

《进出口英语函电》

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语言实验室参考答案

KEY TO LAB

Unit Two

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|----------------|----------------|------------|
| 1) 货号 | 2) 零售商 | 3) 商行 \ 企业 |
| 4) 促销资料 \ 销售资料 | 5) 商会 | 6) 具体询价 |
| 7) 业务范围 \ 经营范围 | 8) 同业公会 \ 行业协会 | 9) 商品 |
| 10) 生意 \ 交易 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|--------------------------|---------------------|-------------------|
| 1) principal | 2) terms of payment | 3) catalog |
| 4) quotation | 5) order | 6) commission |
| 7) quantity | 8) on credit | 9) trade discount |
| 10) subsidiary (company) | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|---------------|----------------|---------|
| 1) from, for | 2) of, on, at | 3) with |
| 4) to | 5) From, about | 6) for |
| 7) in, at, of | 8) for, off | 9) at |
| 10) with | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|---|--|
| 1) ... avail yourself of this... | 2) ... is scheduled for December 24. |
| 3) ... to place large orders ... | 4) ... we can quote you. |
| 5) ... are interested to learn that ... | 6) ... price list for your reference. |
| 7) ... to make you a special offer ... | 8) ... exporters in the rubber trade ... |
| 9) ... meet orders of ... | 10) ... look forward to receiving ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|-----------|----------------------------------|
| 1) are | 2) would/could quote, advertised |
| 3) ruling | 4) has been |

- 5) to inquire, exhibited, held
- 7) interest, are
- 9) are, are looking

- 6) to receive, including
- 8) could/would send
- 10) have, describes

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. We are very much interested in the computer accessories you advertised in *Computer World*.
2. We were impressed by your automobiles that were displayed at the recent Trade Fair in Beijing.
3. We would appreciate it if you could send us your latest catalog and pricelist.
4. We will be most grateful if you will send us a brochure that describes the product and let us know export terms.
5. If the sample is up to the standard we require, we will place substantial orders.
6. Please let us know whether you can supply the articles specified in the attached list.
7. Please quote for the supply of the items listed below, giving your prices c.i.f. Shanghai.
8. We look forward to receiving your firm offer within this week.
9. Would you please provide information on the types and quality of sportswear you have available, together with the prices.
10. If you can manufacture products to our specifications, let us have your best discount.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

Ladies/Gentlemen:

We are a five-star hotel which is now still under construction, and the work is to be completed by the end of this year.

We are very much interested in your NOBLE range of bedroom suites pictured and described in your Spring 201- catalog. If you can furnish us with details about trade and quantity discounts you can offer, we will place substantial orders with you.

Please send us as early as possible the samples of the materials you use, and the color chart as well.

We look forward to hearing from you soon.

Sincerely,

Unit Three

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|--------------------|------------|---------------|
| 1) 递盘, (买方的) 开价、出价 | 2) 工厂交货 | 3) 成本加运费 |
| 4) 利润赚头 | 5) 实盘 | 6) 现行价格 |
| 7) 从订货至交货的间隔时间 | 8) 带插图的目录本 | 9) 订货付款/随订单付现 |
| 10) 货交承运人 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|--------------------------------------|----------------|------------------------|
| 1) CIF (cost, insurance and freight) | 2) sales agent | 3) net price |
| 4) import license | 5) sight L/C | 6) down payment |
| 7) credit status | 8) substitute | 9) FOB (Free on Board) |
| 10) gross price | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|-----------------|------------|----------------------|
| 1) of | 2) about | 3) from |
| 4) of, for | 5) on | 6) from, through, to |
| 7) in, in, with | 8) As, for | 9) into |
| 10) in, to | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|---------------------------------|--|
| 1) ... at a discount ... | 2) ... inquiring for/about ... |
| 3) ... a ready sale ... | 4) ... all the products you stock? |
| 5) ... out of stock ... | 6) ... will remain valid ... |
| 7) ... is 5% off net prices. | 8) ... be of further ... |
| 9) ... a detailed quotation ... | 10) ... will keep this offer valid ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|----------------------------------|---------------------------------|
| 1) has compelled | 2) is now being sent |
| 3) has been / is | 4) advertised, enclosed, shows |
| 5) are, is, inquire ^d | 6) place, will be processed |
| 7) to place, could use, attached | 8) to review, have established, |
| 9) is to / will be made | 10) granted, is valid |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. Thank you for your letter of July 23 inquiring for the High Definition TV sets we advertised in this month's edition of *AV News*.

