外贸函电**复习题**

（课程代码 00094）

一、单项选择题

1．We some brochures to illustrate the products we manufactured．【 】

A．enclose, to you B．Enclose you,

C．enclose, D．Enclose, you

2．We take pleasure in you a copy of our price-list． 【 】

A．Send B．Sending C．to send D．Having send

3． your Enquiry No． 123, we are sending you a catalogue and a sample book for your reference． 【 】

A． According B． As per C． As D． About

4．It is the usual practice here that shirts are packed carton and 10 cartons strong seaworthy wooden case． 【 】

A． in, in B． in, to C． to, in D． to, to

5．As it only a small quantity, we hope you will have no difficulty in settling this matter． 【 】

A． involves B． involved

C． have involved D． may have involved

6．Should you able to reduce you price by 3%, we could probably come business． 【 】

A．are, into B．be, into

C．be, to D．are, to

7．We regret we cannot \_\_\_\_\_ you in this respect． 【 】

A．accommodate B．Accumulate

C．populate D．Appreciate

8．In case the said goods are not available stock , please keep us informed at all early date． 【 】

A．In B．from C．by D．out of

9．We have made that we would accept D/P terms for you future orders． 【 】

A．clear B．it clear

C．that clear D．it is clear

10．Please look the information under” advertisement columns”. 【 】

A．into, required B．over, required

C．into, requiring D．over, requiring

11．Please see to that the are established with the least possible delay． 【 】

A．it, letters of credit B．it, letter of credits

C．them, letters of credit D．them, letter of credits

12．We \_\_\_\_\_\_\_\_ your shipping advice by cable． 【 】

A．wait B．wait to

C．await D．await for

13．The stevedores like using hooks because it makes unloading much easier． They don’t have to lift the by hand． 【 】

A．stuff B．Staff

C．stuffs D．Staffs

14．Buyers seem to have a wait-and-see attitude． 【 】

A．adopted B．Adapted

C．accepted D．Borne

15．No other buyer has higher than this price． 【 】

A．offer B．quote

C． bid D． quota

16．We will do our best to \_\_\_\_\_ shipment to meet your requirements in time． 【 】

A．expect B．expedite

C．exercise D．examine

17．Claims are payable only that part of the loss, that is over 5%． 【 】

A．at B．with

C．on D．for

18．We hope this matter will not affect our good relations in our future． 【 】

A．deal B．deals

C．dealing D．dealings

19．The defects to a fault in one of the machines and this has now been put right． 【 】

A．have traced B．have been traced

C．traced D．have to trace

20．Risks other than All Risks and War Risk can be \_\_\_\_\_\_\_\_ if the extra premium should be borne by the buyer． 【 】

A．covered B．recovered

C．uncovered D．discovered

21．Please do your best to expedite the covering L/C \_\_\_\_\_\_\_\_\_\_ we may fulfill the contract smoothly． 【 】

A．so that B．so as to

C．so as D．as

22．We take pleasure in you a copy of our price-list． 【 】

A．send B．sending

C．to send D．having send

23． your Enquiry No．123, we are sending you a catalogue and a sample book for your reference． 【 】

A．According B．As per

C．As D．About

24．It is the usual practice here that shirts are packed carton and 10 cartons strong seaworthy wooden case． 【 】

A．in, in B．in, to

C．to, in D．to, to

25．We are sorry for the short delivery by 20 tons．This \_\_\_\_\_\_\_\_\_\_ you some trouble in meeting orders of your clients． 【 】

A．must cause B．must have caused

C．has caused D．will be caused

26．Should you able to reduce you price by 3%, we could probably come business． 【 】

A．are, into B．be, into

C．be, to D．are, to

27．We regret we cannot \_\_\_\_\_ you in this respect． 【 】

A．accommodate B．accumulate

C．populate D．appreciate

28．In case they said goods are not available stock , please keep us informed at all early date． 【 】

