

高等院校国际商务应用型规划教材

WAIMAO YINGWEN
HANDIAN XITICE

李 辉 徐佩文 主 编
张晓瑜 副主编

外贸英文函电习题册

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题型种类多样·难易程度适当·贸易知识面广
.....



对外经济贸易大学出版社

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前 言

自 2009 年至 2012 年,中国已经连续四年出口额居世界第一位,进口额居世界第二位。外贸英文函电是国际经济与贸易专业及商务英语专业的核心课程,该课程结合了国际贸易业务知识和英语知识,旨在培养学生借助英语这一语言工具熟练处理进出口贸易业务的能力。我们结合多年讲授外贸英文函电的经验和对应用型本科学生的了解,精心编写了这本《外贸英文函电习题册》。

本习题册具体包括建立业务关系、询盘及回复、报价和报盘、还盘、订单及执行订单、合同的填制、支付方式、催证、改证和展证、装运和交货、包装和运输标志、海上货物保险以及投诉、索赔与理赔等国际贸易业务流程的全部内容。另外,还增加了跟单信用证开证的“SWIFT”电文格式的练习题,以及模拟试题。

本习题册是专门为国际经济与贸易、商务英语、报关、物流、电子商务等专业的学生单独设计的复习资料,简单实用是本书的最大特点。习题类型多样,详略得当,难易适中。

与其他《外贸英文函电习题册》相比,本教辅的特点和优势表现为:

1. 题型种类多。有单项选择题、多项选择题、判断题、简答题、案例分析题、计算题等形式,有利于学生复习和自测。

2. 主要侧重于训练学生能熟练运用英文词汇和句型准确、地道地表达出进出口贸易的相关知识。

3. 题目的设计难易结合,由浅及深,适合不同层次读者。易的仅需要基本的、概念性的知识,难的则需要前后融会贯通,才能解答,这样可从不同层次来训练、检验学生对课程的理解。

本习题册为团队合作的产物,由李辉老师编写大纲,并撰写第一章、第二章、第三章和第四章,徐佩文老师编写第五章、第六章、第七章和第八章,张晓瑜老师编写第九章、第十章、第十一章和第十二章,由李辉老师整理、校对和总纂定稿。感谢大连财经学院的袁尚草、吴笛、王才凤、包亚楠、程晓娇和王雅楠等六位老师对本习题册的校对。

本习题册既适用于高等院校学生期末复习用书,也可作为参加国际贸易、国际商务相关考试复习参考书。

在编写过程中,我们参阅、借鉴了大量的文献资料和网上资料,这些参考文献为我们提供了丰富的素材和创作的源泉,在此向这些作者表示诚挚的谢意!同时,感谢对外经济贸易大学出版社李晨光编辑为这本书的顺利出版所做的努力!

由于作者水平有限,在编写过程中难免有疏漏之处,恳请专家和诸位读者批评指正。

作 者

2015 年 7 月

目 录

第一章 建立贸易关系	1
第二章 询盘与回复	5
第三章 报价与报盘	9
第四章 还盘	13
第五章 订货和执行订单	17
第六章 合同填制	21
第七章 支付方式	35
第八章 催证、改证和展证	39
第九章 装运和交货	43
第十章 包装和运输标志	47
第十一章 海洋运输保险	51
第十二章 投诉、索赔和理赔	55
综合业务练习	59
模拟试卷一	77
模拟试卷二	81
模拟试卷三	87
模拟试卷四	93
模拟试卷五	99
模拟试卷六	107
参考答案	117

第一章 建立贸易关系

一、术语翻译（每题 1 分，共 10 分）

Translate the following business terms into English.

1. 商品展销会
2. 商务部
3. 贸易伙伴
4. 商务参赞处
5. 商会
6. 业务关系
7. 小册子
8. 进出口公司
9. 目录
10. 进口商与出口商

二、单选（每题 1 分，共 20 分）

Choose the best answer to complete each of the following sentences.

