

中等职业教育国家规划教材配套教学用书

Business

商务英语函电习题集

(国际商务专业)

主编 闫兴伯



高等教育出版社

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内 容 提 要

本书是国家规划教材《商务英语函电》(第二版)(ISBN 7-04-019765-0)的配套教学用书。

本书按照教材编排顺序编写,包括每课附加练习、课文译文和补充注释、练习题答案以及综合模拟试题等,并附有国际贸易常用术语。

本习题集可作为中等职业学校、五年制高职国际商务专业教学辅助用书。

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前 言

本习题集是高等教育出版社出版的中等职业教育国家规划教材《商务英语函电》(第二版)的配套教学用书,与教材内容结合紧密,供学生在课上或课余使用,有利于学生进一步巩固已学的知识,扩大知识面。

本习题集包括每课附加练习、单元练习、教材课文译文、补充注释、附加练习答案及单元练习答案、综合模拟试题和国际贸易常用术语。

在附加练习中,侧重专业术语和常用短语和句式、语法知识、中英互译。

单元练习供阅读和英译汉用,其中有些知识超出课本知识范围,但也是函电中常谈及的内容,可选择使用。

课文译文和练习答案仅供参考。

本习题集力求方便教师教学,方便学生自学,从而使学生更好地掌握本专业知识。本习题集编写分工如下:第二、三、四、五单元练习及答案由曲晓中编写,第六、七、八、九单元练习及答案由韩英编写,第十、十一、十二单元练习及答案由方义龙编写,课文译文及补充注释由闫兴伯编写,全书由闫兴伯统稿。参加本习题集编写的还有王慧、杜松、孟文韬、赵丽娟。

需要说明的是,在实际工作中使用的商务函电,尤其在互联网时代,私人沟通频繁,更趋口语化,而教学中的函电,多数属于典范的语言,显得过于正统和呆板。

由于编者水平有限,时间仓促,差错之处在所难免,恳请指正。

编 者

2005 年 10 月

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第一部分

练习

第一单元 商务书信



书信写作

I 短语/术语

- 1 Registered Number
- 2 VAT
- 3 with keen interest
- 4 our reference number
- 5 开户银行
- 6 总公司
- 7 有限公司
- 8 封内名称和地址

II 根据下面所给的资料,分别设计一封缩进式和平头式书信(可以通过计算机设计)。

要求:书信各部分完整,文字准确,布局合理美观

Sender: Wuzhou Imp/Exp Co. Ltd.

205 Donghua Rd. Beijing, China Tel:010 - 58254848 Fax:58254841 Zipcode:100009

Date: at today's date

Our ref.: JZ060403

Receiver: Guardian Forest Products Ltd.

Woodgrange House. 9A High Street Ingatestone, Essex England UK M4 9ED

Attention: Mr. T. A. Pike

Subject: Toy Samples

Message: The toy samples you asked for have been set to you for some time, yet we have not received any reply from you till now. Please let us have your ideas and comments at an early date.

You sign the letter on behalf of the company.



第二单元 建立发展贸易关系

2

自我介绍

I 短语/术语

- 1 handle import/export business
- 2 be obliged for sth. to sb.
- 3 in advance
- 4 cash register
- 5 商用机器
- 6 大进口商
- 7 中国银行福建分行
- 8 建立业务关系

II 语法/结构

- 1 We plan to introduce your new products _____ our market.
A. from B. into C. at D. with
- 2 We wish to establish business _____ with you.
A. relation B. relationship C. relatives D. relations
- 3 In this case, we prefer _____ the goods in small bags.
A. pack B. packed C. packing D. to pack
- 4 We are obliged to you _____ your full cooperation.
A. to B. for C. of D. with
- 5 None of the buyers _____ interested in your computers.
A. is B. are C. is to D. were
- 6 We sell the shoes _____ US dollars instead of Pound Sterling.
A. with B. of C. in D. at
- 7 We regret _____ such a mistake.
A. make B. made C. having made D. being made
- 8 Which is more difficult, _____ import business or export business?
A. Do B. doing C. make D. making

III 翻译/写作

- 1 谢谢你方 2005 年 8 月 6 日来信及样品。

- 2 我们打算从贵国进口复印机。
- 3 我公司是经营计算机的大出口商。
- 4 如能早日收到你方样品当不胜感谢。
- 5 我公司成立于 1900 年,一直经营各种商用机器。

IV 阅读/翻译

Dear Sirs,

Rayaz is a relatively new trading house specializing in electrical apparatus and deals throughout the Africa, Europe and the Caribbean.

