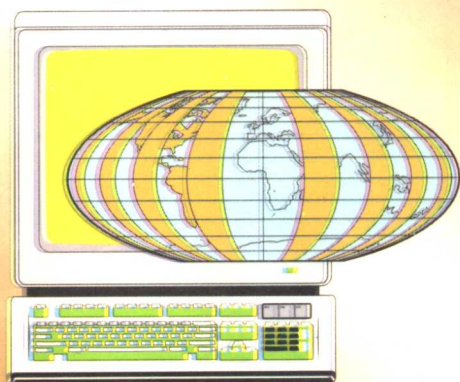


全国高等教育自学考试指定教材辅导用书
高等教育自学考试同步辅导 / 同步训练
(经济类—国际贸易专业)

外 贸 函 电

宋亚坤 主编



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序

本书是全国高等教育国际贸易专业自学考试大纲、教材的配套辅导用书。

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. 指定教材《外贸函电》（诸葛森主编，中国人民大学出版社出版）。

本书特点：

本书以自学考试大纲规定的考核知识点及能力层次为线索，按指定教材分章辅导，除协助应试者对考核知识要点和解题要点作高度概括外，主要针对考核重点和难点按照实际考题类型配备大量的练习题（含参考答案）及综合测试题。旨在帮助应试者迅速而全面地掌握本课程的内容、熟悉应试题型、掌握应试中所必需的技巧，取得理想的应试效果。

本书亦是编者长期从事该课程教学、多年从事该课程自学考试辅导的经验的结晶，相信本书的出版，对广大考生学习本课程具有切实的指导意义。

限于编者的学识与水平，疏漏之处敬请批评指正。

编 者

1999年2月

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LESSON ONE

Establishing Business Relations

Business Expressions

1. fall within the scope of our business
属于我们的业务范围。
2. in the bakery line
从事糕饼业
3. be active in the field of
活跃在……领域
4. handle 经销
deal in 经营
specialize in... 专营……
be specialized in... 专营……
5. enclose/ send under cover 随函附寄
send under separate cover 另函寄上
6. We have built up a wide connections among buyers in the African market.
我们已与非洲市场客户间建立了广泛的业务联系。
7. We wish to extend our connections in your country.
我们希望在贵国拓展业务联系。
8. We hope good business relations will be established between us.

我们希望在双方间建立良好的业务关系。

9. We shall be pleased to enter into direct business relations with you at an early date.

我们希望早日与你方建立业务关系。

price list 价格单

Exercises

I. Tick off the ones that fit the sentences best:

1. We don't know that tinned goods _____ the scope of your business activities.
A. fall within B. neet
C. reach D. get into
2. _____ please find our price list.
A. Sent B. Enclosed
C. Sending D. Enclosing
3. We are sending you a price list _____ separate _____.
A. under...cover B. by...cover
C. under...mail D. through...mail
4. Our sales representative Mr Wang is authorized to _____ contracts with you.
A. abide by B. enter into
C. honour D. adhere to
5. We would _____ very much if you would pass the letter on to the person responsible for the matter.
A. appreciate it B. thank you

C. thanks

D. be appreciated

6. We are _____ of Textiles. It's my desire to have a share in your trade.

A. in the line of

B. in line

C. on the line of

D. on lines

7. came to the fair.

A. A customer of Tom's

B. Tom's a customer

C. A Tom's customer

D. A customer of Tom

8. The number of companies that have established joint ventures increased.

A. has

B. have

C. is

D. are

9. We hope that you will entrust us with more orders when you are again _____.

A. in the market

B. on the market

C. out of the market

D. at the market

10. You will find _____ our order of 5th January that the goods were to be shipped to reach us not later than 15th February.

A. on reference to

B. with reference to

C. in regard to

D. with regard to

11. We the shipment to arrive in a few days.

A. expect

B. anticipate

C. look forward to

D. hope

12. As you are not familiar with the quality of the product, we recommend _____ a small quantity for trial.

A. buying

B. to buy

C. buy

D. bought

13. The market has so changed as to be favourable

the big importers.

A. to B. for C. of D. with

14. We look forward to your _____ reply.

A. favour B. favor C. favourite D. favourable

15. We understand that you have built up _____ wide connections among buyers in the African market.

A. a B. the C. some D. /

I. Fill in the blanks with appropriate words:

1. We shall be glad to give you our lowest quotations _____ receipt of your detailed requirements.

2. We have been _____ in this business for the past 20 years.

3. We are a big export company _____ mainly in textiles and garments.

4. _____ compliance _____ your request, we are pleased to forward our quotation sheet for cotton table-cloths.

5. We _____ hearing from you and to receiving a visit from your buyer.

6. We specialize _____ handling clocks and watches of all sorts.

7. Please ship the goods by the first steamer _____.

8. Smith & Co. have recommended your firm _____ being interested in establishing business relations with us.

9. The buyer demands _____ the seller to ship the goods within a month.

10. This cheque is payable _____ demand.

11. Oil is _____ great demand these days.
12. There is _____ great demand _____ cotton textiles in Europe.

■ . Translate the following sentences into Chinese :

1. We look forward to a trial order, This would enable you to see for yourself the high quality of the materials and execution of this model.
2. We have your name and address from the commercial counsellor's office of the Chinese Embassy in Ghana. We wish to inform you that we specialize in industrial chemicals, and shall be pleased to enter into trade relations with you.
3. Should any of the items be of interest to you, please let us know. We shall be glad to give you our lowest quotations on receipt of your specific enquiries.
4. We are a state-operated corporation, handling both the import and export of canned goods. In order to acquaint you with our business lines. We enclose a copy of our export list covering the main items suppliable at present.
5. We have been engaged in exporting chemicals and dyestuffs since the 1950's. The products we handle are well received in many countries for their high quality and reasonable price.
6. Should you require any further details about our financial standing, please do not hesitate to contact ABC Bank.
7. As requested, we have today forwarded to you by parcel post some samples of our Japanese toys, together with a

revised price list.

IV. Translate the following sentences into English:

1. 从纽约托马斯(Thomas)公司获悉贵公司生产各种手工制手套。本地区对中等价格的高质量手套有稳定的需求。
2. 希惠寄贵公司的皮鞋商品目录一份,并附有关价目与支付条件。
3. 我们是一个咨询公司集团,主要业务是促进进出口和合营企业项目。
4. 从香港进口服装的一些公司想同中国大陆的服装厂直接联系。
5. 北京机械进出口公司是我公司在中国的代表,建议你们同该公司直接联系。
6. 有关我方的资信情况,可向大通曼哈顿银行查询。

V. Translate the following letters into English (in proper letter form)

敬启者:

我们从美国弗雷斯诺商会得知贵公司的名称和地址,并获悉贵公司拟进口中国生产的染料。

我们专门从事化工染料的生产和经营已有二十多年,生产的各种染料均包括在我们随函附上的产品目录中,希望贵公司对我们的产品感兴趣,另随函附上价目单一份,所有的价格均为以美元表示的 FOB 上海价。

有关我公司的财务状况,可向中国银行上海分行查询,如蒙早日回复,将不胜感激。

XX敬上