LEVEL B

PRACTICAL ENGLISH TESTS
FOR COLLEGES

英语应用能力考试

级级等指

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# 编者的话

根据教育部关于英语教学改革的精神,今后高职高专的英语教学要求应相对有别于本科院校,更加务实,强调语言的使用能力。从近两年的高等学校英语应用能力考试(Practical English Test for Colleges)内容来看,考试的词汇量、语法难度、文章的内容、阅读要求和写作内容很明显区别于传统的全国大学英语四级的要求。《高等学校英语应用能力考试应考指南(B级)》是为了配合各院校实施教育部制订的《高职高专教育英语课程教学基本要求》编写而成,旨在帮助学生复习、巩固所学的内容,在检测自己学习成果的同时为参加每年两次全国性的"高等学校英语应用能力考试"做好准备。

本书共包括 19 套高职高专英语应用能力考试(B级)模拟试题和两套高等学校英语应用能力考试委员会向外公开的 2001 年 6 月份 B级解密试题。每套试题由五部分组成,包括听力理解(Listening Comprehension)、词汇语法结构(Vocabulary & Structure)、阅读理解(Reading Comprehension)、翻译(Translation)和写作(Writing)。

"高等学校英语应用能力考试"分 A、B 两个级别。A 级适合对象是已认知 3,400 个常用词汇,具备 120 词/分钟语速的听力能力,70 词/分钟阅读速度和80~100词/30 分钟写作速度的考生;B 级适合对象是已认知 2,500 个最常用词汇,具备 110 词/分钟语速的听力能力,50 词/分钟阅读速度和 60 左右词/30 分钟写作速度的考生。考试及格者将获得由教育部高教司"高等学校英语应用能力考试委员会"颁发的相应等级的证书。

本书适合 B 级应试者使用,也可供 A 级应试者做基础训练用书,可以在教师指导下使用, 也可由应试者进行自我测试。在试题之后附有参考答案(包括写作的参考范文)和听力部分的 录音文字稿,供任课教师和学生参考。所有听力部分都配有录音带。

在《高等学校英语应用能力考试应考指南(B级)》整个编写过程中得到了广西教育厅高等教育处的精心指导和大力支持,编者在此表示由衷的感谢。

编者 2003年2月22日

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# 关于印发《高职高专教育英语课程教学基本要求》 (试行)的通知

教高司[2000]57号

各省、自治区、直辖市教育厅、教委,国务院有关部委教育司(局),部属各高等学校:

为了加强对高职高专教育的宏观管理和指导,推动高职高专教育的教学基本建设和教学 改革,我司组织普通高等专科学校、高等职业学校、成人高等学校和本科院校职业技术学院的 有关专家,研究制订了高职高专教育基础课程教学基本要求。现将《高职高专教育英语课程教 学基本要求》(试行)印发给你们,请依照执行。

《高职高专教育英语课程教学基本要求》(试行)(以下简称《基本要求》)是按照国家对高职高专教育人才的基本培养要求,并在总结 10 年高等职业教育、普通高等专科教育和成人高等教育英语课程教学改革经验的基础上制订出来的。该《基本要求》以培养学生实际运用语言的能力为目标,突出教学内容的实用性和针对性;针对目前高职高专学生人学水平参差不齐的实际情况,提出了统一要求、分级指导的原则。《基本要求》是学生学习英语课程应达到的合格要求,是各类高等职业学校、高等专科学校、成人高等学校和本科院校职业技术学院制订英语课程教学大纲、编写教材的重要依据,是教育部和各地教育行政部门进行英语教学质量检查评估的重要依据。

各地和各有关学校在试行本《基本要求》时,要注意积累和总结经验。请将你们的经验和试行中发现的问题,及时向有关课程教学指导委员会反映,并报告我司。

教育部高等教育司 2000年10月10日

# 高职高专教育 英语课程教学基本要求 (试行)

### 一、适用对象

本教学基本要求适用于高职高专教育(即普通高等专科教育、高等职业教育和成人高等专科教育)非英语专业的学生。学生人学时一般应掌握基本的英语语音和语法知识,认知英语单词 1000 个(较低要求)~1600 个(标准要求),在听、说、读、写、译等方面受过初步的训练。

