



外贸英语函电

习题与解答

WAIMAO YINGYU HANDIAN XITI YU JIEDA

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Dongbei University of Finance & Economics Press

21 世纪高职高专财经类专业核心课程教材

WAIMAO YINGYU HANDIAN
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前言

高职高专的培养目标很明确，就是要培养和训练有实际动手能力、毕业后上岗快的高技能人才。而外贸英语函电正是一门实践性很强的课程。学习者不能仅仅通过学习概念熟悉业务，而要通过具体操作熟悉进出口业务各个环节，在具体操作中理解相关的业务知识，训练英语表达的技能。

要学好这门课，操练尤为重要。由于篇幅所限，我们所编写的《外贸英语函电》一书不可能编排过多的练习，这有悖于语言学习的规律。为了弥补这一缺陷，我们针对原书编写了《外贸英语函电习题与解答》一书，旨在通过大量、丰富的各种练习，使学习者熟悉和掌握所学的知识。

本书练习题的编排如下：

1. 每课的关键词汇、常用习语英汉互译；
2. 介词搭配训练（介词在外贸英语函电中的地位是举足轻重的）；
3. 常用词造句或汉译英（达到复习、巩固和掌握的目的）；
4. 多项选择（以课文的业务环节为中心组题）；
5. 汉译英（训练和掌握课文的基本句型、常用句型）；
6. 英译汉（了解每课业务环节的其他常用表达，扩大知识面）；
7. 阅读理解（更多地了解、熟悉与每课业务环节有关的短函、短文等）；
8. 信函翻译（巩固每课学习的业务内容，操练信函写作技能）；
9. 近年全国外销员资格考试试题及答案。

编者

2005年5月

出版说明

东北财经大学出版社自建社以来一直担负着出版各层次财经教育用书的重任,先后出版过大量专业水平高、实用性强、富有特色、得到广泛采用的教学用书。其中包括财政部、中国人民银行、中国农业银行、中国工商银行、中国建设银行、国家税务总局、国家统计局和辽宁省教育厅等主持编写的数百种教材,积累了丰富的出版资源和出版经验。

近年来,随着高等教育结构的调整,高等专科和高等职业技术教育蓬勃发展。我们系统地研究了国内外高职高专教育的特点,总结了全国部分高职高专学校的教学经验,特别是在研究总结国家教育部设在东北财经大学职业技术学院的全国高等职业教育师资培训基地的教学经验基础上,策划了本套供高职高专教学使用的教材新系。我们从本社历年来出版的百余种各部委统编的高等财经专科教材中遴选出部分使用广泛、影响深远、深受用书单位好评的教材,以之为蓝本,组织长期从事教育实践、业务水平高的教师,在继承原教材长处的基础上,吸收我国改革和财经管理的最新成果,着眼于21世纪经济、技术、社会发展和世界经济一体化的历史趋势对人才的需求,重新编写了公共课、财务会计、证券投资、会计电算化等系列教材。这些系列教材在内容、结构和形式上都有很大提高,具有很强的适用性和前瞻性。

在新版教材出版之际,谨向原版教材和新版教材的编写人员以及用书单位的师生表示衷心的感谢,并欢迎读者就本系列教材的有关问题多多赐教。

东北财经大学出版社

2005年5月

告 白

民 乙 年 2005

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Unit 1 Modern Business Letters

I. Put the following Chinese into English

询盘	目录
报盘	文档
报价	支付
订单	结账
传真	余额
电子邮件	客户
电子商务	国民经济
互联网	市场经济
交货期	营销

II. Fill in the following blanks with the given words in their proper forms

economy trade market

1. Your home _____ is flourishing, and your foreign trade is expanding fast.
2. This is possible because of the continuous advance of our national _____.
3. They have been in the wool _____ for quite a number of years.
4. During the past few years the course of world _____ has been marked by a succession of dramatic developments.
5. The damaged goods are hardly _____.
6. The tourist _____ is the country's main source of income.
7. We must make out a _____ research report in two weeks.
8. An increasing number of European firms are _____ with China.
9. They counted on imports to stimulate their _____.