1. We take the pleasure of introducing ourselves _____ an experienced importer _____ line of daily products.
A. of, on B. as, in C. for, by D. be, at
2. Your name and address _____ to us by Citibank Singapore.
A. have been given B. have given
C. give D. given
3. We will send all the necessary information of the item _____ receipt of your reply.
A. with B. upon C. in D. of
4. We look forward _____ your favorable news.
A. on B. to C. at D. of
5. We are writing to you _____ you can give us the lowest quotation.
A. hope B. hoping to C. in the hope that D. in the hope of
6. Because the article falls _____ the scope of our business activities, we are writing to you in hope of _____ trade relations with you.
A. within, establishment B. within, establishing
C. below, set up D. below, setting up
7. We suggest that you _____ our representative in Beijing for your requirements.

A. will contact

B. contacting

C. contact with

D. contact

8. Thank you for your price list showing various kinds of products now _____ for export.

A. available

B. be available

C. to be available

D. being available

9. We would _____ very much if you send us a few sample books.

A. appreciated

B. appreciate it

C. appreciate you

D. appreciate

10. Your firm has been recommended to us by the James Olivier & Co. _____ we have done business for many years.

A. which

B. with whom

C. whom

D. with which

11. Our company has 30 years' experience _____ the machinery line.

A. on

B. in

C. about

D. of

12. We would like to take this _____ to establish business relations with you.

A. opening

B. opportunity

C. step

D. advantage

13. Our latest design has won worldwide _____.

A. popular

B. popularity

C. popularly

D. popularize

14. It is universally acknowledged that the quality of our products is _____ first-grade.

A. for

B. at

C. of

D. in

15. We are well acquainted _____ the market conditions in Southeast Asia.

A. with

B. at

C. of

D. in

16. Your early reply _____.

A. will be highly appreciated

B. will be thanked

C. is to be thanked

D. is appreciated high

17. I heard that Togy Company is _____ the market for your new product. You may contact them.

A. at

B. in

C. seeking

D. for

18. This firm is a _____ private company of import and export, _____ in 1981.

A. high, registered

B. height of, to register

C. highly, registered

D. highest, to register

19. If any of the items should be _____ interest to you, please let us know as soon as possible.

A. on

B. in

C. about

D. of

20. Established in 1950, we are a state-owned corporation _____ in the import and export of textiles with a _____ capital of RMB30 million.

A. specializing, registering

B. specializing, registered

C. specialized, registering

D. specialized, registered

三、翻译句子（汉译英）（每题 2 分，共 30 分）

Translate the following sentences into English.

1. 我公司欲购买贵公司的玩具。
2. 我们的一个客户对中国的红茶有兴趣。
3. 我们从我国驻贵国大使馆商务参赞获悉贵方公司名称和地址，得知贵公司是当地最大的电器产品进口商之一。
4. 我们从迪科公司得知贵公司商号与地址，特此具函，希望能同贵公司发展商务关系。
5. 为使你公司了解我公司经营的轻工业产品，我们将航空邮寄最新的商品价格单，以供参考。
6. 我们打算扩大我们的业务范围。
7. 我公司专门出口纺织品，乐意与贵方建立业务关系。
8. 我们很高兴告知，你方所需要的商品在我们的业务范围之内。
9. 我公司有各种各样的玩具可供出口，盼望早日收到贵方回信。
10. 一收到你方具体询盘，我们会立即寄上我们的价格单和样品。
11. 借此机会，对于您的合作，我们深表感谢。
12. 我们公司专门出口农产品，是伦敦最大的出口商。
13. 我们想熟悉一下钢材的供应情况。
14. 我们从事洗衣机出口已经有十年了。
15. 我们是一家合资企业，成立于 2004 年。

四、翻译句子（英译汉）（每题 2 分，共 20 分）

Translate the following sentences into Chinese.

