

2019 年 4 月高等教育自学考试全国统一命题考试

## 外贸函电

(课程代码: 00094)

## 注意事项:

1. 本试卷分为两部分, 第一部分为选择题, 第二部分为非选择题。
2. 应考者必须按试题顺序在答题卡(纸)指定位置上作答, 答在试卷上无效。
3. 涂写部分、画图部分必须使用 2B 铅笔, 书写部分必须使用黑色字迹签字笔。

## 第一部分 选择题

一、单项选择题: 本大题共 20 小题, 每小题 1 分, 共 20 分。

在每小题列出的四个备选项中只有一个是符合题目要求的, 请将其选出并将答题卡(纸)的相应代码涂黑。错涂、多涂或未涂均无分。

1. We cannot make any offer as the goods are \_\_\_\_\_.  
A. without stock      B. no stock      C. out of stock      D. not in stock
2. Please make us your best possible firm offer on CIF New York basis, \_\_\_\_\_ terms of payment and the earliest date of shipment.  
A. which was stating      B. stating      C. states      D. stated
3. You \_\_\_\_\_ for all the samples if they are not returned to us within 90 days.  
A. will invoice      B. will be invoiced      C. invoice      D. invoiced
4. The buyer suggests that many large orders \_\_\_\_\_ follow.  
A. will      B. may be      C. would      D. would be
5. I am sure we can work out a \_\_\_\_\_ arrangement to handle the repairs.  
A. satisfied      B. satisfy      C. satisfying      D. satisfactory
6. The time of waiting for payment agreed upon by both sides is the period of \_\_\_\_\_.  
A. shipment      B. letter of credit      C. draft      D. credit
7. Enclosed is a copy of our credit terms \_\_\_\_\_ how your account will be billed each month.  
A. speculating      B. specifying      C. simulating      D. specializing
8. \_\_\_\_\_ the terms of payment as stipulated in the contract, please establish a letter of credit in our favor.  
A. In fact      B. As a matter of fact  
C. In contrast with      D. In accordance with
9. We invite your attention to the fact \_\_\_\_\_ the L/C covering your order No. 123 has not reached us in spite of our repeat requests.  
A. that      B. what      C. where      D. how



10. As soon as the goods are dispatched, please send us full details of the shipment \_\_\_\_\_ us to arrange for the insurance here.  
A. that enabled      B. that enable      C. so as to enable      D. thus enabled
11. Mr. Bill Browning, your import manager, wrote us last week that our price was \_\_\_\_\_ and asked us to secure supplies.  
A. acceptable      B. managerial      C. impossible      D. unfortunate
12. We appreciate the promptness with \_\_\_\_\_ you supplied the financial statement we requested.  
A. whom      B. that      C. which      D. what
13. We believe this is a matter for you to take \_\_\_\_\_ with the shipping company or the insurers. The responsibility rests with either of the parties concerned.  
A. in      B. on      C. over      D. up
14. Your claim for the damage is to be \_\_\_\_\_ with the insurance company.  
A. meet      B. filed      C. satisfied      D. compensated
15. \_\_\_\_\_ our Monday conversation regarding the defective mowers, we will be returning 15 units next Monday.  
A. Confirmed      B. Confirming      C. Having confirmed      D. We confirm
16. Damage to the goods in transit is covered under this warranty. \_\_\_\_\_, this warranty does not cover damage due to external causes, including abuse, misuse, and failure to perform required prevention maintenance.  
A. In addition      B. Otherwise      C. What's more      D. However
17. But for their assistance, our corporation would not have made such a great progress \_\_\_\_\_.  
A. soon than what had expect  
B. soon than what was expected  
C. sooner than what was  
D. sooner than what had been expected
18. After receiving our request for payment extension, our supplier agreed to draw a new bill \_\_\_\_\_ us, with interest of 5% added for extension.  
A. at      B. with      C. to      D. on
19. When submitting our quotation, we suggested that the relevant L/C \_\_\_\_\_ as early as possible.  
A. be established      B. establishes  
C. is established      D. would be established
20. Consequently we find no \_\_\_\_\_ to compensate for the loss you claimed for.  
A. land      B. ground      C. place      D. position

