1 **2018年秋《外贸函电》期末考试复习题**

**一、单项选择题（本大题共40小题，每小题3分，共120分）**

1. \_\_\_\_\_\_\_\_ and technology make one product less expensive for a nation to manufacture than another.

A. Source B. Resources C. Money D. Cash

2. A \_\_\_\_\_\_\_\_ is a business with one owner.

A. sole proprietorship B. partnership C. corporation D. joint venture

3. \_\_\_\_\_\_\_\_ means that the owner loses only the money he has put into the company and no more. He does not

have to sell personal belongings.

A. Limited liability B. Unlimited liability C. Partnership D. Corporation

4. Inc. (Incorporated) is especially used in the USA, and \_\_\_\_\_\_\_\_ continues to be used worldwide for private

limited companies whose shares are not available.

A. Cop B. Cor C. Ultd D. Ltd

5. PLC (Public Limited Company) is now often used to show that the company's shares can be bought by the

\_\_\_\_\_\_\_\_.

A. owner B. public C. shareholder D. beneficiary

6. Centralized management is exercised by a small number of people, the Board of Directors, which is headed by

the Chairman (or, in the USA, the President) and decides the overall policy of the \_\_\_\_\_\_\_\_.

A. society B. family C. firm D. world

7. Investment is freely transferable, which means one owner can sell his ownership interests to an \_\_\_\_\_\_\_\_

without a change in the nature of the business.

A. investor B. person C. owner D. outsider

8. A good business letter usually contains \_\_\_\_\_\_\_\_ compulsory parts with some optional elements.

A. two B. six C. ten D. one hundred

9. The more popular sequence of dating today is \_\_\_\_\_\_\_\_.

A. date-month-year B. year-date-month C. month-year-date D. date-year-month

10. \_\_\_\_\_\_\_\_ is the direct addressing to the receiver of the letter and it is placed below the inside address to

actually begin the letter, usually followed by a comma.

A. Salutation B. Address C. Date D. Beginning

11. The letter body can be indented and \_\_\_\_\_\_\_\_.

A. block B. blocked C. dented D. dent

12. I would like to draw your attention \_\_\_\_\_\_\_\_ our new detergent powders.

2 A. forward B. towards C. for D. on

13. We would welcome any further \_\_\_\_\_\_\_\_ you have, and look forward to hearing from you.

A. advices B. answers C. enquiries D. suggests

14. As \_\_\_\_\_\_\_\_ are exchanged between email boxes, you don't have to bother about the letterhead and the inside

address.

A. emails B. faxes C. SMS D. letters

15. Any exporter who wants to sell his products in a foreign country or countries must first \_\_\_\_\_\_\_\_ a lot of

market research.

A. instruct B. destruct C. conduct D. induct

16. The \_\_\_\_\_\_\_ price in our market is $8 per case.

A. prevalence B. prevailing C. prevailed D. prevail

17. A copy of the packing list should be attached to the outside of a package in a \_\_\_\_\_\_\_\_ envelope marked

“packing list enclosed”.

A. oversized B. orange C. waterproof D. apparent

18. I would like to know if it is possible to make \_\_\_\_\_\_\_\_ online.

A. shipping B. bought C. price D. purchases

19. We are now writing to you to \_\_\_\_\_\_\_\_ long-term trade relations.

A. publish B. establish C. protect D. lavish

20. We are sure you will find a \_\_\_\_\_\_\_\_ sale for our products in Canada as our other retailers through Europe

and the USA.

A. tough B. rough C. bad D. ready

21. Please let us know if we may be \_\_\_\_\_\_\_\_ further assistance.

A. for B. of C. to D. at

22. We would be \_\_\_\_\_\_\_\_ if you could send us full details about your products.

A. wonderful B. hopeful C. regretful D. grateful

23. If your prices are competitive and your goods \_\_\_\_\_\_\_\_ to our standard, we shall order on a regular basis.

A. up B. below C. about D. in

24. We find it impossible to ask our end users to \_\_\_\_\_\_\_\_ the delayed delivery.

A. receive B. allow C. refuse D. accept

25. \_\_\_\_\_\_\_\_ you be ready to reduce your price by 3%, we might come to business.