2. We thank you for your letter of November 21 and are enclosing a detailed quotation for our electric heaters.
3. You will see that our prices are quoted c.i.f. Melbourne and we are offering a special 10% discount off all net prices.
4. We write to quote CIF New York for the leisure goods you inquired for in your letter of May 13.
5. Tweed lengths under shade No 17 are quoted £7.50 per meter FOB Shanghai.
6. Please note that this offer is valid until December 31, 201-.
7. As your order is substantial, you can enjoy a special discount of 10%.
8. We hope that you will agree that our prices are competitive and we look forward to receiving your initial order.
9. In addition to a quotation sheet, we are also enclosing our latest catalog for your reference.
10. Thank you for your interest in our products; we expect to hear from you soon.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

Thank you for your inquiry for our NOBLE range of bedroom suites.

Our allowance for trade discount is 10%; you can enjoy an additional 5% quantity discount on orders of \$100,000. As requested, we have sent you by FedEx the samples of the materials, together with the color chart, we use for our products.

For your information, the NOBLE range can be customized provided that you furnish us with the floor plans of each guestroom and the specific measurement of each piece of the furniture you require.

As regards payment, we generally deal on irrevocable letter of credit available by draft at sight. Delivery is to be made within 45 days of/from the arrival of the covering L/C.

We look forward to receiving your first order soon.

Unit Four

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|---------------|-----------|-----------|
| 1) 副署签名, 连署签名 | 2) 委托订购单 | 3) 销售确认书 |
| 4) 付款方法 | 5) 工艺, 做工 | 6) 互利 |
| 7) 副本, 抄件 | 8) 即期装运 | 9) 一般交易条件 |
| 10) 升级换代 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|-----------------------|--------------------------|---------------------------|
| 1) acknowledgment | 2) production cost | 3) product control number |
| 4) exhibit | 5) purchase confirmation | 6) regular client |
| 7) reference number | 8) turnover | 9) Christmas rush |
| 10) pro forma invoice | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|-------------------------|----------------|----------------|
| 1) for, by | 2) for, on | 3) by, for, to |
| 4) within, from/of, of, | 5) in | 6) in, during |
| beyond | | |
| 7) as, against, on | 8) between, to | 9) to, of, of |
| 10) On/Upon, of | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|--|--|
| 1) ... to the advantage ... | 2) Enclosed are samples for ... |
| 3) The price increase ... | 4) As regards the ... |
| 5) ... regulations require us to ... | 6) ... can be regarded as (having been) settled. |
| 7) ... subject to delivery being made within ... | 8) ... prefer fur-lined overcoats. |
| 9) ... essential that the goods be delivered ... | 10) ... concerning our credit standing, ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|-------------------------------|--|
| 1) would like, is, is gaining | 2) reaches |
| 3) sent, to countersign | 4) be placed |
| 5) is, will/can | 6) renamed, enhances |
| 7) is, require, know | 8) establish, may/can effect |
| 9) must/have to replenish | 10) will/can see, are quoted, are offering |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. We are pleased to place a trial order and enclose our order form.
2. We have examined your catalogs and samples, and are now prepared to place orders with you.
3. Our usual terms of payment are by irrevocable letter of credit available by draft at sight.
4. If these goods sell well in our market, we will place further orders in the near future.
5. Attached is our order form, and we look forward to receiving your acknowledgement soon.
6. Thank you for your order, which is now receiving our immediate attention and can be delivered within a month.

7. We are pleased to accept your quotation, and now place an order with you as follows:
8. We expect to receive your pro forma invoice as early as possible so that we may apply for the relevant import license.
9. We can ensure you that delivery is made within 45 days unless there are circumstances beyond our control.
10. We will effect the shipment upon receipt of your payment.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

Thank you very much for your letter of June 15 and the samples and color chart delivered by courier.

We are enclosing our Order No.W6164, the floor plans of our guestrooms, and the measurements of the required furniture items. Please let us have your acknowledgement of this order as early as possible. We will open the covering sight L/C on receipt of your sales contract.

Should there be any changes in the materials used or alteration to the colors or measurements, please let us know without delay and don't proceed with the production until we have given you our approval.

We are awaiting your confirmation of the above requirements.