1. We are particularly interested in your products, and would like to have more detailed information on your commodities.
2. We have extensive sales network for this line of products, and shall always be ready to cooperate with you in marketing your products in our market.
3. We have excellent connections in the trade and are fully experienced with the import business for this type of product.
4. We are one of the leading exporters of Chinese silk goods and are enjoying an excellent reputation.
5. We are glad to inform you that the articles you require fall within the scope of our business activities.
6. In order to give you a general idea of our products, we enclose a pamphlet.
7. Our lines are mainly textiles and handicrafts.
8. If your prices are competitive, we will place volume orders with you.
9. We would like to do business with you on the basis of equality and mutual benefit.
10. We are in the market for Chinese leather shoes and should be grateful if you would send us your best quotation.

五、翻译信函（10 分）

Translate the following letter into Chinese.

Qingdao Bangmen Cotton Fabric Co., Ltd.

24 Xuzhou Road, Qingdao City, Shandong Province. China 266071

Tel: 86-532-5846750 Fax: 86-532-5846750

July 23, 2004

Trading Company

3/F., Building A, 1st Industrial Zone of

Baoyuanquan, Donghuan Rd., Shajing Town

Bao'an District, India

Dear Sirs,

We owe your name and address to Mr. Green.

We take the liberty of writing this letter with a view to building up trade connections with you.

We have dealt in the export of cotton cloth for many years. Our products are of superior quality and are popular with our customers from various parts of the world. In order to give you a general idea of our products, we have enclosed a catalogue. Further information will be available on your request.

We are awaiting your prompt reply.

Yours faithfully,

Robert Zhang

六、写作（共 10 分）

Write a letter according to the following information.

2006 年 2 月的《亚洲杂志》(Asian Source) 上刊登, 荷兰 Wennex 公司欲求购中国产的遥控车 (Electronic Control Racing Car)。2006 年 2 月 11 日义乌永乐玩具有限公司业务员获悉此商务信息后, 得知荷兰客户系鹿特丹一玩具批发商, 具体联系方法为:

Wennex Toy Co.Ltd.

Ind. De Wymerts 7IV

Rotterdam, Holland

Fax: 0031-515-334700

E-mail address: msw@ wennex toy.com

浙江义乌永乐玩具有限公司遂向荷兰客户发出一封建立业务关系的信函, 主要内容介绍、可提供的产品等, 说明另邮航寄样本, 并表达期待尽快与对方达成具体交易的热切愿望等。

第二章 询盘与回复

一、术语翻译（每题 1 分，共 10 分）

Translate the following business terms into Chinese.

1. sample book
2. price list
3. quantity discount
4. specification
5. regular customer
6. fair average quality
7. general inquiry
8. commission
9. specific inquiry
10. minimum quantity

二、单选（每题 1 分，共 20 分）

Choose the best answer to complete each of the following sentences.

1. We would like to enquire whether you can supply the _____ items.
A. follow B. followed C. be followed D. following
2. Upon _____ of your specific enquiry, we shall airmail our quotation sheet to you immediately.
A. receive B. receiving C. receives D. receipt
3. We thank you for your letter of 17th January, _____ us for details and prices of our electric heaters.
A. ask B. asking C. asked D. to ask
4. We are pleased to enclose our latest price list and catalogue, together with Model X-4's _____ detail.
A. at B. in C. to D. for
5. No discount will be granted _____ you place an order for more than 1,000 dozen.
A. if B. unless C. whether D. but for
6. We intend to place an order _____ you _____ 300 sets "Huanan" brand sewing machines.
A. from, about B. with, for C. with, of D. from, for
7. We shall be obliged if you can give us full particulars _____ prices, quality, quantity

available and other relative information.