A. Should B. Ought C. Will D. Ought to

3 26. As a token of \_\_\_\_\_\_\_\_, we accept your counter-offer.

A. friendship B. problem C. hatred D. resentment

27. I would be grateful if you could \_\_\_\_\_\_\_\_ for one of your representatives to call me within the next two

weeks.

A. urge B. tell C. arrange D. force

28. I would appreciate more \_\_\_\_\_\_\_\_ about the discounts you supply.

A. attentions B. agreements C. defaults D. details

29. We would like to know your earliest date of delivery and on \_\_\_\_\_\_\_\_ term you can give us a discount.

A. how B. when C. what D. where

30. Thank you for your enquiry \_\_\_\_\_\_\_\_ 5 June.

A. by B. of C. in D. to

31. All prices quoted are \_\_\_\_\_\_\_\_ to a 25% trade discount.

A. subjective B. subject C. subjected D. subjecting

32. Your order of 30 tea sets of crockery should be \_\_\_\_\_\_\_\_ in five crates.

A. package B. pack C. packed D. packing

33. We are completely \_\_\_\_\_\_\_\_ stock of the raw material.

A. out of B. before C. regard to D. up to

34. It will be at least one month \_\_\_\_\_\_\_\_ we get our next delivery.

A. out of B. before C. regard to D. up to

35. As our factory is closing for the one-week National Day holidays, I am sorry to say that we must \_\_\_\_\_\_\_\_

your order.

A. turn up B. turn in C. turn over D. turn down

36. We have pleasure in advising you that I have \_\_\_\_\_\_\_\_ my bank to credit ￡1,000 to your account with Bank

of China.

A. instructive B. instruct C. instructed D. instructing

37. I'll very much appreciate it \_\_\_\_\_\_\_\_ this can be done within this week.

A. as B. if C. only D. for

38. I'm writing for a \_\_\_\_\_\_\_\_ of ￡10.000 to buy additional equipment to expand production.

A. cash B. loan C. currency D. money

39. I sincerely apologize for my oversight in not realizing that I had a \_\_\_\_\_\_\_\_ balance in my current account.

A. transform B. transit C. debt D. good

4 40. The 10 crates \_\_\_\_\_\_\_\_ on SS Tianjin are marked with “HANDLE WITH CARE”.

A. loader B. load C. loaded D. loading

**二、填空题（本大题共25小题，每小题2分，共50分）**

1. 阅读下列信函，从方框中选择5个词并用其适当的形式填入空白处。

Letter 1

Dear Mr. Flintstone,

As we have learned from Mr. Zhong, our business (1)  , you are a (2)  of cheese products

in America.

We are a well-established retailer based in Hong Kong, with (3)  throughout China. And right now

we are in the market for dairy products. We would be grateful if you could send us full details about your

products.

Besides, we would like to know your earliest date of delivery and on what (4)  you can give us a

discount if you are able to (5)  any.

If you price is competitive and your goods are up to our standard, we shall order on a regular basis.

Yours sincerely,

Kenneth Beare

Director of Ken's Cheese House

Letter 2

Dear Miss Wang,

Thank you for your fax of 19 May. Please find (6)  our order No. 88694 for five EMC 180 Scanners.

We would like to (7)  that the payment for this initial order will be made by banker's draft on

(8)  . We will take advantage of the 30-day credit (9)  for any subsequent orders.

We would appreciate it if you could (10)  for the scanners to be shipped as soon as possible.

I look forward to hearing from you soon.

Yours faithfully,

Jane Swift

Chief Buyer manufacture outlet grant associate term

arrange delivery period enclose confirm

5 Letter 3

Dear Mr. Kingsbury,

We are dealing in (11)  trade of electrical appliances. We would be interested in selling your product,

Bharat Fans through our retail (12)  . We guarantee you that we are able to help you to (13)  your

market.