Unit Five

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|-------------|-------------|------------|
| 1) (保险) 估损员 | 2) 协会货物保险条款 | 3) 中国保险条款 |
| 4) 预约保险 (单) | 5) 免赔率 | 6) 偷窃提货不着险 |
| 7) 共同海损 | 8) 交货不到险 | 9) 保险凭证 |
| 10) 仓至仓条款 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|---------------------|---------------------------------------|------------------------|
| 1) insured | 2) claims form | 3) (insurance) premium |
| 4) (insurance) rate | 5) underwriter | 6) (insurance) policy |
| 7) surveyor | 8) FPA (free from particular average) | 9) cover note |
| 10) replacement | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|--------|---------|-----------------------|
| 1) on | 2) from | 3) against |
| 4) for | 5) by | 6) with, against, for |

7) on, with
10) for

8) against, to

9) for/on

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|--|---|
| 1) ...if you could ... \ We will appreciate it ... | 2) ... been greatly affected by ... |
| 3) ... the goods covered by ... | 4) ... a large amount\quantity of ... |
| 5) ... pay the insured a part or... | 6) Please cover us on the goods ... |
| 7) ... to request your immediate attention ... | 8) ... pro forma invoice be obtained to ... |
| 9) ... on behalf of our principal to inquire ... | 10) ... will compensate you if ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|------------------------------------|-------------------------------|
| 1) would be obliged, covering | 2) be borne |
| 3) sails, is | 4) to call, to discuss, might |
| 5) explaining, offer, require | 6) have been insuring |
| 7) to make | 8) have claimed |
| 9) found, had been damaged, seemed | 10) insure, sold |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. Please arrange WPA insurance at your end on the consignments specified in the attached list.
2. If a higher percentage or broader coverage is required, the extra premium will be for the buyer's account.
3. We are attaching details with regard to packing and values and would appreciate it if you could quote a rate covering all risks from port to port.
4. We generally take out insurance with our underwriters against All Risks and War Risk for 110% of invoice value.
5. We are sending from Shanghai to Vancouver a consignment of laser printers valued USD 500,000. We will be glad if you can quote your most competitive rate covering All Risks from warehouse to warehouse.
6. As our customers require insurance to be effected at this end, please quote your best insurance rates.
7. We are pleased to arrange to take out all-risks insurance for you on the following consignment, which is to be covered for 50% above invoice value, and you will bear the extra premium.
8. As you know, the goods were shipped clean and you are the policyholder for this parcel, so please file the claim against your underwriters.
9. From your enclosed leaflets explaining three of your marine policies, we have found that policy 1281 would suit us best.

10. We have been insuring individual shipments with you for quite some time now, and wonder if you could arrange open cover for US\$1,200,000 against all risks to insure consignments to Southeast Asian main ports.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

July 24, 201-

Fred Johns
Kiddie Korner, Inc.
#202-418 Richards Street
Vancouver, B.C.
Canada V6B 3A7

Your Order No. K2M0531 for 120,000 Sweaters

Thank you for your letter of July 22, in which you request us to have the goods under the above order insured at our end on your behalf.

As requested, we shall arrange insurance against All Risks for 110% of the total invoice value with our underwriter, the People's Insurance Company of China (PICC).

Now we enclose the debit note and hope you can refund the premium to us as soon as possible.

If we can be of further help, please let us know; we are looking forward to receiving more orders from you.

Sincerely,

Gao Jun

Enclosure: Debit Note

Unit Six

I. Give the Chinese equivalent of each of the following terms:

1) 搭配
4) 尺寸

2) 皮重
5) 收货人

3) 条形码
6) 公吨

- 7) 集装箱化
10) 装载图

8) 中性包装

9) 习惯包装

II. Give the English equivalent of each of the following terms:

- | | | |
|------------------------|--------------------------|--------------------------|
| 1) container hire | 2) shipping instructions | 3) padding \ stuffing |
| 4) customs examination | 5) packing list | 6) certificate of origin |
| 7) commercial invoice | 8) shipping marks | 9) gross weight |
| 10) customs clearance | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|--------------|--------------|----------------|
| 1) to | 2) of, after | 3) at, over |
| 4) with | 5) in | 6) On/Upon, by |
| 7) with, for | 8) in | 9) in, to |
| 10) in, with | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|--|---|
| 1) ... arrange for our sales representative ... | 2) ... charge us for the additional ... |
| 3) ... is in the charge of ... | 4) ... to handle import and export ... |
| 5) ... containing 25 separate articles. | 6) ... to receive rough handling ... |
| 7) each case holding ... / ... and each case holds ... | 8) ... comprise 50 containers. |
| 9) ... keep the package as small and ... | 10) ... on receipt of your confirmation ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|---|-----------------------------------|
| 1) to be supplied, has been placed / was placed | 2) must be |
| 3) comprises, weighing | 4) to hold, is |
| 5) shows | 6) to remove, presume, had formed |
| 7) will arrive | 8) have decided |
| 9) must not / are not to / do not exceed | 10) be packed |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. Our sweaters are packed each in a cardboard box, 5 dozen to a carton.
2. We are enclosing a detailed list of goods to facilitate customs clearance at your end.
3. A special crate with reinforced bottom will be needed for the transport of such a kind of goods, and padding will be essential.
4. Overall measurements of each case must not exceed 2m×2m×1m.
5. Please cut vent-holes in the cases to make sure that goods are in good condition.
6. We do not object to packing in wooden cases, provided the lids are nailed down and the cases secured by plastic bands.