- A. of B. as to C. in D. for
8. We would like to receive your inquiries _____ our hardware.
A. about B. to C. for D. into
9. We are _____ of the good service you have given to us.
A. grateful B. obliged C. appreciated D. appreciative
10. There is a steady demand in our country _____ leather gloves _____ high quality.
A. for, of B. at, with C. for, with D. in, of
11. We hope to receive your quotation with details _____ the possible time of shipment.
A. to include B. to be included C. including D. being included
12. Will you please send us your price lists for the items _____ below?
A. to include B. being listed C. to list D. listed
13. We shall appreciate _____ us FOB Sydney.
A. you quoting B. your quoting C. you to quote D. your being quoted
14. _____ an order for 100 pieces or more, we allow a special discount of 5% for

payment by L/C.

- A. At B. In C. On D. From
15. We would like to _____ you a discount _____ 5%, if your order exceeds USD1,000.
A. give, to B. give, on C. allow, to D. allow, of
16. We are unable to satisfy your requirements, for the goods are _____ great demand.
A. in B. on C. of D. having
17. We _____ some brochures _____ to illustrate the types of materials we

manufacture.

- A. enclose, - B. enclose, you C. enclose, to you D. enclose you, -
18. We _____ you of our prompt shipment after receipt of your order.
A. assure B. assurance C. insure D. insurance
19. _____ your Enquiry No. 123, we are sending you a catalog and a sample book for

your reference.

- A. According B. As per C. As D. About
20. Only the goods which are fine in quality but low in price _____ our customers.
A. interests B. can interest C. is interested in D. interest

三、翻译句子 (汉译英) (每题 2 分, 共 30 分)

Translate the following sentences into English.

- 如果你方给予 5% 的折扣, 我方将订购 5 000 打。
- 请报西雅图 (Seattle) 成本加运费, 保险最低价, 包括 5% 的佣金, 及最早交货期。
- 如果你们的价格有竞争力, 我们就跟你们订货。
- 请报 1 000 件皮夹克的最好大连船上交货价。
- 如果我们每年购买总金额超过 500 万美元, 能否给予特别折扣?

6. 报价时, 请说明付款条件和对购买量不少于 500 打所给予的折扣。
7. 我们感谢你方有关向日葵籽的询盘。
8. 现随函附上我方有关 1 000 辆童车的询盘函, 请查收。
9. 为使贵方对我们的产品有所了解, 我方现附寄我方的产品目录供贵方参考。
10. 数量达到 5 000 打, 我方通常给予 5% 的折扣。
11. 目前, 我们市场有大量对我们空调的询盘。
12. 感谢你方 9 月 1 日询购 3 000 公吨东北大米的来信。
13. 请报个人电脑最低价。
14. 请向我方报 1 000 打男式衬衫利物浦 FOB 最好价格。
15. 为了满足你方销售需求, 我方借此机会向你方推荐“好运”牌电风扇。

四、翻译句子(英译汉)(每题 2 分, 共 20 分)

Translate the following sentences into Chinese.

1. Please quote us your lowest price CIF Hamburg for ten M/T of walnut meat.
2. There is a steady demand here for bicycles of high quality, as cycling is popular in our country.
3. Will you please grant us a special discount on annual total purchases above USD20,000?
4. If your prices are competitive, we are willing to place our first order for 1,200 dozen.
5. There is no difficulty in marketing these traditional products in the Southeast Asian market.
6. Since the competition of textiles is very keen in our market, it is necessary that you quote us the lowest prices.
7. We can allow you a 3% discount on purchase of ten thousand metric tons.
8. The garments on display at the fair were attractive, especially their fashionable styles interested the visitors very much.
9. If you order 5,000 sets, we would grant you a 10% discount.
10. To acquaint us with the qualities and specifications of your goods, we shall appreciate it very much if you will send us some samples and catalogues.

五、翻译信函(共 10 分)

Translate the following letter into Chinese.

Dear Sirs,

We are glad to inform you that Floppy Disk Drive Model No. R 1816 is of special interest to us.

With the popularity of personal computers, we trust there is a promising market for reasonably-priced drives in our country. If possible, please send us relative technical data and your best quotation CIF Rotterdam for 100,000 pieces, shipment in November, 2014.

We shall also be very interested if you have any models in the same range to supply.

We look forward to your early reply.