Could you, therefore, send us your (14)  and let us know the terms and conditions of (15)  .

Thank you very much. We are looking forward to your reply.

Yours faithfully,

Mark Brooke

Sales Manager

Letter 4

Dear Sirs,

Thank you for your letter dated May 5. We were glad to know that the consignment was delivered promptly,

but it was with our much regret that we heard Case No. 23 did not (16)  the goods you ordered.

On going into the (17)  we find that a mistake was indeed made through a (18)  of

numbers and we have arranged for the right goods to be (19)  to you at once.

Please keep Case No. 23 and its contents until called for by our Commercial Counselor's Office, whom we

have informed of the matter (20)  .

We are very sorry for the trouble caused by the error.

Yours faithfully,

John Will

Sales Director

Letter 5

Dear Mr Davis, expand quotation retail showroom payment

dispatch matter according contain confusion

transportation perfect wooden improvement inform

6 We are glad to (21)  you that 100 cases of hand drills you shipped to Sydney on 1st July have arrived

in (22)  condition. It shows that you have made great (23)  in packing.

As for the hand drills to be shipped to us, we would like you to have them packed in boxes of 2 dozen each,

50 boxes to a (24)  case. We are certain that you will give special care to the packing in order to avoid any

damage in the process of (25)  .

Please let us know by cable if you can meet our requirements.

Regards,

Emily McPhee

Sales Director

**三、名词翻译（本大题共18小题，每小题5分，共90分）**

将下列术语翻译成相应的英语或汉语。

1. pay against quarterly statement

2. small profit margin

3. documents against acceptance

4. open account facilities

5. irrevocable L/C

6. goods on approval

7. circular letter

8. stock a selection of

9. try a new line out

10. 光票托收

11. 上海抵岸价

12. 结关手续

13. 空运提单

14. 托收行

15. 分期付款

16. 小册子

17. 独资经营

18. 股票上市公司

**四、句子翻译（本大题共20小题，每小题5分，共100分）**

将下列句子翻译成相应的英语或汉语。

7 1. In order to avoid such situation, please make sure that your account is in credit. Otherwise please discuss with

our bank manager about your overdraft facilities.

2. Your order has been fulfilled and loaded on board SS Star of the Orient, which is expected to reach you within

3 weeks. The relevant documents have been forwarded to your agent bank in Dalian.

3. The china should be packed in wooden crates lined with grass, wrapped individually, 10 sets in one crate, and

marked “Fragile” outside and numbered 1-8.

4. Our prices are very competitive; therefore we insist that payment should be made in cash.

5. Please find enclosed our order No.DL1286 for 500 sets of you tableware. Please ship the goods via

Dalian-Yantai ferry to avoid unnecessary delay.

6. You have always settled promptly since we began trading. But your invoice of No.L89452 is still outstanding

which should have been cleared two weeks ago. We wonder if we could be of any help to you if you have

come across any difficulty.

7. The amount plus our fees has been debited from your account. You can get the relevant documents when visit

us in the bank.

8. We are a well-established supplier with a long history. We provide a wide selection of microwave ovens

which are high in quality, competitive in price and guaranteed for five years.

9. We are the leading retail bookstore in China with outlets throughout the country and headquarters in Shanghai.

We strive to provide our customers with the best spiritual food and excellent services.

10. Our bank advised us that your transfer of ￡7760 was credited to my account in payment of your invoice

dated 5 November.