### 二、教学目的

高职高专教育英语课程的教学目的是:经过 180~220 学时的教学,使学生掌握一定的英语基础知识和技能,具有一定的听、说、读、写、译的能力,从而能借助词典阅读和翻译有关英语业务资料,在涉外交际的日常活动和业务活动中进行简单的口头和书面交流,并为今后进一步提高英语的交际能力打下基础。

# 三、教学要求

鉴于目前高职、高专和成人高专学生人学时的英语水平差异较大,本课程的教学要求分为 A、B 两级,实行分级指导。A 级是标准要求,B 级是过渡要求。人学水平较高的学生应达到 A 级要求,人学水平较低的学生至少应达到 B 级要求。随着人学英语水平的不断提高,学生均应达到 A 级要求。

本课程在加强英语语言基础知识和基本技能训练的同时,重视培养学生实际使用英语进行交际的能力。通过本课程的学习,学生应该达到下列要求:

### 1. 词汇

A级:认知3400个英语单词(包括人学时要求掌握的1600个词)以及由这些词构成的常用词组,对其中2000个左右的单词能正确拼写,英汉互译。学生还应结合专业英语学习,认知400个专业英语词汇。

B级:认知 2500 个英语单词(包括人学时要求掌握的 1000 个词)以及由这些词构成的 常用词组,对其中 1500 个左右的单词能正确拼写,英汉互译。

### 2. 语法

掌握基本的英语语法规则,在听、说、读、写、译中能正确运用所学语法知识。

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### 3. 听力

- A 级: 能听懂日常和涉外业务活动中使用的结构简单、发音清楚、语速较慢(每分钟 120 词左右)的英语对话和不太复杂的陈述,理解基本正确。
- B级: 能听懂涉及日常交际的结构简单、发音清楚、语速较慢(每分钟 110 词左右)的英语简短对话和陈述,理解基本正确。

### 4. 口语

A 级: 能用英语进行一般的课堂交际,并能在日常和涉外业务活动中进行简单的交流。

B级: 掌握一般的课堂用语,并能在日常和涉外活动中进行简单的交流。

### 5. 阅读

- A级: 能阅读中等难度的一般题材的简短英文资料,理解正确。在阅读生词不超过总词数 3%的英文资料时,阅读速度不低于每分钟 70 词。能读懂通用的简短实用文字材料,如信函、技术说明书、合同等,理解正确。
- B级: 能阅读中等难度的一般题材的简短英文资料,理解正确。在阅读生词不超过总词数 3%的英文资料时,阅读速度不低于每分钟 50 词。能读懂通用的简短实用文字材料,如信函、产品说明、合同等,理解基本正确。

### 6. 写作

- A 级: 能就一般性题材,在 30 分钟内写出 80~100 词的命题作文;能填写和模拟套写简短的英语应用文,如填写表格与单证、套写简历、通知、信函等,词句基本正确, 无重大语法错误,格式恰当,表达清楚。
- B级: 能运用所学词汇和语法写出简单的短文;能用英语填写表格、套写便函、简历等,词句基本正确,无重大语法错误,格式基本恰当,表达清楚。

### 7. 翻译(英译汉)

- A 级: 能借助词典将中等难度的一般题材的文字材料和对外交往中的一般业务文字材料译成汉语。理解正确,译文达意,格式恰当。在翻译生词不超过总词数 5%的 实用文字材料时,笔译速度每小时 250 个英语单词。

# 四、测试

语言测试在考核英语知识的同时,应着重考核学生实际运用语言的能力,要做到科学、公平和规范。完成《基本要求》规定的教学任务后,采用"高等学校英语应用能力考试国家级试题库"的命题进行检测。检测分 A、B 两级(含笔试和口试)。