A．in B．from

C．by D．out of

29．We have made that we would accept D/P terms for you future orders． 【 】

A．clear B．it clear

C．that clea D．it is clear

30．Please look the information under “advertisement columns”． 【 】

A．into, required B．over, required

C．into, requiring D．over, requiring

31．Please see to that the are established with the least possible delay．【 】

A．it, letters of credit B．it, letter of credits

C．them, letters of credit D．them, letter of credits

32．We \_\_\_\_\_\_\_\_ your shipping advice by cable. 【 】

A．wait B．wait to

C．await D．await for

33．Enclosed is a copy of our price list \_\_\_\_\_\_\_\_ for in your letter of December 12． 【 】

A． ask B． asks

C． asked D． asking

34．Buyers seem to have a wait-and-see attitude． 【 】

A．adopted B．adapted

C．accepted D．borne

35．No other buyer has higher than this price． 【 】

A．offer B．quote

C．bid D．quota

36．We will do our best to \_\_\_\_\_\_\_ shipment to meet your requirements in time． 【 】

A．expect B．Expedite

C．exercise D．examine

37．Claims are payable only that part of the loss, that is over 5%． 【 】

A．at B．with

C．on D．for

38．We hope this matter will not affect our good relations in our future． 【 】

A．deal B．deals

C．dealing D．dealings

39．The defects to a fault in one of the machines and this has now been put right． 【 】

A．have traced B．have been traced

C．traced D．have to trace

40．Please do your best to ship our order \_\_\_\_\_\_\_\_ S．S． “Dongfeng”． 【 】

A． by B． of

C． to D． at

二、 填空题

1．We are sorry that owing some delay on the part of our suppliers the point of origin, we are unable to get the goods ready before the end of this month．

2． Can you make us any special offer the purpose of introducing your products

our market．

3．We are a difficult position meet your request．

4．We take in informing you that we are a to accept new orders．

5．In reply, we have the pleasure informing you that an L/C has been opened in your favors ＄1500．

6．We hope this will not you in any great inconvenience．

7．It is only view our long friendly business relations that we

you this accommodation．

8．We are contact the paper mill and will soon let you know what they say．

9．We have recently received a number of complaints customers your serge．

10．Things have been taking a change the better．

11．We have placed a special emphasis the quality of our products．

三、英文翻译

1．When you see our exports, we think you will agree that the high quality of materials used and exquisite workmanship will appeal to the most selective buyer．

2．The Commercial Counsellor’s office of the Embassy of your country in China has convey to us your desire and proposal to establish business relations with the foreign trade corporations of China

3．Please see to it that the goods are shipped before May and insured against All Risks for 120% of invoice value

4．We wish to extend the sale of the new type of washing machine to your market and take the liberty of sending you herewith our Quotation No．234 in the hope that you will introduce it to prospective buyers at your end．

5．There is no possibility of getting business done unless you reduce your price, say, by 3%．

6．We would ask you to cooperate with us in advancing the shipment to the end of September to enable us to catch the brisk demand in Christmas．

7．It’s our sincere hope that you will direct your efforts to the promotion of this new product in your market to our mutual benefit．

8．We might add here that, owing to heavy demand, our offer remains firm until December 20 and that there is little

likelihood of the goods remaining unsold once this particular offer has lapsed

9．We are lodging a claim on the shipment ex S/S “East Wind” for short delivery．

10．According to your request, a proforma invoice in quadruplicate for our Canned Fruit is enclosed for the purpose of your

