**2014年4月高等教育自学考试《外贸函电》试题及答案**

**（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)

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 shall highly appreciate \_\_\_\_\_\_ if you will send us a brochure and two sample books by air

immediately.( )

A. you B. that

C. it D. when

2. We hole that you will find many items of \_\_\_\_\_\_ to you.( )

A. interest B. interesting

C. interested D. being interested

3. Please note that our offer remains firm \_\_\_\_\_\_ ten days for your acceptance.( )

A. for B. until

C. in D. on

4. Our sewing machines \_\_\_\_\_\_ fast, and there have been numerous enquiries about

them.( )

A. are sold B. selling

C. are selling D. are being seold

5. We would be most thankful if you could extend this favor to us and agree \_\_\_\_\_\_ 50% by L/C

and 50% by D/P at sight.( )

A. with B. upon

C. at D. to

6. We have arranged with the Bank of Japan, Tokyo, to \_\_\_\_\_\_ a credit in your favor.( )

A. draw B. establish

C. make D. extend

7. We thank you for your letter of 12 June, \_\_\_\_\_\_ you have opened the covering L/C.( )

A. in which B. from which

C. informing D. informing us

8. Please call your attention \_\_\_\_\_\_ our newly developed bicycles which will surely have good

sale in your market.( )

A. to that B. to the fact that

C. that D. to

9. We are sending you by separate airmail a copy of our \_\_\_\_\_\_ catalog for your

reference.( )

A. new B. fresh

C. latest D. later

10. If you had opened the letter of credit to reach us in July, we \_\_\_\_\_\_ the goods now.( )

A. could have dispatched B. could dispatch

C. dispatch D. can dispatch

11. Consequently we find no \_\_\_\_\_\_ to compensate for the loss you claimed for.( )

A. ground B. place

C. land D. position

12. We are making you our quotation for shoes \_\_\_\_\_.( )

A. as follow B. as follows

C. following D. at following

13. We are willing to renew the agreement on the same terms \_\_\_\_\_\_ last. ( )

A. like B. as

C. to D. with

14. We shall fulfill you order according to the remarks in our last letter \_\_\_\_\_\_ we hear from you

to the contrary.( )

A. if B. unless

C. that D.which

15. While placing our order, we emphasized that any delay in delivery would definitely \_\_\_\_\_\_

the cost of the goods.( )

A. add B. add to

C. amount to D. plus

16. Are the goods \_\_\_\_\_\_ Contract No. 1986 are now ready for shipment, please rush your

L/C.( )

A. against B. of

C. under D. for

17. Please \_\_\_\_\_\_ us your lowest price for 500 men' s bicycles.( )

A. quote B. offer

C. make D. enquire

18. part of your payment has been received, but $20,000 is still \_\_\_\_\_.( )

A. withstanding B. paid

C. owned D. outstanding

19. As a result of the \_\_\_\_\_\_ switches, we are now faced with the following losses.( )

A. effective B. broke

C. fault D. defective

20. \_\_\_\_\_\_ , we discovered that the goods were inferior in quality to the sample. ( )

A. After exam B. On examination

C. When exam D. Upon examining

二、填空题(本大题共20小题，每空1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. We will \_\_\_\_\_\_\_\_\_\_\_\_ a sight draft on you on collection basis.

22. The buyer should open a letter of credit with a bank \_\_\_\_\_\_\_\_\_\_\_\_ to the seller.

23. As to terms of payment, we often require a confirmed and irrevocable L/C \_\_\_\_\_\_\_\_\_\_\_\_ by

draft at sight.

24. Your goods will be loaded \_\_\_\_\_\_\_\_\_\_\_\_ S.S”Green Wood”.

25. We are now \_\_\_\_\_\_\_\_\_\_\_\_ need of the following specialties of your corporation.

26. Our offer is \_\_\_\_\_\_\_\_\_\_\_\_ to your reply reaching us before May 15.

27. We file a \_\_\_\_\_\_with you \_\_\_\_\_\_ this cargo for the short-weight.

28. The port of festination is \_\_\_\_\_\_\_\_\_\_\_\_ buyer's option.

29. We hope the matter can be settled \_\_\_\_\_\_\_\_\_\_\_\_ our mutual benefit.

30. You must be aware that any further delay \_\_\_\_\_\_\_\_\_\_\_\_ shipment will bring about adverse

effect \_\_\_\_\_\_ future business.

31. We will inform our customers \_\_\_\_\_\_\_\_\_\_\_\_ arrival of the shipment ourselves.

32. I need to receive the replacement not later \_\_\_\_\_\_\_\_\_\_\_\_ Monday, April 29.

33. We are sure your help will be beneficial \_\_\_\_\_\_\_\_\_\_\_\_ both parties.

34. We are unable to comply \_\_\_\_\_\_\_\_\_\_\_\_ your request in your letter of January 31.

35. We look forward \_\_\_\_\_\_\_\_\_\_\_\_ receiving your early reply.

36. We are pleased to enclose a detailed quotation \_\_\_\_\_\_\_\_\_\_\_\_ bathroom showers.

37. Such a growing demand can only result \_\_\_\_\_\_\_\_\_\_\_\_ increased price.

38. We assure you \_\_\_\_\_\_ our full attention \_\_\_\_\_\_ executing the contract.

39. As you fail to make delivery \_\_\_\_\_ time, we have no choice \_\_\_\_\_\_\_ to cancel our order with

you.

40. All prices must be quoted \_\_\_\_\_\_\_\_\_\_\_\_ Us dollars.

41. I am afraid I cannot supply you \_\_\_\_\_\_\_\_ their information you request.

三、英汉翻译（本大题共10小题，每小题2分，共20分）

41. Thanks to your close cooperation, we have successfully concluded a number of deals.

42. We are expecting to receive your earliest reply to this enquiry.

43. We will allow you 10% discount if you purchase 5,000 dozen or more.

44. The offer is made subject to our final confirmation.

45. Unless you make a reduction of 5%, no business is possible.

46. We are willing to make you a firm offer at this price.

47. We appreciate your counter-offer but find it too low.

48. We will surely honor the sight draft on us upon presentation.

49. We are studying your offer and hope that it will remain open till the end of the month.

50. In case of transshipment, we have to pay extra transportation charges.

四、汉英翻译（本大题共5小题，每小题3分，共15分）

51. 这是一套有关这批货的装运单据。

52. 额外的保险费将由买方承担。

53. 你们本应该在上个月就发送我们定的货物。

54. 你们能否将价格提高5%。

55. 我们将在装船前一个月开立信用证。

五、撰写英文书信（本大题20分）

56. 尊敬的先生：

收到贵方2006年2月1日的来函，要求我方办理5、000双男皮鞋之投保事宜，保险费

由贵方承担。

现欣然奉告，我方已向中国人民保险公司按发票金额的110%为上述货物投保了一切险。

投保金额为3万美元。保险单正在准备中，将在本周连同保险费的收款单（debit note）一并

寄给贵方。

货物将由”东风”号货轮运出，该轮将于2月18日出发，预计3月10日左右抵达目的

港。

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