### 五、教学中需要注意的几个问题

- 1. 高职高专教育培养的是技术、生产、管理、服务等领域的高等应用性专门人才。英语课程不仅应打好语言基础,更要注重培养实际使用语言的技能,特别是使用英语处理日常和涉外业务活动的能力。
- 2. 打好语言基础是英语教学的重要目标,但打好基础要遵循"实用为主、够用为度"的原则,强调打好语言基础和培养语言应用能力并重;强调语言基本技能的训练和培养实际从事涉外活动的语言应用能力并重。
- 3. 重视语言学习的规律,正确处理听、说、读、写、译之间的关系,确保各项语言能力的协调发展。目前要特别注意加强听说技能的培养。
- 4. 考虑到目前学生入学英语水平的差异,教学和测试分 A、B 两级。对入学时未达到标准 人学水平的学生应进行必要的补充训练,逐步使学生都能达到 A 级要求,以保证《基本 要求》的全面落实。
- 5. 在完成《基本要求》规定的教学任务后,应结合专业学习,开设专业英语课程,这既可保证学生在校期间英语学习的连续性,又可使他们所学的英语得到实际的应用。
- 6. 正确处理测试和教学的关系。语言测试应着重考核学生实际运用语言的能力,防止应 试教育。与此同时,科学的测试又能为教学改革和语言学习提供积极的反馈,是提高 教学质量的必要保证。
- 7. 积极引进和使用计算机多媒体、网络技术等现代化的教学手段,改善学校的英语教学条件。组织学生参加丰富多彩的英语课外活动,营造良好的英语学习氛围,激发学生学习英语的自觉性和积极性。

# **交际范围表** 第2条数据 第2条数据 12条数据 12条数据 1

- 说明:一、制定本表的目的是明确英语教学的实用范围。本表列出了教学中学生应重点掌握 和运用的交际内容,培养其具有初步的语言交际能力。
  - 二、本表主要用于指导制定教学大纲、教材编写、测试设计等。
  - 三、标★号者为 A 级要求。

听、说	读、译	写
1. 课堂交流	阅读与翻译一般题材的文	日常题材的短文
2日党六际,介绍 问候	字材料,如:科普、人物、	
常 感谢、致谦、道别、指	政治、商贸、文化、生活等	人学水平的学生应进
路; 天气、学习、爱好、		要求》的全面撤买。
饮食、健康等	艺的数学任务是,应知合	。5. 在完成《基本要求》是
1. 一般涉外活动	1. 业务信函、传真、	1. 表格填写
1) 迎送	电子邮件	1) 个人资料表
2)安排日程与活动	2. 广告	2) 业务表单
3)安排住宿	3. 产品与厂家介绍	2. 模拟套写
4) 宴请与迎送会	4. 维护及使用说明	1) 名片、贺卡、通知等
5) 陪同购物、游览、就	★ 5. 本专业书籍的前	★ 2) 便条、邀请函及回函
诊等	言、序言和正文	3) 个人简历
2. 一般涉外业务	节选	4) 简短私人信函
务 1) 面试	★ 6. 科技文摘	★ 5) 简短业务信函
际 2) 介绍公司/工厂: 历史、	★ 7. 技术专利	★ 6) 简短传真和电子邮件
现状	★ 8. 招、投标书	★ 7) 简短广告
★3)介绍产品:类型、性	★ 9. 合同、意向书	★ 8) 简短产品与厂家介绍
能、规格、市场等	★10. 国际商务、进出口	★ 9) 简短产品维护及使用
★4)业务洽谈:合作意向、	及保险等的单证	说明
投资意向、签定合同、		★ 10) 合同
人员培训、专家待遇、		
议价、折扣、佣金、订		
购、付款方式、交货		
日期、保险等		
★ 5) 主持业务交流会议		

## 附表二

## 语言技能表

- 说明:一、本表列出英语课程教学中,学生应在语言技能方面达到的基本要求。
  - 二、本表列出的语言技能要求较为概括,在教材编写和实际教学中应当对相关的语言技能进行必要的拓展和灵活处理。

	1
	1. 理解所听材料的主旨或要点
听的	2. 理解具体信息
技能	3. 理解所听材料的背景、说话人之间的关系等
	4. 推断所听材料的含义
说的	1. 模拟或套用常用口头交际句型,就日常生活和有关业务提出问题和简短回答
技能	2. 交流有困难时能采取简单的应变措施
	1. 理解文章的主旨或要点
	2. 理解文章中的具体信息
	3. 根据上下文推断生词意思
阅读	4. 根据上下文做出简单判断和推理
技能	5. 理解文章的写作意图、作者的见解和态度等
	6. 就文章内容做出结论
	7. 快速查找有关信息
	1. 正确翻译一般语句,基本符合汉语习惯
翻译	2. 正确掌握被动句式的译法
	3. 正确掌握倍数的译法
(英译汉)	4. 正确掌握定语从句的译法
技能	5. 正确掌握长句的译法
	3. 正确手推入可的件法
	1. 正确使用所学的词、词组和句型
写的	2. 语法及标点符号使用正确,句子结构完整
技能	3. 句子意思清楚,符合逻辑顺序
	4. 注意连贯性,正确使用连接手段,如first, second等
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# 模拟试题 1