III. Read the following introduction to general business letters

(1) 信头(Heading)

(2) 日期(Date)

(3) 我方参考号码(Our Ref. No.)

2 外贸英语函电习题与解答

对方参考号码(Your Ref. No.)

(4) 信内地址(Inside Address)

(5) 称呼(Salutation)

(6) 事由(Subject)

(7) 正文(Body of the Letter)

(8) 结尾套语(Complimentary Close)

(9) 签名(Signature)

(10) 经办人代号(Reference Notation)

(11) 附件(Enclosure)

(12) 抄送(Carbon Copy)

(13) 附言(P.S.)

以上是英语商业书信的基本结构,其中第1,2,4,5,7,8,9七个部分是最常用的。各信的格式不尽一致,有些项目是否要用应视具体情况而定。

下面就以上格式中的13个项目逐一介绍:

(1) 信头(Heading)

商业信函的信头一般印在信笺上端中央,也可在右边或左边。信头中含有发信人公司名称、地址、邮编、电话号码、传真号码、电子信箱等信息资料。

(2) 日期(Date)

地址下面写发信日期,次序是月、日、年,如 Feb. 27, 2005; 或日、月、年,如 27 Feb., 2005。

(3) 信函编号(Reference Number)

信函编号是为了信件归档、查找之用,通常由我方参考号码(Our Ref.)和对方参考号码(Your Ref.)组成。例如:

Our Ref.: CS 49/77005

Your Ref.: 2005/IB318

(4) 信内地址(Inside Address)

现代商业信件,通常把收信人的姓名和地址打在信上,这样可以保持函件的完整,并便于归档立卷。

如收信人为某公司,而寄信人要求该公司某特定人收阅和经办,则可写上 Attention (缩写为 Attn.), 格式如下:

Pacific Marine Insurance Company

643 Powell St.

San Francisco, Ca. 94108

Attention: Mr. H. S. Kennedy

(5) 称呼 (Salutation)

常见的正式称呼有: Dear Mr. Smith, Dear Mrs. Black, Dear Miss Brown, Dear Ms. White. Ms. 用于不知是否已结婚的女子姓名之前。若称呼多个男性,则在姓名前用 Mr. 的复数形式 Messrs. Mrs. 没有复数形式,若称呼多个女性,则在姓名前用 Mmes., 如 Mmes. White and Gray.

写给一个公司时,可以用 Dear Sirs, 也可以用 Gentlemen. 美国人一般用 Gentlemen. 称呼后用冒号或逗号均可,但前者显得更正式。Gentlemen 后常用冒号。

(6) 事由 (Subject)

事由写在称呼下面、信笺中间的位置。事由可让对方在阅读信的正文以前对信的主题、内容一目了然。另外,在登记归档和查卷时也很方便。

(7) 正文 (Body of the Letter)

正文的每一段开头可以用缩行式(indented form),也可用并列式(blocked form),由于电脑普及,为了方便,并列式被广泛使用,这也包括信函的其他所有项目,如日期、事由、结尾套语等,都紧贴信纸左边开始。为清楚起见,采用并列式的各项目之间,通常空一行,正文的各段之间也空一行。

函件只写在信纸的一面,很少两面都用。如果正文较长,一页纸不够,第二页应至少有三行正文,不可没有正文而只有一个签名。第一页最后一行的右边写上 to be continued. 第二页信纸不用信头,颜色、大小应与第一页相同。第二页第一行要写上收信者单位、页数和日期。例如:

Collins Telecom Company, - 2 - March 24, 2005

(8) 结尾套语 (Complimentary Close)

结尾套语是写信人对收信人所表示的一种谦称,只占一行,低于正文一两行,放在信的右或左下角。如采用并列式,则紧贴左边。第一个词的开头字母要大写,末尾要用逗号。

在商业书信中,最常见的结尾套语有: Yours faithfully, Faithfully yours, Yours truly, Truly yours, 也可用 Yours sincerely, Sincerely yours 等。

(9) 签名 (Signature)