applying for an import licence．

四、汉英翻译

1. 如果你方价格有竞争性,我们愿意给你们下订单。

2. 鉴于我们之间长期的友好关系，我们才给你们这种照顾，例外地接受付款交单

3．对你们在这方面的密切合作，将十分感激。

4. 在大量订购前，可否航寄贵方产品样本，以便熟悉货物的质地和工艺。

5. 请贵方注意， 我们签订的是CIF合同，卖方负责保险和装运。

6．我们想强调的是，由于季节来临，任何装运的迟延都无疑会给我们带来极大不便。

7. 请贵方注意， 我们签订的是CIF合同，卖方负责保险和装运。

五、撰写英文书信

1.敬启者：

由马尔代夫（Maldive）发展银行开立，贵公司男士衬衫1000大订单项下，为数8000英镑的第8号信用证已收悉。

驶往贵港的直达轮稀有，敝公司恳望有关信用证能改为允许分批装运及转船。因往往途经香港转运，若能不待全货到齐而随来随运分批解决这你我双方均将受益。

今日午后我方去电要求将信用证改为：允许分批装运及转船。

请速将此修改书电告贵方银行。货已包装就绪只待装运．

谨上

2. 尊敬的先生：

关于457号合约

　　 查阅我们先前给你们的信和电报，兹提请你们注意以下事实：直到此刻我们还没有得到你方有关装运上述合约名下的货物的消息。

　　 正如我们前信所告，用户急需所订购的机器，并事实上正在催促我们早日交货。

　　在此情况下，我们显然不能把12月20日将到期的信用证再次展期，而且我们认为有责任再次提醒你们注意此事。

　　 希望立即给我们装船的电报通知，因为有关各方无不指望你们及时注意装运。

××× 谨上

**答案：**

I、**单项选择题**

1、B 2、B 3、B 4、A 5、A 6、C 7、A 8、D 9、B 10、C

11、D 12、C 13、B 14、A 15、C 16、B 17、A 18、A 19、C 20、A

21、A 22、B 23、B 24、A 25、B 26、C 27、A 28、D 29、B 30、C

31、D 32、C 33、C 34、A 35、C 36、B 37、A 38、A 39、C 40、A

II、**填空题**

1. to, at, 2．for, into, 3．in, to, 4．pleasure, in, position, 5．of, amounting to, 6．involve, 7．in, of, extend, 8．in, with, 9．from, about, 10．for, 11．on,
2. **英汉翻译**

1．当贵公司看到我方出口产品时，定会同意我公司出口货品选料质高，工艺精湛，足以满足要求极高的顾客。

2．我国驻中国大使馆商务参赞处想我们转达了贵公司同我国的对外贸易公司建立业务关系的愿望和建议。

3．请注意此货物要在5月底前装出，按发票金额120%投保一切险。

4．我们希望能够扩展新型洗衣机在你地市场的销售额，现特寄上第234号报价单，盼您能推荐给有购买意向的客户。

5．你方必须降价3%，否则没有成交的可能。

6．为了赶上圣诞节的销售旺季，希望您能配合我们，将船期提前到九月底。

1. 我们衷心希望为了我们双方的共同利益，您能在你地市场上尽力推广我们的产品。

8．我们不妨在这里补充说明一下，由于需求量大，该盘的有效期到12月20日截止，过期后货物留存未售的可能性不大。

9．兹就"东风”轮装来货物短重一事提出索赔。

10．按照你方的要求随函附上我方水果罐头形式发票一式四份，供申请进口许可证之用。

**IV、汉英翻译**

1．If your prices are competitive, we would like to place an order with you．

2．It is only in view of our long friendly relations that we extend you this accommodation and accept D/P for an exception．

3．Thank you for your keen cooperation in this respect．

4．Please airmail some samples of your products in order to acquaint ourselves with the material and workmanship before we place a large order with you．

5．We feel it our duty to remind you that the contract we signed is on CIF basis and the seller is responsible for insurance and shipment．

6． we’d like to point out that any delay in shipment will cause us inconvenience because the season is coming．

7．We feel it our duty to remind you that the contract we signed is on CIF basis and the seller is responsible for insurance and shipment．

**V、撰写英文书信**

1.Dear sirs:

At hand is your L/C No．8, in the amount of ￡8000 from the Maldive Bank of Development to cover your order for 10000 dozen men’s shirts．

We would like to request the relevant L/C be amended to allow partial shipment and transshipment of the said due to the infrequency of direct steamer to your port． Because we find shipment via Hong Kong necessary more often than not, it would be to our mutual benefit to ship available stock on hand now, instead of waiting for the completion of the whole lot; making partial shipment necessary．

This afternoon, we are cabling to amend the relative L/C to read:

“TRANSSHIPMENT AND PARTIAL SHIPMENT ALLOWED”．

Please cable the amendment to your bank as soon as possible． We have packed on hand stock for shipment in the preparation of your action．

Thank you for your cooperation．

Yours sincerely,

2.（略）