11. 贵公司在广交会展台上展出的多功能电饭煲给我们留下了深刻的印象，恳请惠寄最新产品目录和价目

表，报出最佳广州离岸价。

12. 随函寄上我们订购的红木面梳妆台订单1份，订单号为DSF7883。如所订货物无库存，请勿发代用品。

8

13. 我们订购的300套精细瓷器应分装300箱，每箱1套，每件都要单独用旧报纸包装，箱外应写上我们

的收货地址，并标上“小心轻放”字样，并按1~30号编号。

14. 很高兴告知您，您订购的产品我公司正在给您备货，一定能按你方要求在5月10日前顺利交货。

15. 您也许已经注意到现在经济形势很微妙，因此我们要求一律现金结算货款，且所报价格有效期为3周。

16. 我方已通知银行将37,000美元货款汇入贵公司在伦敦的中国银行的账户，以结清我方1187号订货单

的货款。

17. 你要求的折扣比我们提供给所有客户的折扣都高出很多，而我们经营的原则又是薄利多销，所以我们

无法按你们要求的条件供货。

18. 我可以向你们保证，这种新型洗衣机不仅物美价廉，设计精美，坚固耐用，而且省水省电，终生保修。

19. 您已经与我们建立了稳固的贸易关系，不必提供资信证明，从下次订货起，您可以用40天远期汇票结

算货款。

20. 上周我们的仓库发生了大火，烧毁了大部分的货物，所以无法按期为您交货了。很抱歉这一无法预料

的事件造成了这样的不便，希望您能理解。

**五、写作（本大题共2小题，每小题20分,共40分）**

根据以下要点撰写英文信函。

1. 2017年5月的《亚洲杂志》上刊登了美国Mennex公司欲求购中国产的遥控车的广告，你是广州乐玩公

司的业务员Liu Ming，请写信给对方，希望与对方建立业务关系，信中应包括公司介绍、随信附寄价目表

等内容。

写作要求：

1）按照商务信函的格式进行写作，段落采用齐头式；

2）对所给信息进行必要的扩充。

9 2. 你是某公司的业务员Will Smith，你的公司向APL公司订购了1万瓶苹果酒，现写信请对方进行包装，

包装要求为每瓶套一个塑料袋，再装入一厚纸盒内，每10盒装在一垫有泡沫塑料的纸板箱内。纸箱应足

够坚固，以经得起野蛮搬运和海运。

写作要求：

1）按照商务信函的格式进行写作，段落采用齐头式；

2）对所给信息进行必要的扩充。

10 **2018年秋《外贸函电》期末复习题答案**

**考试形式：开卷**

**一、单项选择题（本大题共40小题，每小题3分，共120分）**

1-5 BAADB 6-10 CDBAA 11-15 BBCAC 16-20 BCDBD

21-25 BDADA 26-30ACDCB 31-35BCABD 36-40 CBBCC

**二、填空题（本大题共25小题，每小题2分，共50分）**

1. associate 2. manufacturer 3. outlets 4. term 5. grant

6. enclosed 7. confirm 8. delivery 9. period 10. arrange

11. retail 12. showrooms 13. expand 14. quotations 15. payment

16. contain 17. matter 18. confusion 19. dispatched 20. accordingly

21. inform 22. perfect 23. improvement 24. wooden 25. transportation

**三、名词翻译（本大题共18小题，每小题5分，共90分）**

1. 按季结算 2. 盈利小 3. 承兑交单

4. 账期 5. 不可撤销的信用证 6. 赊销

7. 通函 8. 进一批货 9. 试销新系列产品

10. clean collection 11. CIF Shanghai 12. custom formalities

13. airway bill 14. collection bank 15. payment in installments

16. booklet 17. sole proprietorship 18. Public Limited Company

**四、句子翻译（本大题共20小题，每小题5分，共100分）**

1. 为避免以后再出现类似的情况，请确保您的往来账户上有余额，否则，请和我们的经理商讨有关的

透支业务。

2. 您的货已备齐，且已装上“东方之星”号货轮，估计三周内到达您处。相关单证已交付您在大连的

代理行。

3. 这批瓷器应单件包装，木箱内衬稻草，每十套装一箱，箱外注明“易碎”并编号1-8。

4. 我们的产品定价很低，因此，一律要求现金支付。

5. 信中附有订单一份，号码为DL1286，订购您厂500套餐具。请用大连——烟台的轮渡运输，以避免

不必要的延误。

6. 我们打交道以来，您总是按期结算货款的。可是您L89452号发票的货款两周前就应结清，但至今未

结。我们想您是否遇到了什么困难需要我们帮忙。

11 7. 这笔钱外加我们的手续费已一并从您的帐上扣除，您来银行时可以取走相关单证。

8. 我厂历史悠久，信誉颇佳，生产各种各样的微波炉，物美价廉，且一律保修五年。

9. 我们是中国最大的书籍连锁零售店，总店设在上海，分店遍布全国，致力于向顾客提供最佳的精神

食粮和优秀的服务。

10. 银行告知我们贵公司用于支付11月5日发票的7760英镑已经转入我方账户。

11. We were impressed by your multi-functional electric cooks that were displayed at your stand on

Guangzhou Trade Fair. Would you please send us your latest catalog and price lists, quoting the lowest FOB

Guangzhou?

12. Please find enclosed our order for mahogany finished dressing tables. If you don't have the listed items in

stock, please do not send substitutes in their place.

13. The 300 sets of chinaware we ordered should be packed in 300 crates, 1 set per crate, with each piece

individually wrapped in used newspaper. The crates should be marked outside with our address and the words

“Handle With Care”, and numbered 1~30.