写信人应在结尾套语之下签上姓名。业务书信和较正式的个人书信通常签上全名,不能只用缩略字母。如果是打字,在打好的姓名之上,仍需手写签上自己的姓名,以表示郑重,使收信人相信信件的真实性的。签名下面可以写上自己的职称或头衔。例如:

Truly yours,

(Signature)

4 外贸英语函电习题与解答

Alfred Johnson, Office Manager

South Philadelphia Mobiles Company

(10) 经办人代号 (Reference Notation)

经办人代号是由信件口授者 (dictator) 和秘书 (或打字员) 的姓名的首写字母组成的, 用冒号或斜线分开, 如 FCM/HL, FCM:HL, FCM/hl, fcm:hl 等。

信件打上经办人代号是为了提供此信件产生的信息资料, 便于必要时查对之用。

(11) 附件 (Enclosure) 信中如有附件, 则在签名下方左下角注上 Enc. 或 Encl.。其复数形式是 Encls.。附件有两个以上时, 应注明数字。如附件特别重要, 应给以简短的标题。例如:

Encls: 1. Annual Report 2 copies

2. List of Major Accounts

3. Profit and Loss Statement

(12) 抄送 (Carbon Copy)

如本信有抄件寄第三者, 则打上 C.C. 或 cc 字样, 然后写上第三者的名称和地址 (有的只写名称, 不写地址)。例如:

C.C.: Rotic Co.

341 Queen Avenue

Yakima Wa. 98902

cc to: CEO

cc: Mr Carl Mason

Copy to: Sales Manager

Copies to: directors

(13) 附言 (P.S.)

附言用于补写要叙述的事情。一般地说, 正式信件最好少用或不用。附言有时也可用来强调或提醒一些信中特别重要的内容。

IV. Make corrections in the format of the following business letter

INTEGRATED COMPUTER TECHNOLOGY CO. LTD.

Rm 808, Kyo-Won-Kong-Jea 35-2 Yeoido

Young Dung Po

Seoul

South Korea

Tel: 822-782-4641

Fax: 822-785-4245

16 June 2004

KJ: rh

Enclosures 2

cc: Kim Sang-Chul

Moon Young-Seung

Subject: Integrated Circuit Boards

Dear Dr. Brenda Yeoh,

We have just received your order for 400 integrated circuit boards (item No. KR10779). Unfortunately, these circuit boards are no longer produced as they have been replaced by our model KR2000, which is cheaper, more reliable and more efficient than the circuit boards that you ordered. With this in mind, we imagine that you will be happy to change your order.

The prices of the KR2000 and peripheral equipment are as follows:

KR2000 integrated circuit boards: @ US \$ 23,200

KT200X 'Toolkit': @ US \$ 15,500

KC200X connectors: (2 per pack) @ US \$ 10,000

I should be grateful if you could contact me to tell me what you wish us to do about your order.

Yours faithfully,

Kim Jungsup

for INTEGRATED COMPUTER TECHNOLOGY CO. LTD.

Attention Dr. Brenda Yeoh, PhD

ATT Computers Corp. Pte Ltd.

88 Kitchener Road, # 02-15

Jalan Besar Plaza

Singapore 208512

P.S. Forget to mention it, but there are lots of bargains in the brochure and price list which I am sending you.

V. Address the following envelope in English

美国纽约百老汇大街 20 号 AUTOS 公司

邮编: 10027

威廉·史密斯先生收

中国北京广安门南街 12 号

中国北方工业公司

邮编: 100053

Unit 2 Establishing Business Relations

I. Put the following Chinese into English

公司	按照
信誉	达成交易
与...建立业务关系	在...业务方面
小册子	一系列
你处(地)	具体询盘
供你参考	经营
以...为目的	与...做生意
与此同时	

II. Multiple choice

- We thank you for your letter of May 13 and the _____ catalogue.
a. sent b. enclosed c. given d. presented
- While _____ an enquiry, you ought to enquire into quality specification and price etc..
a. making b. offering c. sending d. giving
- We wish to introduce ourselves _____ a state-run corporation dealing _____ textiles.
a. as, with b. for, in c. as, in d. with, with
- We are a specialized corporation, _____ the export of animal by-products.
a. dealing b. handling c. dealing with d. dealt in
- As the item _____ the scope of our business activities, we shall be pleased to establish direct trade relations with you.
a. lies within b. fall within c. come under d. be within
- We owe your name and address _____ Italian Commercial Bank who has informed us that you are in the market _____ table-cloths.
a. from, for b. to, with c. from, with d. to, for
- In order to obtain the needed information, the inquirer should simply, clearly and concisely write _____ he wants to know.
a. that b. so c. what d. because of
- If our national economy develops at the same speed _____ for the past decade, we are sure we can

catch up with the advanced countries in the world in 50 years.