## 第二部分 非选择题

二、填空题:本大题共 25 空,每空 1 分,共 25 分。

请将答案填写在答题卡(纸)相应的位置上。

21. When looking \_\_\_\_\_, we are happy to see we have come a long way and finally succeeded \_\_\_\_\_ securing the transaction.
22. I don't think I can cut our price by 10% as you required. I suggest that we \_\_\_\_\_ each other half way.
23. The goods you intend to order are not available for the time being, so we recommend Art. DTP-54 as an excellent \_\_\_\_\_.
24. The buyer suggested D/A as the terms of payment, but the seller was unwilling to \_\_\_\_\_ any exception.
25. We appreciate the support you gave us in the past and would be most grateful if you could agree \_\_\_\_\_ 50% by L/C and 50% by D/P \_\_\_\_\_ sight.
26. The letter we received yesterday is an inquiry \_\_\_\_\_ discounts.
27. Our \_\_\_\_\_ for 30 000 tons of corn is valid for 10 days.
28. Our distributor asked us for credit \_\_\_\_\_ the extent of \$ 100 000 for a period \_\_\_\_\_ three months.
29. We prefer efficient and big ports as \_\_\_\_\_ and discharging ports although we may have to pay dispatch money.
30. We shall appreciate your quoting us your most competitive \_\_\_\_\_ on a CIF New York basis for the following.
31. If the price is reasonable, we will \_\_\_\_\_ our order immediately.
32. We sincerely appreciate your confidence \_\_\_\_\_ our products.
33. We will see to \_\_\_\_\_ that the L/C is opened within the stipulated time.
34. The 800 bicycles \_\_\_\_\_ Contract No. 268 have been ready for shipment for a long time, but we have not yet received your covering L/C up \_\_\_\_\_ now.
35. We lodged a claim \_\_\_\_\_ Smith Co. \_\_\_\_\_ the poor quality of the goods shipped by s. s. "Blue Sea".
36. We will allow you a 10% \_\_\_\_\_ if you purchase 5000 dozens or more.
37. Your quoted price is out of \_\_\_\_\_ with the prevailing market level. We feel confident that our suggestion of 3% off your present one is workable.
38. It's our \_\_\_\_\_ practice to require payment by sight letter of credit.



39. Due to shortage in supply, we cannot make delivery in time. We, therefore, ask you to \_\_\_\_\_ the date of shipment to May 5 and the validity of the credit to May 20.
40. We are pleased to advise you that your Order No. 123 has been shipped this morning. We enclose one set of the shipping documents so that you may \_\_\_\_\_ delivery of the goods when they arrive.

三、英汉翻译:本大题共 10 小题,每小题 2 分,共 20 分。

请将答案填写在答题卡(纸)相应的位置上。

41. Since the prices of the raw materials have been raised, I'm afraid that we have to adjust the prices of our products accordingly.
42. Several of my customers have recently expressed interest in your waterproof garments. We should be glad if you could send us samples and quotations.
43. Thank you for your letter and quotation of March 11. We are satisfied with the price and quality and are sending the following order.
44. You'll see that our offer compares favorably with the quotations you can get elsewhere.
45. They cannot accept any fresh orders because of heavy commitments.
46. As soon as we received your letter, we sent the replacement you requested by the first available vessel.
47. If the goods are to be transhipped from one means of transportation to another during the course, it's called "combined transport".
48. Since the premium varies with the scope of insurance, extra premium is for buyer's account, should additional risks be covered.
49. As stipulated in the contract, a minor discrepancy in colors is permissible. That is why the case you brought up is still a normal phenomenon.
50. Who issues the inspection certificate in case the quality of the goods does not conform to the contract?

四、汉英翻译:本大题共 5 小题,每小题 3 分,共 15 分。

请将答案填写在答题卡(纸)相应的位置上。

51. 现寄去一份有关我公司目前可供出口的各式自行车的小册子。
52. 我们高兴地告知你们,我们可以为新订单提供特别的设计方案。
53. 如你审查无误,请在销货合同上会签后退回一份给我们。
54. 由于急需这批货物,我们有必要强调准时发货的重要性,如有任何装运方面的延误,我们将撤销订货。
55. 你方应在交货前 15 天将全部货款电汇我方,这是达成这笔交易的基础。

五、撰写英文书信:本大题共 20 分。

请将答案填写在答题卡(纸)相应的位置上。

56. 尊敬的先生:

