
C. shipment, that D. when shipment, which
6. The Net isn't \_\_\_\_\_ to play a big banking role in the next five years, but bankers planning long-term are integrating it into their services.  
A. possible B. likely  
C. possibly D. likewise
7. Please advise us what \_\_\_\_\_ are involved and the time \_\_\_\_\_ for delivery.  
A. formalities, taken B. business, taken  
C. process, needed D. procedures, need
8. We will sign the contract on condition that the packing instructions of the user are \_\_\_\_\_.  
A. obeyed B. obliged  
C. observed D. objected
9. We have not yet had precise shipping instructions and \_\_\_\_\_ your order until they arrive.  
A. are holding B. hold  
C. have held D. held
10. Access to speedy and accurate market information and reacting to complex market signals are indispensable to day-to-day management, and the Internet just does that: to \_\_\_\_\_ deals and commercial communications.  
A. negotiate B. approximate  
C. facilitate D. arrange for
11. The packing list is one of the documents \_\_\_\_\_ must be included with goods



shipped, stating the type and number of items on board.

- A. 0
- B. that
- C. whose
- D. what

12. We regret having received your offer too late, because we \_\_\_\_\_ our needs elsewhere.

- A. already cover
- B. already covered
- C. have already cover
- D. had already covered

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

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

14. 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 mail
- D. drawn on you

15. Because of the \_\_\_\_\_ nature of the agreement, I was reluctant to discuss with him in office.

- A. confidential
- B. reheated
- C. secret
- D. sophisticated

16. A 3 % discount will be granted only \_\_\_\_\_ your order exceeds US \$ 12,000.

- A. depends on
- B. for condition that
- C. on condition that
- D. subject to

17. The buyer suggested that many important orders \_\_\_\_\_ follow.

- A. may
- B. will
- C. should
- D. would be

18. If we had received your L/C, we \_\_\_\_\_ shipment.

- A. would have effected
- B. have effect
- C. will effect
- D. had effected

19. We have received your letter of September 12, \_\_\_\_\_ we are glad to know that you are interested in our electric heaters.

- A. which
- B. at which

C. in which

D. from which

20. Everyone knows that China's Bristles are of superior quality \_\_\_\_\_ those from other countries.

A. with

B. to

C. for

D. than

#### (四) 练习答案

Choose the best answer:

##### 练习 1

1. D

2. B

3. C

4. B

5. C

6. A

7. C

8. A

9. D

10. D

11. C

12. A

13. D

14. B

15. D

16. D

17. C

18. D

19. B

20. D

##### 练习 2

1. A

2. D

3. D

4. B

5. A

6. B

7. A

8. C

9. A

10. C

11. B

12. D

13. B

14. D

15. A

16. C

17. C

18. A

19. D

20. B

### 三、商务信函

#### (一) 考试要求

这个部分要求考生掌握商务英语信函的基本格式、组成部分以及常用语句的多种表达方式,并能按照规范的英语信函,把汉语撰写的商务信函翻译成英语。商务信函的内容涉及询价、报盘、还盘、订单、保险、装运、支付、索赔等。

#### (二) 应试要领

这个部分一般占总考题的 20% 左右。考查的其中一部分内容是英语信函的组成部分和格式。所以在复习的时候,考生需要熟悉英语商务信函的七个组成部分:

1. 信头:包括公司的名称、地址、电话号码、传真号码、电子信箱、信件编号等信息。商业信函的信头通常印在公司使用的信笺上。

2. 日期:写信日期可以写在寄信人地址后或发信人地址上方,也可以写在称呼的上方。写日期时应该注意英国英语与美国英语的区别。英国英语日期的写法是月、日、年,如 May12(th), 2004; 美国英语的写法是日、月、年,如 12(th) May, 2004。