7. The cases must be wrapped in waterproof material and strapped with metal bands so as to eliminate the risk of damage by rough handling.
8. As the goods will be subjected to a customs examination, the cases should be of such a type that they can easily be made fast again after being opened.
9. Please have the shipping marks stenciled in black and each box marked "HANDLE WITH CARE".
10. All marks other than the name of country of origin and shipping marks are to be removed from the crates before shipment.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

Dear Mr./Ms:

We are glad to inform you that your consignment of 1200 pieces of tweed lengths under Order HW0603 is ready for shipment.

Each piece is wrapped in a plastic bag and the whole consignment is made up into 300 bales measuring 5'4"X2'X2'. Please confirm that the packing is acceptable to you.

We have sent by courier our latest catalogs and samples for some of our new products, and look forward to your orders.

Sincerely,

Unit Seven

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|--------------------------|---------------|---------|
| 1) 有附带条件的提单, 附条款提单, 不洁提单 | 2) 报关员; 结关代理人 | 3) 直达提单 |
| 4) 产权单证 | 5) 欧洲主要港口 | 6) 整箱货 |
| 7) 运费吨 | 8) 发货港 | 9) 凭指示 |
| 10) 转船 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|-------------------------|-------------------------|---------------------------|
| 1) mode of transport | 2) shipped on board B/L | 3) voyage number |
| 4) charter party | 5) sailing schedule | 6) through bill of lading |
| 7) shipper | 8) point of origin | 9) time charter |
| 10) customs formalities | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|-------|---------------|------------------|
| 1) of | 2) In, of, by | 3) with, without |
|-------|---------------|------------------|

- | | | |
|------------------------|-----------------------------|---------------|
| 4) to, for, in | 5) In, from, in | 6) on, in, on |
| 7) of, between, within | 8) for, of, from, along, of | 9) in, with |
| 10) for\to, under, at | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|--|---|
| 1) ... supply the goods ... | 2) ... was due to unexpected events. |
| 3) ... advise our customers of shipment. | 4) ... the information you asked for. |
| 5) ... capable of packing the bulk cargo ... | 6) ... present the negotiating bank with our... |
| | \ present to the negotiating bank our |
| 7) ... the Bs/L ... | 8) ... we require them to ... |
| 9) ... to reach London ... | 10) ... ensure the dispatch of the goods ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|--------------------------------|-------------------------------------|
| 1) is running | 2) to arrive |
| 3) is | 4) is being dealt, will be sent |
| 5) thank, will ship | 6) to ensure |
| 7) receive | 8) have already been shipped, sails |
| 9) require, to be amply padded | 10) to be shipped |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. Will you please handle shipping and customs formalities for us?
2. We are pleased to inform you that your order has been completed and is to be shipped ex-Qingdao on 20th this month.
3. We wish to apologize for the inconvenience caused by the unpunctual shipment and, meanwhile, to ensure delivery of the goods without further delay.
4. We would be grateful if you could let us know the earliest date of delivery for our Order No. 1212.
5. As our customers are in urgent need of this consignment, please arrange to consign the goods by rail as soon as possible.
6. We are pleased to advise you that your ordered goods are to be carried to Shanghai by M.S. Changjiang in the middle of next month.
7. The freight charges from the works to the dock are US\$200 per container, totaling US\$5000 for this consignment.
8. We have arranged road transport to Dalian, where our forwarding agents will be loading the goods on to the s.s. Qianjin, due to arrive at Antwerp on May 27.
9. Monthly sailings are available from Shanghai to London every 15th of the month.
10. We are pleased to confirm that the machines under our Order SA2306 have arrived this morning in good condition.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

We are pleased to advise you that the goods under your Order No. 4185 have been loaded on to the MV Pudong, which left for your port on May 17.

