

自考 外贸函电 复习重点

1. bid

在国际贸易中，一般由卖方发盘或报盘，但有时，出于策略上的考虑，如卖方的商品供不应求，看涨，或是对当前的市场情况还不清楚，或是不知买方是否有诚意购买，常常要求买方先出盘，以便集中对比，然后决定与谁成交。这种买方出的盘叫递盘（bid）。Bid 也是一种报盘。

Bid 做名词时，常与动词 make 连用，基本结构是 make a bid at a price for sth. They made a bid at US\$2,500 for Walnut-meat.他们对核桃仁曾按单价 2,500 美元递价。

Bid 做动词用的常用句型为 bid a price for sth. Last week we bid US\$ per metric ton for Green Tea.上星期我们对绿茶递价每公吨 美元。

另外 bid 也可做‘投标’解。

2. 重要表达式

(1) to make you firm offers for both Groundnuts and Walnut meat CFR Copenhagen 花生和核桃仁两货 CFR 哥本哈根实盘

(2) Hand-picked, Shelled and Ungraded Groundnuts 手拣去壳不分级花生

(3) European Main Port 欧洲主要口岸

(4) This offer is firm, subject to your reply reaching us within one week 此确盘一周内复到有效

(5) the best price we can quote 这是我们能报的最好价

(6) As regards walnut meat 关于核桃仁

(7) to be under offer elsewhere 已向别处报盘

(8) to make us an acceptable bid 给一个合适的（可接受的）递盘

(9) there has been a large demand for the above commodities 对上述两商品的需求甚殷

(10) result in increased price 结果导致价格上涨

(11) avail yourselves of the advantage of this strengthening market 可以得到这方面的好处。

(12) to be well connected with major dealers in the line of textiles 与主要纺织品经营商有良好联系

(13) to be of good quality and competitive in price 品质优良，价格又有竞争性

(14) best firm offer 最优惠实盘

(15) to rush us samples by airmail 立即以航邮将样品寄来

(16) If your shirts agree with the taste of our market, we feel confident of placing a trial order with you. 如你方的衬衫符合我地市场需要，我们有信心向你方试订

(17) By 100% confirmed, irrevocable letter of credit 100% 保兑的、不可撤销的信用证

(18) in our favour 以我方为受益人

(19) by draft at sight 凭即期汇票支付

(20) to reach the sellers one month before shipment 在装运前一个月开到卖方

(21) remain valid for negotiation in China till the 15th day after shipment 装船后 15 天内在中国议付有效

(22) samples of various sizes各种尺码的样品

(23) Please email us your acceptance for our confirmation请电邮接受，以便我方确认

(24) a choice variety of Chinese tea上等中国茶叶

(25) commodity (goods, product) in cheaper qualities 比较低档商品

1. captioned shipment 标题货物

2. to find the goods quite satisfactory对该货颇为满意

3. additional quantities 更多的数量

4. in this market 在本地市场

5. to place with you a repeat order for 1, 000 doz. 向你方续订一千打

6. the same style and size同样式样和尺码

7. If possible 如可能

8. arrange early shipment of this repeat order尽早安排装运（这批续订货物）

9. we are badly in need of the good我方急需此货

10. the said goods上述货物

11. not available from stock无存货

12. the specifications of those which can be shipped from stock可立即装运的库存现货的规格

13. to book a repeat order再续订一批

14. cannot at present entertain any fresh orders for Tiantan Brand Men's Shirts目前我们不能接受天坛牌男衬衫的任何新定单

15. owing to heavy commitments由于大量承约

16. to keep your inquiry before us 记住你方的询价

17. to be in a position to accept new order能接受新定单

18. Regarding stock shirts关于现货衬衫

19. stock goods现货



They have informed us that.....该处已经告知我们.....