Yours faithfully,

六、写作（共 10 分）

Write a letter according to the following information.

敬启者：

我们参观了贵方 6 月份在北京举行的国际技术博览会的展台，我们对贵方 IBM-CPU80586 个人电脑的展示很感兴趣。贵方展示的电脑最适合我方市场。在我国，我们是电子产品的批发商，贵方能否寄给我们包括功能及必要软件在内的详细资料？

请贵方报出烟台的最低价，并说明支付方式和采购量不少于 500 台所允许的折扣。

如贵方报价具有竞争力，运货日期可以接受，我方打算从贵方大量订货，并且及时开立以贵方为受益人的信用证。关于我方资金情况，业务能力和信誉，请查询我们的银行，中国银行。

盼收到贵方有利的答复。

谨上

第三章 报价与报盘

一、术语翻译（每题 1 分，共 10 分）

Translate the following business terms into Chinese.

1. Art. No.
2. quotation sheet
3. firm offer
4. validity
5. non-firm offer
6. FOB Lisbon
7. CFR Singapore
8. CIF Shanghai
9. CIFC3% Shanghai
10. CFRD2% Singapore

二、单选（每题 1 分，共 20 分）

Choose the best answer to complete each of the following sentences.

1. Could you make us a firm offer _____ 3,000 metric tons _____ fertilizer?
A. for, of B. on, in C. of, for D. for, for
2. In _____ of quality, our make is superior.
A. terms B. term C. connection D. connections
3. _____ requested, we are enclosing a quotation sheet _____ our silk garments.
A. As, about B. At, about C. At, for D. As, for
4. We are making you the following offer, subject _____ your acceptance _____ us before May 21.
A. to, arrive B. with, reaching C. to, reaching D. to, reach
5. We would like to quote you our most favorable price _____ 800 pieces Electric Blankets _____.
A. for, as follows B. at, as following C. with, as followed D. of, as follows
6. Our offer is _____ for three days.
A. opened B. non-firm C. invalid D. valid
7. _____ the friendly business relations between us, we are prepared to offer you bath towels at prices that are 5% _____ the prevailing prices.
A. Considering, off B. Thinking of, of

C. Considering, below

D. Thinking, under

8. _____ develop the market in your area, we are airmailing you new models of our products.

A. Due to

B. Owing to

C. In order to

D. With a view to

9. We offer you the following items _____ your reply reaching here by 3 p. m. April 12, our time.

A. subjecting to

B. to subject to

C. subjected to

D. subject to

10. We trust that you will find our goods _____.

A. to be attractive

B. attractive

C. attracting

D. attract your attention

11. We are sending you the samples _____ requested.

A. be

B. are

C. as

D. for

12. We certainly accept your offer _____ you will ship the goods during August.

A. except

B. provided

C. unless

D. but

13. We shall appreciate it if you send us a catalogue _____ the details of your product.

A. asking

B. being asked

C. stating

D. being stated

14. We will appreciate it very much, if you will _____ shipment before June 25.

A. effect

B. provide

C. give

D. bring

15. As the matter is _____, we would like to have the information by the end of this week.

A. urgently

B. urgent

C. promptly

D. prompt

16. We refer _____ your offer _____ 18th May.

A. to, for

B. to, of

C. to, on

D. on, at

17. When _____, please let us have your price on CIFC3%, stating the earliest shipment since the season is coming soon.

A. being quoted

B. quoted

C. is quoting

D. quoting

18. Could you make us a firm offer _____ shoes?

A. of

B. for

C. off

D. at

19. In reply, we are making you the following offer: 10,000 pieces of T-shirt _____ USD5 per piece CFRC2% Copenhagen.

A. about

B. to

C. at

D. in

20. We will not be responsible for any damage which results _____ rough handling.

A. from

B. off

C. in

D. to

三、翻译句子（汉译英）（每题 2 分，共 30 分）

Translate the following sentences into English.

