



外贸函电

全国高等教育自学考试同步训练·同步过关

主编 / 全国高等教育自学考试命题研究组
编 / 北京大学 陈斌

(最新版)



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前 言

本书是与全国高等教育自学考试《外贸函电》自学考试大纲、教材相配套的辅导用书。

编写依据:

1. 全国高等教育自学考试指导委员会颁布的《外贸函电自学考试大纲》;
2. 全国高等教育自学考试指导委员会组编的教材《外贸函电》(中国人民大学出版社, 诸葛霖主编)。

本书的特点:

1. 以考试大纲规定的考核知识点及能力层次为线索, 按最新体例分课进行编写。每课均列有考点透视, 并将每一课可能出现的所有考核知识按考试题型编写同步跟踪强化训练题, 以便考生扎实、准确掌握本课内容。
2. 对每一课的重点词汇、句型进行解析, 又将本课最近出现过的考题进行题解, 这对于考生全面把握教材内容, 掌握重点、难点, 正确解答各种题型, 富有切实的指导意义。
3. 附录部分包括两套模拟试题、一套最新全真试题及参考答案, 以便考生及时了解最新考试动态及方向。

编 者
于北京大学

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Introduction: Business Letter Writing and Its Layout

考点透视

要求掌握撰写外贸函电应注意的事项、英文商务书信的格式、信封的写法,并注意书写中英文信函的区别。

同步跟踪强化训练

I . Arrange the following in the form of a letter:

1. Sender's name: Shaanxi Machinery & Equipment Imp. & Exp. Corporation.
2. Sender's address: 29 Changle Zhong Road, Xi'an, China
3. Sender's telephone: 5332653
4. Sender's telex: 70105 MAIEC CN
5. Sender's fax: (029)5335496
6. Date: ...
7. Receiver's name: The Pakistan Trading Company
8. Receiver's address: 15 Board Street Karachi, Pakistan
9. Attention Line: Export Dept.
10. Salutation: Dear Sirs
11. Subject line: ...
12. Message: ...

13. Complimentary close: ...

14. Signature: ...

II .Address an envelope for the above letter :

III .Translate the following letter into Chinese :

Dear Sirs,

Your firm has been recommended to us by John Morris & Co., with whom we have done business for many year.

We specialize in exportation of Chinese Chemicals and Pharmaceuticals, which have enjoyed great popularity in world market. We enclose a copy of our catalogue for your reference and hope that you would cotact us if any item is interesting to you.

We hope you will give us an early reply.

Yours faithfully,

【参考答案】

- I .1. Shaanxi Machinery & Equipment Imp. & Exp. Corporation
2. 29 Changle Zhong Road Xi'an, China
3. Tel: 5332653
4. Telex: To 70105 MAIEC CN
5. Fax: (029) 5335496
6. Sep. 9. 1995
7. The Pakistan Trading Company
8. 15 Broad Street Karachi, Pakistan
9. Attention: Export Dept.
10. Dear Sirs,

11. Re: (Oil Tools)

12. We thank you for your letter dated... (message)

13. Yours faithfully,

14. Shaanxi Machinery & Equipment Imp. & Exp. Corporation. (signature)

II .

Shaanxi Machinery & Equipment

stamp

Imp. & Exp. Corporation

29 Changle Zhong Road

Xi'an, China

the Pakistan Trading Company

15 Broad Street

Karachi, Pakistan

III . 敬启者:

承蒙约翰·摩利斯公司推荐,得悉贵公司的名称。我公司已与此公司有多年的贸易交往。

我方专营在世界市场上享有盛誉的中国化学医药品的出口,随函附寄一份目录供你参考,如果贵方对某一产品感兴趣的话,希望贵公司与我方取得联系,

期盼您早日回复。

谨上

1. Mr. Jim Hedges is _____ to us _____ the General Manager of the Austin Advertising Agency. ()
- A. represented, with B. introduced, as
- C. presented, at D. introduced, in
2. The writer of this letter intends to enter into _____ with the prospective buyers of Chinese Cotton Piece Goods. ()
- A. friend relations B. good relations
- C. trade relations D. business relations
3. If you are interested, a sample lot will be sent to you _____ charge. ()
- A. within B. at
- C. out D. free of

4. Co., Ltd. stands _____ Company, Limited. ()
A. by B. at
C. like D. for
5. _____ electronic goods comes _____ the scope of our business activities, we are desirous of establishing direct business relations with you. ()
A. Since, within B. Because, within
C. As, within D. Because, in
6. We shall _____ you as soon as fresh supplies come in. ()
A. advise to B. communicate
C. notify D. make know
7. Please _____ to let us have your sample book as soon as possible. ()
A. do your work B. do your best
C. make the better D. try your best
8. They have been _____ in chemicals for many years. ()
A. dealing B. supplying
C. doing D. marketing
9. China _____ various textiles. ()
A. is known as B. is famous as
C. are known for D. is famous for
10. The company began to deal in this kind of goods 30 years _____. ()
A. ago B. before
C. from D. since
11. The demand here _____ leather shoes of high quality has been steady for many years. ()
A. out B. in
C. for D. at