We recently got your name and address from China Daily and desire to establish business relations with you.

We shall be grateful if you will airmail us your catalogues for full range of the subject goods and price lists on CFR C5% Mombasa(蒙巴萨) basis.

For your information, our power supply is based on AC-220/240 Volts-50 Hz.

We look forward to receiving your export catalogues.

Yours faithfully,



与出口商着手业务关系

I 短语/术语

- 1 in the near future
- 2 at your end
- 3 take the opportunity to do ...
- 4 be of interest to sb.
- 5 价目单
- 6 询盘
- 7 客户
- 8 在……方面富有经验



II 语法/结构

- 1 We anticipate _____ sending us some catalogues.
A. you B. your C. yours D. /
- 2 Buyers _____ are interested in your new products will write us for samples.
A. they B. which C. who D. them
- 3 Please send the goods to the China Ocean Shipping Co., _____ will handle them.
A. who B. whom C. that D. which
- 4 It is _____ that they will accept your price.
A. friendly B. carefully C. likely D. well
- 5 For more information, please contact _____ Industry & Commerce Bank of China.
A. / B. the C. an D. a
- 6 _____ receipt of your samples, we will let you know by fax.
A. After B. With C. On D. For
- 7 Our Branch Office has passed your letter _____ April 12 to us.
A. at B. on C. from D. of
- 8 We owe your name and address _____ Paul Yana, manager of The Newman Co. Ltd. in the US.
A. for B. to C. with D. at

III 翻译/写作

- 1 如贵公司在这方面给予帮助将不胜感谢。
- 2 我们借此机会对贵方的帮助表达谢意。
- 3 我们听说贵公司对各种仪表感兴趣。
- 4 请把详细的目录和价目单寄给我们。
- 5 盼早日收到你方消息。

IV 阅读/翻译

We have taken your name and E-mail address from China's Foreign Trade and understand that you deal in foodstuffs. We are operating here as a reliable commission agent dealing in various items.

Please let us know what items you handle for export by sending catalogues to us. Also it is requested to send samples of some of the popular items so that we could have a general idea of your products.

Thank you in advance.

We await your news with keen interest.

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要求建立业务关系

I 短语/术语

- 1 open an account with _____
- 2 refer to _____
- 3 favorable reply _____
- 4 deal in _____
- 5 享有良好声誉 _____
- 6 客观信息 _____
- 7 账户(及缩略式) _____
- 8 可靠程度 _____

II 语法/结构

- 1 _____ we want to know is the name of ship.
A. That B. Which C. What D. Who
- 2 _____ your name and address from the web, we are writing to you in the hope of establishing business relations with you.
A. Obtains B. Having obtained
C. To obtain D. Obtain
- 3 _____ well experienced in the export of chemicals, we express our desire to trade with you in this line.
A. Because B. To be C. Being D. Since
- 4 Our firm has a number of branches _____ the country.
A. at B. throughout C. with D. of
- 5 A booklet _____ a general introduction is enclosed.
A. include B. includes C. including D. included
- 6 Thank you for your letter and your interest _____ our products.
A. for B. to C. with D. in
- 7 We send you some pamphlets for your _____.
A. discussion B. reference C. interest D. business
- 8 We are considering _____ Chinese men's shirts.
A. buy B. to buy C. buying D. purchase

III 翻译/写作

- 1 我们是芝加哥一家大出口商,专营化工品出口。
- 2 你们对我们的货物质量会相当满意。
- 3 如你方需要更多客观信息,请向中国银行上海分行查询。

4 今致函希望与贵公司建立业务关系。

5 随函寄送一本小册子供你方参考。

IV 阅读/翻译

Dear Sirs,

We have received with thanks your fax of May 17, 2005, asking us to send you some catalogues and information on our goods.

It is our desire to do business with you. We have established business relations with many firms in your country and in your neighboring regions. Ours is a state operated enterprise, and wish to carry on trade with manufacturers and merchants of all countries on the basis of equality and mutual benefit for the development of commercial relations with the people of different nations.

In compliance with your request, we are sending herewith a pricelist and a range of pamphlets for your reference. If any of the items are of interest to you, please let us have your specific requirements so as to enable us to send you our quotation.