1. 感谢贵方 10 月 6 日的关于核桃（walnut）的询盘。

2. 按你方要求，现报盘如下：以你方回复在北京时间 3 月 14 日下午 2 点以前到达我方为有效。

3. 现报 1 000 打毛巾, 以我方最后确认为准。
4. 现回复贵方 12 月 10 日询盘, 报 5 公吨大米 CFR 汉堡价。
5. 我方所报价格非常低, 但品质却非常优良。
6. 我们报此货 FOB 青岛价, 每箱 20 美元。
7. 由于行情上涨, 希望你们早日订货。
8. 感谢贵方 10 月 1 日的来函, 要求我方报价 500 个“美的”牌电饭锅。
9. 现报价 1 000 公吨可可豆, 内容如下:
10. 此复贵方 12 月 10 日函, 报价 5 公吨核桃仁, CFR 哥本哈根价。
11. 现报 300 罗“中华”牌铅笔, 每罗成本加运费、保险费到伦敦价 3.1 英镑。
12. 遗憾的是, 我方被告知价格与市场不符。
13. 由于原材料短缺, 此货目前脱销。
14. 欣然告知你方 4 月 7 日来函中所列的各种商品, 我方均可供应。
15. 我们预料需求可能增加。

四、翻译句子(英译汉)(每题 2 分, 共 20 分)

Translate the following sentences into Chinese.

1. In compliance with your request we are now offering you 2,000 dozen magnifiers at USD30 per dozen CIF San Francisco for September shipment.
2. You will note that we are in a position to offer you 50 metric tons of Green Tea at £135 per M/T CIF Shanghai.
3. The price we quoted is on FOB Shanghai basis instead of CIF Hong Kong basis and our offer will be valid until August 31.
4. We offer you firm 2,000 tons of chemical fertilizer at £150 per long ton CIF Sydney delivery in April.
5. Thank you for your inquiry of March 8 for our famous-brand athletic shoes of Nike and Adidas.
6. This offer will remain effective for another 10 days from June 1.
7. As requested, we enclose our illustrated catalog and price-list and trust that you will find it of much interest.
8. We are willing to allow a 5% reduction in price on all orders over 1,000 pieces.
9. We are prepared to offer you a special trade discount of 2% on all orders exceeding USD100,000 received before the end of this year.
10. The above quotation is subject to our final confirmation.

五、翻译信函(共 10 分)

Translate the following letter into Chinese.

First Urban Trade Corporation

1807 Aa Wack Wack Twin Towers, Wack Wack Road, Manila, Philippines

Tel: 63 2724-3029 Fax: 63 2721-9278

May 23, 2004

Shandong Foodstuff
Trading Corporation
No. 99, Gongshang Street, Muping District
Yantai City, Shandong Province, China
Gentlemen:

We acknowledge receipt of your letter dated May 15. We are pleased to offer you, without engagement, as follows:

Brand Name: Philippine Super Mango

Origin: Philippines

Unit Price: USD12.25 per box FOB (changes weekly depending on the market)

Price Terms: FOB Manila

Payment Terms: L/C

Shipment: During October, 2007

Minimum Order: 20' container

Supply Ability: readily available whole year round

Inner Packing: Average weight of 230-350 grams, 5 kilos in a box

We are sure that you will find our price competitive and are awaiting your prompt reply.

Yours Faithfully,

六、写作（共 10 分）

Write a letter according to the following information.

敬启者：

感谢贵方 5 月 6 日的询盘。今天寄出我方报价，并且另外邮寄了附有插图的目录和样品。

按照贵方要求，我方报盘如下：

产品名称	货号	包装	数量	装运	用美元成本加保、运费含 5%佣金悉尼
阿迪达斯	2015	每箱 20 双	150 双	10 月	每双 358
耐克	2016	每箱 20 双	150 双	10 月	每双 398

请接受难得再有的报盘。我方预计美国方面将有一个大的订单到来，这会引起价格猛涨。

期盼收到贵方及早的订单。

谨上