Inform 做通知讲时，可与 advise 换用。 www.rumen8.com-入门吧-入门资料大全

常用结构 a. 宾语后接 of 短语：inform (advise) somebody of something. 不过近来国外来信有省略介词 of 的现象。We shall inform (advise) you (of) the date of shipment. 我们将把装运日期通知你方。

b. 宾语后接从句 inform (advise) somebody that/what/which: We wish to inform (advise) you that business has been done at US\$110 per metric ton. 我们已经以每公吨 110 美元的价格成交，特此告知。

c. 兹通知(你们)..... Please be informed(advised) that.....: Please be informed(advised) that we have already sent the samples requested 兹通知你方，我方已经将所索样品寄出。 注

意：如果省略宾语（人称代词）则不宜使用 inform. 如：Please advise the name of steamer 请告知船名。Please advise what quantity you can sell a year 请告知每年可销售的数量。在这种情况下，不能用 inform，只能用 advise.

in the market for something 是书面语言，表示想买进某物。如课文中：You are in the market for Chemicals. 你公司要购买化工产品。

除此以外，in the market for something 也可以引申于“乐于接受某物”。如：I'm always in the market for good new ideas 我总是乐于接受有益的新建议。

et. 当你们想要买（或卖）时，请告知我们。 rumen8.com-入门吧收集整理入门资料

In the market 还可以做“上市，出售，可以买到”解，同 on the market 可以相互替代。

如：This is the best article on the market 这是市场上可以买到的最好的商品。

又如：The article will be on the market. 商品本周就会上市。 rumen8.com-入门吧, 投资者入门的好帮手

其他一些在商业中会用到的 market 词组：

at the market 主要用于交易所，意思是：照市价，照当前最好的行情。

bring to market, put on the market, come into the market 都可以用来表示：在市场上出售，投放市场。如：The new color TV will come into the market soon. 新型彩色电视机不久将投放市场。

lose one's market 失去做买卖的机会。如：We don't want to lose our market by sticking to have it at the market price. 我们不想因为坚持按市价购进而失去做买卖的机会。

price out of the market （商品）定价过高而无人购买。如：If you don't accept a low profit, you'll price yourself right out of the market. 如果你不同意降低利润，就只有漫天要价无人问津了。

4. Enclose

enclose 是动词，表示“封入”。商业信件中常有在 enclose 后加 herewith 的，如 We enclose herewith a copy of our price list. 但最好不用，因 enclose 与 herewith 在意义上重复。

表示附在某封信内，用介词 with 或 in：Please refer to the price list enclosed with (or: in) our letter of August 5. 请查阅 8 月 5 去信所附的价目表。过去分词 enclosed 作表语时，常倒装置于句首。如 A copy of our Export List are enclosed.

在课文中将 enclosed 倒装：Enclosed herewith is a copy of our Export List 现随函附寄我公司出口商品表一份。

过去分词 enclosed 作宾语补足语时，也常倒装置于句首或置于谓语动词之后：Enclosed please find a copy of our price list. （或 Please find enclosed a copy of our price list）随函附寄我公司价目表一份。

过去分词 enclosed 可作名词，前面加定冠词：We believe you will find the enclosed interesting. 我们相信你们对所附之件会感兴趣。

requirement 表示需要时，常用单数，后接介词 of：We have noted your requirement of

samples and catalogue我们已经注意到你们需要样品和商品目录。

表示需要的货物或需要量时常用复数，后接介词 for 或 of：We can meet your requirements for Walnut meat.我们可以满足你方对核桃仁的需要。 Please let us know your annual requirements of Walnuts.请告知你方对核桃的年需求量。

注意：表示满足需要，除 meet 外，还可以用 satisfy，fill，supply 等动词。 www.rumen8.com-入门吧-入门资料大全

6.Promote rumen8.com入门吧,投资者入门的好帮手

to promote both business and friendship 促进业务和友谊； rumen8.com-入门吧收集整理入门资料

可替代的用法是：to promote friendship as well as business . rumen8.com入门吧是最好的

7.trade in 和 trade with

in our trade with customers in the Asian-African countries我们在同亚非国家的客户进行贸易时； rumen8.com-入门吧收集整理入门资料

trade 做动词用时，表示“从事贸易，做生意，经营”。

注意：和某人做贸易接 with，经营某项商品接 in. 如：They trade mainly in cotton piece goods.他们主要经营棉布。

1.经营范围

课文中用法：As this item falls (be, lie) within the scope (sphere) of our business activities, (lines) 棉布属于我公司经营范围。