# PRACTICAL ENGLISH TEST FOR COLLEGES (PRETCO) (Level B)

### Part I Listening Comprehension

(15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

### Section A

**Directions**: This section is to test your ability to give proper answers to questions. There are 5 recorded questions in it. After each question, there is a pause. The questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

Example: You will hear: Mr. Smith is not in. Could you please give him a message?

You will read: A) I'm not sure.

- B) You're right.
- C) Yes, certainly.
- D) That's interesting.

From the question we learn that the speaker is asking the listener to leave a message. Therefore, C) Yes, certainly is the correct answer. You should mark C) on the Answer Sheet. Now the test will begin.

- 1. A) Yes, she did.
  - C) By bus.
- 2. A) Yes, we are.
  - C) No, we don't.
- 3. A) Very excited.
  - C) Fifty cents.
- 4. A) Here you are.
  - C) At 8:15.
- 5. A) No, they aren't.
  - C) To a movie.

- B) Next Monday.
- D) Twice a week.
- B) No, there isn't.
- D) Yes, there is.
- B) Yes, I did.
- D) Next month.
- B) You may take it.
- D) Sixty yuan.
- B) Yes, I'm going, too.
- D) After a while.

#### Section B

**Directions:** This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the centre.

6. A) Husband and wife	ĉe.	B) Lawyer and clie	ent.
C) Doctor and paties	nt.	D) Teacher and st	udent.
7. A) In Europe.	B) In Canada.	C) Here.	D) In California.
8. A) Saying goodbye t	o a friend.	B) Buying tickets	for a sports event.
C) Paying a bill at	a bank.	D) Arranging a pl	ane trip.
9. A) Two-fifty.	B) Two-fifteen.	C) Three-fifty.	D) Three-fifteen.
10. A) He should ask T	om to phone the secretary.		

- D) II. ann't was the accretamy's phone
  - B) He can't use the secretary's phone.
  - C) There's not enough time to phone Tom.
  - D) The secretary will leave before the two people.

### Section C

Directions: In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read three times. During the second reading, you are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear. The third reading is for you to check your writing. Now the passage will begin.

Is there a dark side to the computer revolution? Do computers11our health or our society?
It certainly doesn't seem that way on the surface. You don'tyour home computer to turn its
game gun on you. And how can machine be harmful? The truth of the matter, however, is that any new
technology, computer, has a dark side. Computer will change the way the nation works.
But the computer revolution will also bring problemsit. Many jobs, for example, will be
taken over by robots and computer-controlled machinery. Since many of these jobs are tiresome and even
, that seems like a step in the right direction. But it's a big worry to the people whose jobs
are threatened.

# Part II Vocabulary & Structure

(15 minutes)

**Directions:** This part is to test your ability to use words and phrases correctly to construct meaningful and grammatically correct sentences. It consists of 2 sections.

Section	A

**Directions:** There are 10 incomplete statements here. You are required to complete each statement by choosing the appropriate answer from the 4 choices marked A), B), C) and D). You should mark the corresponding letter on the Answer Sheet with a single line through the centre.