- a. as it was b. as it did c. as it does d. as it has done
9. Your letter of May 9 addressed to our Wuhan Branch Office has _____ to us for attention and reply.
- a. been passed on b. passed c. passed on d. been past through
10. We are willing to enter into business relations with you on the _____ of equality and mutual benefit.
- a. base b. basis c. bases d. based
11. Now we look _____ your company for the supplies as we _____ suffer great losses when we dealt with them.
- a. to, would b. for, are used to c. for, would d. to, used to
12. The Guangzhou Export Commodities Fair, sometimes known as the Canton Fair, has _____ to offer that you can find almost everything.
- a. so many b. more c. so much d. most

III. Fill in the following blanks with the given words in their proper forms

- (business deal transact)
1. We take the opportunity to introduce ourselves as importer _____ in digital cameras.
2. We are _____ business on the basis of CIF terms or CFR terms.
3. This report _____ with our sales prospects for the years to come.
4. _____ prospects are likely to turn better.
5. Markets for bicycles have gone up a _____ recently.
6. They have concluded substantial _____ with that company.
7. Our representative has full authority to _____ negotiation on this matter.
8. _____ are less optimistic about economic prospects.
9. Nowadays _____ that involve large sums of money are made by checks and fund transfers.
10. Doing _____ without advertising is like winking at a girl in the dark. You know what you are doing but nobody else does.

IV. Put the following English into Chinese

1. We are one of the main producers of industrial chemicals in Germany, and are interested in establishing business relations with your company.
2. Specializing in the export of Chinese bicycles, we express our desire to trade with you in this line.
3. Your name and address have been passed on to us by Hong Kong Trading Company, and we are

glad to write to you hoping to establish trade relations with you.

4. We'd like to thank you for your letter of June 7 offering your services and should be glad to discuss the possibility of expanding trade with you.
5. We should be pleased if you would respond to our request at your earliest convenience.
6. We are willing to enter into business relations with your firm on the basis of equality and mutual benefit.
7. We write to introduce ourselves as one of the leading exporters of a wide range of electric fans and air conditioners.
8. In order to promote business between us, we are airmailing you samples under separate cover for your reference.
9. To acquaint you with the light industrial goods we handle, we are sending you, by separate mail, several pamphlets for your reference.
10. Your company has been introduced to us by Mr. Nelson as prospective buyers of Chinese foodstuffs because we have been in this line for many years.

V. Put the following sentences into English

1. 承蒙 ABC 公司的介绍,我们得知贵公司的名称和地址。(to owe ... to...)
2. 一收到你方具体询盘,我们马上寄送商品目录及样品。(specific enquiry)
3. 他们的主要业务是出口电子计算机。(line)
4. 我公司丝绸在你地早已是热销商品。(a best seller, at your end)
5. 这种产品正行销所有欧洲国家。(to market)
6. 你方 5 月 10 日函已由我们在北京的总公司转交我方处理。(to transfer)
7. 我们经营这类商品已经有 20 多年的历史了。(to handle / in the line)
8. 我们能供应式样各异、尺码齐备的鞋。(a wide range of)
9. 我们的贸易是在平等 (equality) 原则的基础上进行的。(to be based on)
10. 世界上大多数国家都从事国际贸易。(to engage in)
11. 如果你们需要,我们可以提供一些石油。(to offer)
12. 国际贸易有两种形式:一种是货物,另一种是劳务。(to trade in)

VI. Supply the missing words in the blanks of the message

Dear Sirs,

Thank you for your letter of August 20, i 1 us that you are in the m 2 for Chinese toys.

