**2013年自考外贸函电模拟试题及答案**

**第一部分选择题 一、单项选择题(本大题共20小题，每小题l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，请将其代码填写在题后的括号内。错选、**

**多选或未选均无分。**

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．We will pass \_\_\_\_\_\_your decision to the buyers ( )

A．in B．at C．to D．on

4．It is the usual practice here that shirts are packed \_\_\_\_\_\_carton and l 0 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．has involved D．may have involved

6．Should you \_\_\_\_\_able to reduce your price by 3％，we could probably come

\_\_\_\_\_business ( )

A．are，into B．，be，into C．be，to D．are，to

7．Please note that our offer is subject \_\_\_\_\_prior sale ( )

A．at B．to C．on D．in

8．In case they said goods are not available stock\_\_\_\_\_\_，please keep us informed at all early

date ( )

A．in B．by C．from D．out of

9．We have made\_\_\_\_\_\_ that we would accept D／P terms for your future orders( )

A．clear B．it clear C．that clear D．it is clear

10．Please look \_\_\_\_\_the \_\_\_\_\_information under “advertisement coluInns” ( )

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．The buyer suggested that many important orders \_\_\_\_\_\_follow( )

A．may B．will be to C．will D．can

13．The stevedores like using hooks because it makes unloading much easierThey 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．bid B．quote C．offer D．quota

16．Can you offer us machine tools \_\_\_\_\_\_following specifications？ ( )

A．in B．with C．on D．for

17．Claims ale payable only \_\_\_\_\_\_that part of the loss，that is over 5％．( )

A．at B．with C．to 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．We shall \_\_\_\_\_\_All Risks for you ( )

A．cover B．be against C．get out D．offer

**第二部分非选择题**

**二、填空题(本大题共25空，每空l分，共25分)请在每小题的空格中填上正确答案。错填、**

**不填均无分.**

21．Electric goods fall \_\_\_\_\_\_the scope of our business activities

22．We have established an irrevocable letter of credit \_\_\_\_\_\_your favour \_\_\_\_\_\_the Bank of

China，Guangdong

23．As we are heavily committed，we are sorry that we are not in a \_\_\_\_\_to accept new orders

24．We are \_\_\_\_\_receipt \_\_\_\_\_\_\_your letter dated March 21．

25．We are indebted \_\_\_\_\_\_\_you \_\_\_\_\_\_\_your help

26．We are sending you \_\_\_\_separate cover two catalogues and price list\_\_\_ our chemical

products

27．The sellers left no room \_\_\_\_\_\_\_\_bargaining from beginning\_\_\_\_\_\_\_\_\_\_

28．We hereby register a claim \_\_\_\_you \_\_\_\_\_basis of here，we can obtain a number of orders for

you

29．We would like to \_\_\_\_\_\_\_\_you \_\_\_\_\_\_\_\_in your request for lower prices

30．We are glad to enter \_\_\_\_\_\_business relations with your corporation

31．We have already apply \_\_\_\_the bank \_\_\_\_all L／C to be opened in your favour

32．Please take the necessary steps \_\_\_\_\_\_delay

33．Since we are well connected \_\_\_\_the department stores here，we can obtain number of order

\_\_\_\_\_\_\_you

34．If the first shipment is satisfactory，we can\_\_\_\_\_\_ with you some repeat orders

35．You may avail yourselves \_\_\_\_the advantage \_\_\_\_this strengthening market if you cable as

your acceptance

**三、英汉翻译(本大题共l0小题，每小题2分。共20分)**

36．Upon receipt of the L/C, please arrange shipment of the goods booked by us with the least

possible delay

37．Please insure the goods for l0％above invoice value

38．Enclosed please find a set of duplicate copies of shipping documents

39．We have traced the defects to a fault in one of the machines

40．We are writing to ask you to refund the purchase price the defective goods

41．Please make it clear whether the expenses of wooden case package is included in your offer

42．We have cabled you today asking for a two-week extension of the L／C covering your order