16.	I had to three	to three forms to get my new passport.			
	A) fill in	B) call in	C) break in	D) take in	
17.	He 10 a mont	th to pay for his summer	holiday .		
	A) put aside	B) put away	C) put up	D) put out	
18.	The only car not yet rep	aired by that mechanic is	·		
	A) my	B) me	C) him	D) mine	
19.	Happiness is often a	of honesty and ha	ard work		
	A) product	B) goods	C) article	D) thing	
20.	A branch floating in the	water Columb	us' hopes that land was near	r.	
	A) got rid of	B) went back on	C) gave rise to	D) caught his eye	
21.	He explained the proble	m to the students who	·		
	A) have confused about	it	B) have been confused at	out it	
	C) had confused by it		D) had been confused by	it	
22.	He said current interest	rates were a direct	of domestic and interna	ational conditions.	
	A) situation	B) effect	C) position	D) outcome	
23.	That picture is unclear	because the camera was o	ut of		
	A) focus	B) centre	C) core	D) order	
24.	The local government _	some areas to bu	uild parks or gardens.		
	A) puts away	B) takes on	C) sets aside	D) holds up	
25.	She is quite well in hea	alth actually though she of	ten looks	•	
	A) otherwise	B) despite	C) nevertheless	D) likewise	
	tion B				
			You should fill in each blank		
the	word given in the bracke	t. Write the word or word	ls in the corresponding space	on the Answer Sheet.	
			p the new words in the dicti	ionary.	
		(not go)			
			ual (understand)		
29.	He didn't want to come	to the movies because he	e (see)	the film twice.	
30.			about where to go	for their holidays, they	
	decided not to go anyw		( )		
		ollars or more, you are a			
32	Their products are pra	ised as "strong in nowe	r. (relv) i	n performance, fine in	

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appearance and reasonably priced".	
33. He says that Europe should be seeking to lower	taves rather than (raise) them
34. It is said that computers would crash because	
sense of "00" for the year 2000.	to mak
35. This variety of Maotai is made from the Maotai	i that (store) since the Panar
World Fair in 1915.	that (store)since the ranam
world full in 1915.	
Part III Reading Comprehension	(40 minutes
<b>Directions</b> : This part is to test your reading ability.	There are 5 tasks for you to fulfill . You should rea
the reading materials carefully and do the tasks as y	ou are instructed.
Task 1	
$\begin{tabular}{ll} \textbf{Directions:} & \textit{After reading the following passage} \ , \end{tabular}$	· .
numbered 36 through 40. For each question or state	ement there are 4 choices marked $A$ ), $B$ ), $C$ ) an
D). You should make the correct choice and mark th	e corresponding letter on the Answer Sheet with a singl
line through the centre.	
Strange thing happens to time when you trave	1. Because the earth is divided into twenty-four time
	or fewer than twenty-four hours, and weeks with mor
or fewer than seven days.	·
•	Ocean, your ship enters a different time zone ever
· -	he hour. Travelling west, you set your clock back
travelling east, you set it ahead. Each day of your	
•	oss the international date line. By agreement, this
	ss the line, you change your calendar the full day
backward or forward. Travelling east, today becom	
36. The best title for this selection is	D) Have There Changes Around the World
A) A Trip Across the Atlantic	B) How Time Changes Around the World
C) Crossing the International Date Line	D) How Time Zones Were Set Up
37. The difference in time between zones is	
A) seven days	B) twenty-four hours
C) one hour	D) more than seven days
38. From this selection it seems true that the Atlan	
A) is in one time zone	B) is divided into twenty-four time zones
C) is divided into five time zones	D) cannot be crossed in five days
39. The international date line is the name for	D) the point where time change he are have
A) the beginning of any new time zone	B) the point where time change by one hour

	C) the point where a new day begins	D) any time zone in the Pacific Ocean
40.	If you cross the ocean going east, you set your clo	ock
	A) ahead one hour in each new time zone	B) ahead one time for the whole trip
	C) back one full day for each one full day	D) ahead by twenty-three hours

### Task 2

**Directions:** This Task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 through 45.

September is the ninth month of the year. However, the word September comes from the Latin word "septem", which means "seven". This is because long ago a different calendar was used in which September was indeed the seventh month. When Julius Caesar, leader of Rome, changed the calendar, he made September the ninth month.

September in the northern hemisphere is a time of change. With fall and winter approaching, temperature usually begins to drop somewhat. It is also the productive time of the year since it is when farmers harvest some of their vegetables and fruit, especially apples, which have finished their growing season.

September has thirty days. In English, the word is often abbreviated (缩写) to just the first four letters. The major U.S. holiday in September is Labor Day. This holiday, which comes on the first Monday of the month, is in honor of all people who work. September 7th is Brazil's Independence Day and Chile's is the eighteenth. Also, Balboa discovered the Pacific Ocean on September 25, 1513.