Enclosed is a full set of shipping documents consisting of:

1. Bill of Lading in triplicate;
2. Commercial Invoice in duplicate;
3. One copy of Certificate of Origin; and
4. One copy of Insurance Policy.

We trust that the goods will arrive in time to meet your urgent needs and that they will prove satisfactory to you.

We wish to promise that all your future orders will receive the same prompt and careful attention as we paid to this one.

Unit Eight

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|----------|----------|-------------|
| 1) 空白背书 | 2) 截止期 | 3) 宽限期 |
| 4) 受益人 | 5) 溢短装条款 | 6) 信用证修改通知书 |
| 7) 备用信用证 | 8) 远期信用证 | 9) 无追索权 |
| 10) 往来银行 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|--------------------------------------|----------------|---------------------------|
| 1) L/C applicant | 2) affiliate | 3) confirmation |
| 4) advising\informing\notifying bank | 5) negotiation | 6) accompanying documents |
| 7) bank\banking charges | 8) unit price | 9) drawer |
| 10) documentary L/C | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|---------------------|----------------|----------------|
| 1) in, with/through | 2) in, to/with | 3) with |
| 4) on, at, for, of | 5) at | 6) to, in, for |
| 7) on, before | 8) through, in | 9) to |
| 10) in | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|----------------------------------|--------------------------------------|
| 1) ... done on credit ... | 2) ... informed us of ... |
| 3) ... debit your purchase to... | 4) ... meet any order ... |
| 5) ... draw on us ... | 6) ... the attached copy ... |
| 7) Please extend ... | 8) ... to urge our buyer to open ... |

9) ... the extent of the damage.

10) ... for replying to our fax ...

V. Fill in the blanks with the given verbs in their proper forms:

1) have just arranged, to be opened

2) has been, open

3) reach

4) delayed, arising

5) are, will be handed

6) showed, produce

7) have not received, covering

8) to keep

9) have recently sent

10) issued, have been cashed

VI. Choose the one word or phrase that correctly complete the sentence or that correctly meet the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. Our terms of payment are by confirmed irrevocable sight L/C to be valid for negotiation in China until the 21st day after the date of shipment.
2. The credit shall be issued or confirmed by a first class bank, to reach us 40 days before the time of shipment and to allow transshipment and partial shipments.
3. After examining the L/C, we have found that there is a point in the credit that does not conform to our contract terms. Please delete the insurance clause because the transaction is on FOB Shanghai.
4. Please insert the wording "5% more or 5% less allowed" in both the clauses respecting total value and quantity and, meanwhile, extend the shipment and validity dates to June 30 and July 21 respectively.
5. I am pleased to let you know that proceeds from your Order CBM4357 have been credited to our account, and look forward to receiving further orders from you.
6. We have instructed our bankers, Shanghai Pudong Development Bank, to open a confirmed irrevocable documentary credit available by draft at sight in your favor.
7. We write to request you to issue for us an irrevocable L/C available at 60 days' sight for €108,000 in favor of the exporters described below, valid until November 30, 201-.
8. You may draw on the bankers at 90 days for the total invoice value and present to them a complete set of shipping documents consisting of ...
9. You are therefore requested to amend the relevant L/C by increasing the aggregate amount to US\$110,000.00 and rewrite the unit price to read US\$220 CIF Los Angeles.
10. We would appreciate it if you could see to it that your L/C arrives here before April 25 so that we may effect shipment within the contracted time of delivery.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

1. We are glad to inform you that we have opened through the Bank of Shanghai, an irrevocable documentary sight L/C, BOSH01523, in your favor for USD 351,800.00, valid

until June 30, 201-.

The credit is to be confirmed by the CITIBANK, New York Office, and you may draw on them a draft payable at sight. When presenting your draft, please enclose the following documents:

Commercial invoice (5 copies)
Bill of lading (6 copies)
Insurance policy (2 copies)
Certificate of quality (1 copy)

We are looking forward to your shipping advice.

2. We write to advise you that the goods covered by your L/C BOSH01523 were shipped on June 15, 201-, on to the MS Friendship due to arrive at Shanghai Harbor on July 25.

Our draft for the full value specified by the L/C, together with all the documents required, have been presented to the CITIBANK, New York Office, for negotiation.

We trust that you will be pleased with the consignment, and we have sent by FedEx our latest catalogs. If you wish to have further information, please contact me.