No888 for l000 units of our Automatic Camera Model FP-218．

43．We wish to draw your att9ntion to the fact that the date of delivery of your order No5486 is

approaching，but we still have not received the covering L／C up to datePlease do your utmost

to expedite the same to reach here before Oct15，1986，So that shipment may be effected without

delay

44．The high quality of our products，which has won popular approval，could not be acquired at

the same prices from elsewhere

45．An irrevocable letter of credit，covering the order，for￥500，000，in their favour，was opened

available until December 31．

**四、汉英翻译(本大题共5小题，每小题3分，共l5分)**

46．请直接与我方香港代理华生商行联系。

47．我们希望贵方同意这一安排，如果这样，请修改有关信用证允许分批装运，同时通知我

方。

48．如果你们希望提前装运，我们只能分批安排：9月装l0台机器，剩下的 20台10月装

运。

49．我方向你方提供的葡萄酒很受欧洲大陆欢迎，即使在远东地区，需求量也大量增长。

50．现买方已得知船名和预计到达日期，不再有理由推迟付款。

**五、撰写英文书信(本大题共l小题，共20分)**

敬启者：我公司正询购适应马来人用的棉质衬衣布料和被单料。请贵公司将最近发行的“南

洋商报”小册子并近期商品目录惠寄我司，并请告知上述商品的最低价格和最优惠的交易条

件，谢谢。

如贵公司所提供的商品价格合理，品质好，条件合适，我公司即可大量订货。同时，我

公司可通过第一流的银行按发票金额开出不可撤销的信用证。有关我公司的资信，请径向横

滨银行新加坡分行查询。

X X敬上

**参考答案：**

**一、lC 2．B 3．D 4．A 5．A 6.C 7．B 8．D 9．B l0．B 11．A**

**l2．C l3．A l4．A l5．A l6．B 17．D l 8．D l9．B 20．A**

**二、21．within 22．in，with 23．position 24．in，of 25．to，for 26．under**

**for/ regarding 27．for，to end 28．with，on 29．meet，halfway 30．into**

**31．to，for 32．without 33．with，for 34．place／book 35．of，of**

**三、36．收到信用证后，请立即安排装运我方所订货物，勿误。**

**37．请按发票价的110％投保。**

**38．随函附上装运单据副本一套，请查收。**

**39．我们已经找出毛病出在一台机器故障故障上。**

**40．请偿还这批次货的款项。**

**41．请确实你方报盘是否包括木箱包装费用。**

**42．我方今日电，关于1000台FP-218型自动相机的888号订单，要求有关信**

**用证展期两周。**

**43．我们希望贵方注意到，你方订单第5486号的发货期已迫近，但我方至今仍**

**未收到有关的信用证，请尽速开出，并在1986年10月前抵达我方，以免延误**

**装船期。**

**44．我们的产品质量优异，受到了广泛欢迎，如以同样的价格从别处购买这样**

**的产品，恐怕不可能。**

**45．对其订单，我们以他们为受益人，开出到12月1313有效的面额为500，000**

**的不可撤销信用证一份。**

**四、46．Please get in direct touch with our Hong Kong agent Huasun company**

**47．We hope this arrangement will be agreeable to you and，if S0，please amend**

**the coveting credit to allow partial shipment，under advice to us**

**48．If you desire earlier deliverywe can only make a partial shipment of ten**

**machines in September and the remaining twenty in October.**

**49．The wines that we offer you are very much popular in Europe，and there is**

**also a growing demand for them in the Far East**

**50．Now that the buyers have the vessel's name and the ETA，there is no further**

**reason to delay payment.**

**五、**

**Dear Sirs，**

**We are in the market for cotton shirtings and sheetings for the**

**MalayansWill you please send US the recent issue of your booklet “South-Seas**

**commerce” together with your latest catalogue，informing US of the lowest prices**

**and best terms of the above-mentioned goods**

**If we find your price reasonable，quality and terms satisfactory，we shall**

**soon be able to pass you large orders，opening at the same time an irrevocable L**

**／C with the Al class banks for full invoice amount**

**As regards our standin9，we refer you to the Yokohama Bank**

**LtdSingapore Branch**

**Yours**

**very truly，**