To give you a general idea of the goods we are dealing i 3, we are sending you by air a complete set of our s 4 books together with full details of our export prices and t 5 terms, which

we hope will reach you in due course.

Our goods are enjoying fast sales in many countries for their fine q 6 and reasonable p 7 in spite of the rise in the cost of raw materials. We are glad to say that all the goods listed in our sample books can be supplied f 8 stock and according to your specifications.

Should any of the i 9 be interesting to you, please don't fail to send us your s 10 enquiry, upon receipt of which, we will make an offer by cable.

Yours faithfully,

VII. Read the following short passages or letters and then translate them into Chinese

(A)

International trade is the exchange of goods and services produced in one country for goods and services produced in another country. In addition to visible trade, which involves the import and export of goods and merchandise, there is also invisible trade, which involves the exchange of services between nations. Nations such as Greece and Norway have large maritime fleets and provide transportation service. This is a kind of invisible trade. Invisible trade can be as important to some nations as the export of raw materials or commodities is to others. In both cases, the nations earn the money to buy necessities.

(B)

There is no country in the world that can produce all the products it needs. Thus countries join in international division of labor for effective production and reproduction. Sometimes a country can buy goods and services from abroad on a barter (易货) basis. Barter means doing business by exchanging goods of one sort for goods of another sort without using money. Barter trade itself is not enough to meet a country's import needs. But as a form of international trade, it is still attractive in developing countries where foreign exchange is in short supply and inflow of foreign funds is far from sufficient to meet their obligations in external trade.

(C)

There is only a small proportion of service activities in international trade. By their very nature, services are much less tradable than goods since services have to be consumed at the point where they are produced. This means that either the supplier of a service must move to where the consumer is located, or the consumer must move to where the producer is located. Only a small proportion of services are capable of being traded like goods with neither the producer nor the consumer being required to move. For example, transport services, banking, insurance and education.

(D)

Dear Sirs,

Your company has been kindly introduced to us by Mr. Nelson, the president of Autos Company, as prospective buyers of Chinese Agricultural Machines. As this item falls within the scope of our business activities, we shall be pleased to enter into direct trade relations with you at an early date.

To give you a general idea of the various kinds of products we handle, we enclose a brochure and a price list. Quotations and sample books will be airmailed to you on receipt of your specific enquiry.

We look forward to your favorable reply.

Yours faithfully,

VIII. Translate the following letter into English

敬启者:

你7月5日电动机的询盘收悉。

因该商品属中国进出口公司的经营范围,我们已将你方询盘转交他们办理,请直接就你们所需与他们联系。

借此机会,我们自我介绍,我们是经营中国工艺品出口业务的一家国营公司,并与各地的大商号建立了广泛的联系。

随函附上我们的最新目录和价目单,请查收。希望能和你方建立业务关系。

× × × 谨上

Unit 3 Enquiry

I. Put the following Chinese into English

询购...

接受报盘

递价

大使馆

代理

工艺

手工制作

支付条款

兹答复

与...有联系

向...订购

现成市场

立即处理

市场需求(口味)

用现款(支付)

稳定需求

(商品)在出售中

给...报盘

II. Multiple choice

- We thank you for your letter of March 12 and the _____ catalogue.
a. sent b. enclosed c. given d. presented
- The letter we sent last week is an enquiry _____ color TV sets.
a. about b. for c. of d. as
- If you are interested, we will send you a sample lot _____ charge.
a. within b. with c. for d. free of
- While _____ an enquiry, you ought to enquire into quality, specifications and price etc.
a. making b. offering c. bidding d. sending
- They found an opportunity to purchase six _____ leather shoes.
a. thousands pairs b. thousand pair of
c. thousands of pair d. thousand pairs of
- What kind of products do you think _____ particularly interested _____?
a. are they, in b. they are, in c. are they, / d. they are, /
- It may interest you to know that there is a good demand here for Chinese Black Tea _____ prices.
a. at moderate b. in cheap c. for low d. on dear
- Please reply as soon as possible, _____ the earliest shipment date and terms of payment.
a. stated b. as stated c. stating d. state