替代用法：

The item you inquired for comes within the frame of our business activities.你们所询的商品正属于我们的业务经营范围。

We handle the import business of textiles.我公司经营纺织品的进口业务。

We deal in Chinese textiles.我们经营中国纺织品。

We are engaged in the exportation of chemicals.我们经营化工产品的出口。

This shop trades in paper and stationery.这商店经营文具纸张。

We are in the cotton piece goods business. (line) 我们经营棉织品。

Cotton Piece Goods are our line.棉布是我公司经营的产品。

Cotton Piece Goods are our main exports.棉布是我们的主要进口商品。

2.建立业务关系

课文中用法：to enter into direct business relations with you 与你公司建立直接的业务关系。

注意：relations 必用复数；business 可用 trade 替代。

与某某建立业务联系，一般用法：to establish business relations with；to enter into business activities with；to build up business relations with；to make business contact with。

与谁建立业务联系用 with，如：与你公司(你们,潜在顾客等)建立联系 to establish business relations with your company (your firm, your corporation, prospective dealers.)。

建立什么样的关系：to establish direct (直接的) [pleasant (愉快的), friendly (友好

的), good (良好的), mutually beneficial (互利的)] relations with

表示具体概念时, 用单复数都可以: We are replenishing supply (or : supplies). 我们正在补充货源。 Buyers require additional supply (or : supplies) of wood oil. 买主要求再供应些桐油。

b.作动词用: 要注意句型: - We can supply you with all kinds of leather shoes. - We can supply all kinds of leather shoes. - We believe we shall be able to supply your requirements.

7.Intend

intend 打算, 是正式用语, 指“心里已有做某事的目标或计划”, 含有“行动坚决”之意, 如: I intended to write to you. 我要给你写信。

mean 也含有“想做某事”的意思, 可与 intend 互换, 但强调“做事的意图”, 较口语化, 如: I mean to go to bed earlier tonight. 今晚我想早些睡觉。

另外类似的词还有 propose, 指“公开明确地提出自己的目的或计划”, 如: I proposed to speak for an hour我想讲一小时。

8.Appreciate

appreciate 指对...表示感激、感谢。如: I really appreciate your help我真的很感激你的帮助。

第三课复习重点

1.under separate cover

under separate cover表示“另封邮寄”, 对应于 enclose.

Enclose表示“随函附寄”。除了 under separate cover 还可以用 by separate mail, by separate post ; 或 by another mail, by another post

注意: 这几个词意思完全一样, 但搭配不同。

2.Offer

在 国际贸易 中, 可作报价解的除 quote 与 quotation 外, 还有一个常用词, 即 offer.

Offer 作报盘解时, 既可作名词用, 也可作动词用。

Offer 作名词用时, 常与动词 make, send, give 等连用, 后接介词 for 或 on, 或 of, 接 for 最普通, 接 on 较少见, 买方提及卖方的报盘时, 即说到对方已报某货的盘或某数量的盘时, 常用 of. 如: Please make (send, give) us an offer for (或 on) Walnuts. Your offer of wood oil is too high. (当然, 在这若用 for 或 on 也对, 但用 of 较好)。

Offer 做动词时, 可以不及物, 如: We will offer as soon as possible. 我方将尽早报盘。也可以及物。

作及物动词用时, 宾语可以是人, 可以是物, 也可以有双宾语。

We hope to be able to offer you next week. 我们希望能于下周某一天向你方报盘。

We can offer various kinds of cotton piece goods. 我们能报盘各式各样的棉布。

We can offer you Iron Nails at attractive prices. 我们能以具有吸引力的价格向你报盘铁钉。

严格讲 quote/quotation 与 offer 不同, quote/quotation 是报价, 指某一商品的单价, offer 是报盘, 除单价外, 还包括数量, 交货期, 付款方式等等。

另外, offer 比较固定, 卖方价格报出后, 一般不能轻易变动, 而 quote/quotation 则不同, 卖方报价后, 不受约束, 可以根据情况略加调整。尽管有区别, 但各国商人则往往把这两个词