Yours faithfully,



对要求建立业务关系的答复

I 短语/术语

- 1 comply with
- 2 contact sb. for sth.
- 3 be willing to do sth.
- 4 incoming/outgoing letter
- 5 另封(另封邮寄)
- 6 最新目录
- 7 保兑不可撤销信用证
- 8 出口/进口品

II 语法/结构

- 1 We _____ in canned food, wild vegetables and milk products.
A. special B. specially C. specialize D. specialized
- 2 We look forward to _____ your early reply.
A. hear B. receive C. accepting D. receiving

- 3 Your fax has been received, from _____ we understand that you have got interest in our canned meat.
A. that B. which C. who D. what
- 4 The firm with _____ we have discussed business is interested in walnuts.
A. which B. that C. who D. whom
- 5 We trust our offer will be _____ to you.
A. acceptable B. accept C. accepted D. accepting
- 6 It is a pity that your offer came at a time _____ the selling season is coming to a close.
A. that B. when C. which D. whose
- 7 We have pleasure _____ receiving your offer _____ which we thank you.
A. of, of B. of, for C. in, on D. in, for
- 8 We would like you to make offers _____ CIF basis.
A. at B. on C. in D. for

III 翻译/写作

- 1 为扩大向贵国的出口业务,我们希望与贵公司建立直接业务关系。
- 2 你方表达希望与我们建立业务关系的信已收到,谢谢。
- 3 如你方对该产品感兴趣,请与我们联系索取更多资料。
- 4 按你方要求,我们将把样品寄给万盛公司,供免费分发。
- 5 我们已把样品另寄你方,你们可能对其中一些样品感兴趣。

IV 阅读/翻译

The foreign trade is quite different from the home trade. The home trade is done between buyers and sellers of the same country. The foreign trade is done between sellers or buyers inside a country and those outside. They are called importers and exporters. Most importers and exporters do not buy or sell for their own account. They are commission agents.

The usual way to do foreign business is to communicate each other through the internet. Faxes are of course also used frequently. Enquiries are sent by the importers. The exporter usually makes offers via E-mail or fax. All the necessary terms and conditions should be given in the offer. The business is booked when all the necessary terms and conditions are agreed upon.

There are different terms of payment in foreign trade, but the usual way in payment is by confirmed, irrevocable letter of credit.

单元练习



翻译

- 1 We are indebted to the Commercial Counsellor's office (商务参赞处) of your Embassy in Canberra (堪培拉) for your name and address and pleased to introduce ourselves as an experienced importer engaged in the subject business for years.
- 2 You are kindly requested to furnish us (with) the illustrated leaflet/catalogues of your products at an early date so as to enable us to have a general idea of your products and send you the specific requirements by fax.
- 3 We believe this initial contact will pave the way (为……铺平道路) to a pleasant and lucrative (有利可图的) relationships between us.
- 4 We wish to carry on trade with manufacturers and merchants of all countries on the basis of equality and mutual benefit (平等互利) for the development of commercial relations with the people of different nations.
- 5 In compliance with your request, we are sending herewith a pricelist and a range of (一套) pamphlets for your reference.
- 6 A booklet including a general introduction, the scope of business and other topics is enclosed for your reference.
- 7 The subject goods lie within the scope of our business activities.
- 8 We are willing to enter into business relations with your firm on the basis of equality and mutual benefit and exchanging what one has for what one needs (互通有无).
- 9 Thank you in advance. We await your news with keen interest.

- 10 We wish to extend our warm welcome to your desire to enter into direct business relations in the line of textiles.
- 11 Being one of the leading importers of textiles in Pakistan, we are writing to you in the hope of establishing direct trade relations with your firm.
- 12 As this item falls within the business scope of our corporation, we shall be pleased to enter into business relations with you at an early date.
- 13 To give you a general idea of various kinds of our products now available for export, we enclose a brochure and a sample-cutting booklet.
- 14 We shall appreciate it, in order to enjoy fruitful and profitable trade relations, if you will let us know what are the items you handle for export by sending catalogues to us.
- 15 We are specializing in cereals(粮食), oils, canned food, wild vegetables, meat, milk products and aquatic(水产) products.
- 16 We look forward to initiating business with you in the near future.
- 17 Our General Manager's visit to your corporation will pave the way for future development of business between our two firms.
- 18 We have been in the wool business for several decades.
- 19 We highly appreciate your kind cooperation.
- 20 May we introduce ourselves as importers of fashion garments and commission agents.

- 21 We shall be pleased if you will kindly send us by airmail some samples so as to acquaint(使熟悉)us with the quality and workmanship of your supplies.
- 22 They state that they have regularly traded with you over the past four years and have given us your name as a reference(资信证明人).
- 23 As far as we know they are a reputable firm, but we have no knowledge of their financial position.
- 24 Any other information you can give us about this company would be very welcome. Your reply will of course be treated as strictly as confidential(机密对待).
- 25 My employer asked Rick and me to handle the matter.
- 26 I will pass on your decision to the buyer.