14. I am pleased to tell you that the products you ordered can be supplied from stock and we will have no

problem in delivering the order before the 10th of May.

15. You may have noticed that the market is fluctuating; therefore, the price quoted is firm 3 weeks only, and

we only accept cash as payment.

16. We have pleasure in advising you that we have instructed our bank to credit $37,000 to your account with

Bank of China, London in settlement of our invoice of the order of No. 1187.

17. Since the discount you asked for is far more than we have offered to any of our customers and we work on

a fast turnover and small profit margin, we cannot supply you on your allowance.

18. We can assure you that this new type of washing machine is good in quality, competitive in price, delicate

in design and durable in application. In addition, it has the feature of saving on water and electricity, and is

supported by our life long guarantee.

19. You can settle by 40-day bill of exchange from your next order without supplying any reference due to the

firm trading relationship you have established with us.

20. A big fire broke out in our warehouse last week and destroyed the majority of our goods. In that case, we

are unable to make your delivery on time. We are very sorry for the inconvenience due to this unexpected event.

Hopefully you can understand.

**五、写作（本大题共2小题，每小题20分，共40分）**

1.

12 Dear Mennex Company,

We have your name and address from Asian Magazine and are glad to learn that you are seeking for Chinese

electrical control racing car.

Our company was founded in 1990 and has grown into one of the leading companies in this industry in China.

Our products are of good quality and fair price. We have won a great reputation from our clients all over the

world.

After a careful study of your market, we find that our products can exactly meet your requirements. In that case, I

am writing to introduce us to you. Hopefully, we can establish business relations on the basis of our mutual

benefits.

You will find enclosed our company introduction and catalogue of our products. Please do not hesitate to contact

us if you have any question. We are looking forward to receiving your favorable reply.

Yours Sincerely,

Liu Ming

Salesman

[解析]

1）建立商业联系的写作方法 2）格式：齐头式

2.

Dear APL Company,

Thank you for your quotation for apple wine. We are pleased to order 10000 bottles. Please note our packing

requirements as follows.

Each of the 10000 bottles of apple wine is put in a plastic bag first, then in a thick paper box, and 10 boxes should

be put in a cardboard carton padded with foamed plastic. The cartons should be strong enough to withstand rough

handling and long ocean transportation.

Please pack the goods strictly according to our requirements to avoid damage during transit. As the season is

approaching, please expedite shipment as soon as possible so that we can catch the brisk demand.

Yours Sincerely,

Will Smith

Salesman

[解析]

1）要求包装的写作方法 2）格式：齐头式