您3月2日有关床单(bed sheets)的询盘收到,谢谢。信中询及的价格单、产品目录和剪样本已另寄,请查收。相信这些资料会提供给您需要的详情。

由于我方的全棉床单质量可靠,价格合理,在市场上十分畅销,目前很难满足持续增长的需要。不过,如果贵公司能在6月1日前下订单,我方可以确保及时交货。

如需其他信息,请随时与我们联系。

盼早日收到贵公司订单。



2019 年 4 月高等教育自学考试全国统一命题考试

外贸函电试题答案及评分参考

(课程代码 00094)

一、单项选择题:本大题共 20 小题,每小题 1 分,共 20 分。

- |       |       |       |       |       |
|-------|-------|-------|-------|-------|
| 1. C  | 2. B  | 3. B  | 4. A  | 5. D  |
| 6. D  | 7. B  | 8. D  | 9. A  | 10. C |
| 11. A | 12. C | 13. D | 14. B | 15. B |
| 16. D | 17. D | 18. D | 19. A | 20. B |

二、填空题:本大题共 25 空,每空 1 分,共 25 分。

- |                |                  |                     |               |
|----------------|------------------|---------------------|---------------|
| 21. back ...in | 22. meet         | 23. substitute      | 24. make      |
| 25. on ... at  | 26. for/about    | 27. quotation/offer | 28. to ... of |
| 29. loading    | 30. price/prices | 31. place           | 32. in        |
| 33. it         | 34. under ... to | 35. against ... for | 36. discount  |
| 37. line       | 38. usual        | 39. extend          | 40. take      |

三、英汉翻译:本大题共 10 小题,每小题 2 分,共 20 分。

41. 由于原材料价格上涨,我们恐怕不得不对产品的价格作相应的调整。
42. 我们有几个客户表示对你们的防水服装感兴趣。如能寄来样品和报价,将十分高兴。
43. 感谢你方 3 月 11 日来函和报价单,我们对价格和质量都表示满意,现高兴地向你方发出订单。
44. 你会发现我们的报价比别处要优惠。
45. 由于接单太多,他们目前无法承接任何新订单。
46. 接你方来信后,我们马上选用首次班轮运送贵方要求替换的货物。
47. 如果货物在运输途中交换交通工具,这便是“联运”。
48. 因为保险费率随着承保范围而变化,如果要加保附加险,增加的保险费由买方承担。
49. 如合同所示,颜色方面的轻微差异是允许的,故此,你提出的问题依然属正常现象。
50. 如果货物的质量与合同不符,由谁出具检验证书?

四、汉英翻译:本大题共 5 小题,每小题 3 分,共 15 分。

(句型正确,意思完整,无语言错误得满分;句型基本正确,有个别语言错误得 2 分;句型基本正确,语言错误多,得 1 分;不成句的不得分。)

51. We send you a brochure on the various kinds of bicycles now available for export.
52. We are pleased to tell you that we are able to offer a special designing plan for our new orders.

53. If you find everything in order, please sign on the sales contract and return one copy to us.
54. As the goods are badly needed (或 in urgent need), we find it necessary to stress the importance of punctual delivery; any delay in shipment would result in our withdrawal of this order.
55. This transaction is done on the basis that you effect the payment covering the total value of the goods by T/T 15 days prior to (或 before) the date of shipment.

、撰写英文书信;本大题共 20 分。

(表达正确、清楚,意思完整,无语言错误得满分;表达基本正确,有个别语言错误得 15-18 分;意思基本正确,有少量语言错误得 12-14 分;表达不够清楚,语言错误较多,得 8-11 分;表达不清楚,语言错误多,得 7 分以下。)

56. Dear Sirs,

Thank you for your enquiry of March 2 for bed sheets. We wish to inform you that the price list, catalogue and sample-cutting book asked for in your letter have been sent to you by separate post. We are certain that these will give you all the details you need.

We also wish to inform you that our all-cotton bed sheets have become very popular in the market because of their reliable quality and reasonable prices and it has been difficult for us to meet the increasing demand. However, if you place orders before June 1 we assure you of our prompt shipment.

If you are in need of any other information, please feel free to let us know.

We look forward to receiving your orders soon.

Yours sincerely,