		•	
41.	From this passage you may infer (推断) that be	efore Julius Caesar, October might be the _	
	A) ninth month of the year	B) eighth month of the year	
	C) tenth month of the year	D) eleventh month of the year	
42.	September is important because		
	A) it has a very interesting history	B) there are many important holidays	in it
	C) temperature begins to fall in this month	D) this is the harvest time for farmers	i
43.	We may come to the conclusion that	•	
	A) U.S. labor day is not fixed on one date of		
	B) U.S. labor day is celebrated by all the wo	rkers	
	C) U.S. labor day is the most important holid	ay in the country	
	D) U.S. labor day is not on May the First		
44.	In English, September can be shortened to	·	
	A) Sptr B) Sptm	C) Sept D) Sptb	
45.	The best title for this passage might be	•	
	A) An Important Month of the Year	B) The Month of September	
	C) The History of September	D) Some Holidays in September	

### Task 3

**Directions**: There are two advertisements here. After reading them, you should complete the information by filling in the blanks marked 46 through 50 in the table below with **no more than 4 words**.

### Ad. 1

### Reaching for the Stars

If you want to fly high, you ought to reduce the project risk before lift-off, or even better, remove them.

For 100 years comprehensive technical and financial resources have made Allianz a proven partner for business.

Chance has played no role in making us the leader in the demanding European Market. Nowadays, Allianz insures major industrial and technical projects all over the world.

Allianz

EUROPE'S LEADING INSURANCE COMPANY

### Ad. 2

Thank you Singapore Airlines for buying the quietest cabin in the sky.

We're sure your passengers will say the same.

This week, Singapore Airlines takes delivery of the first 2 of a fleet of 17 new Airbus Industrie A340s.

In the first a	dvertisem	ent46_	are insure	d.			
Allianz has _	47	years of co	omprehensive	technical	and financ	cial resource	s.
The success	of the ins	urance comp	any is brough	t about by	y hard worl	k, not by _	48 .
In the secon	d advertis	ement, there	are 49	of ne	w planes fo	or people to	take this week
Singapore Ai	irlines bou	ight a fleet o	f 50	.•			

#### Task 4

Directions: The following is a list of famous tour attractions. After reading it, you are required to find the items equivalent to (与……等同) those given in Chinese in the table below. Then you should put the corresponding letters in the brackets on the Answer Sheet, numbered 51 through 55.

A	Great Wall
В	Imperial Palace
С	Marco Polo Bridge
D	Ruins of the Old Summer Palace

E	The Summer Palace		
F	Tiananmen Square		
G	Reed Flute Cave		
Н	Museum of Terracotta Figurines		
I	Arch of Triumph		
J	Eiffel Tower		
K	Leaning Tower of Pisa		
L	Notre Dame de Paris		
M	Sydney Opera House		
N	Niagara Falls		
0	Statue of Liberty		
P	World Trade Centre		

# **Example**: (A) 长城 (F) 天安门广场

51. (	)颐和园	(	)比萨斜塔
52. (	)自由女神像	(	) 兵马俑
53. (	) 巴黎圣母院	(	)世界贸易中心
54. (	) 悉尼歌剧院	(	)凯旋门
55. (	)故宫	(	)尼亚加拉瀑布
1			

### Task 5

**Directions:** Read the following two letters. After reading them, you are required to complete the statements that follow (No.56 through No.60). You should write your answers briefly on the Answer Sheet correspondingly.

(1)

Dear Sir,

We have just received information from our clients that one of the four cases of crockery (瓷器) shipped to Alexandria by s. s. Merchant Prince on 25th July, under bill of lading No. 951, could not be traced when the ship arrived at Alexandria.

As these goods were supplied to an order of special urgency, this loss is most unfortunate and I shall be glad if you will make immediate enquiries into the cause. Meanwhile, we give formal notice to reserve our rights to claim on you for the shortage should the missing case not be found.

Yours faithfully,

(2)

Dear Sirs,

We were sorry to learn from your letter of 26th August that one of your four cases consigned by s. s. Merchant Prince had not been delivered. I am, however, happy to inform you that we received