Unit Nine

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|-----------|-------------|---------|
| 1) 凭单付现 | 2) 远期付款交单 | 3) 外汇率 |
| 4) 财务状况 | 5) 即期汇票, 票汇 | 6) 资信调查 |
| 7) 承兑 | 8) 货到收款 | 9) 出口融资 |
| 10) 拒付通知书 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|---------------------------|---------------------------------|---------------------------|
| 1) documentary collection | 2) documents against acceptance | 3) bank\banker's transfer |
| 4) reference | 5) usance | 6) balance |
| 7) expenses | 8) receipt | 9) reference, referee |
| 10) settlement | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|----------------------------|------------------|--------------------|
| 1) on, for, of | 2) for, in, for | 3) with, of |
| 4) aboard/on/on board, for | 5) to, with, for | 6) on, with, after |
| 7) by | 8) in, against | 9) within, to |
| 10) on | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|---|----------------------------------|
| 1) ... acceptable to you ... | 2) ... to confirm that ... |
| 3) ... to supply us with the articles ... | 4) ... the subject S/C. |
| 5) ... 30 days of receipt of ... | 6) ... an exception of our case. |
| 7) ... on receipt of ... | 8) ... is subject to ... |
| 9) ...buyers consider that ... | 10) ... can help you with? |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|--|----------------------------------|
| 1) to accept | 2) be remitted |
| 3) will be pleased | 4) have been dealing, would like |
| 5) is, have countersigned, are returning | 6) incurred |
| 7) does not allow | 8) given |
| 9) be made | 10) could see, increasing |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. As agreed we have forwarded our bill, No.2782, for €1720.00 with the shipping documents to our bankers, China Construction Bank, Waigaoqiao Branch.
2. The draft has been made out for payment 30 days after sight, and the documents will be handed to you on acceptance.
3. Our invoice No. EX632 covering this consignment/shipment/parcel is enclosed, and we shall expect your remittance in due course.
4. The cost of insurance and freight is payable by you, and has therefore been included in the invoice.
5. We will be happy to cooperate by granting you an additional 30 days' usance, effective from July through December this year as you requested.
6. We suggest making a part payment of USD2,000.00 in cash now and clearing the balance by check no later than August 31.
7. We can accept payment by time draft and, after effecting shipment, will draw on you at 60 days' sight. Please honor the draft at maturity.
8. We will make out a promissory note to pay for the supply of samples you have sent us.
9. We request that Order 7358 be covered at your end. Please let us know the cost of insurance and we will make payment by T/T.
10. We are pleased to advise you that we have remitted RMB5000 to pay the additional packing cost.

VIII. Write an English letter in the full correct layout based on the information or instructions given below:

1. Thank you very much for the samples you have sent us.

We are satisfied with the quality of the samples, on the basis of which we are going to

place a trial order with you soon. If the goods to be supplied turn out to be in strict conformity with the samples in quality, we can assure you that regular orders will follow.

We propose to pay for the samples by T/T and look forward to receiving your confirmation that the mode of payment is acceptable.

2. Ms Ni Minzhi
3W Co. Ltd.
38 Guihua Road
Shanghai 200233
China

Dear Ms Ni,

I am pleased to let you know that we have received replies favorable to you from the referees you gave in your e-mail of December 2.

We are prepared to accept payment by 30-day bill of exchange, documents against acceptance from the next order you place with us. Shipment is to be made within 45 days of receipt of order.

We are enclosing next year's catalogs and pricelist, and expect to see increased business between our two firms.

Yours sincerely,

H. Koppermann

Enclosure:

Unit Ten

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|------------|---------|---------|
| 1) 仲裁条款 | 2) 检疫 | 3) 承诺 |
| 4) 商品检验 | 5) 调解 | 6) 折旧 |
| 7) 纠纷, 争端 | 8) 不可抗力 | 9) 质量管理 |
| 10) 磨损, 损耗 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|---------------|--------------|-----------------|
| 1) adjustment | 2) complaint | 3) cancellation |
|---------------|--------------|-----------------|

- | | | |
|---------------------|------------------------------|-------------------|
| 4) defect | 5) legal action \ litigation | 6) obligation |
| 7) packer | 8) refusal | 9) short shipment |
| 10) trade reference | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|--------------------|---------------|-------------------------|
| 1) at | 2) for, from | 3) In/With, to, for, to |
| 4) of, to, to, for | 5) of, to, on | 6) with, on |
| 7) by | 8) for, of | 9) of, in, with |
| 10) under, by/from | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|----------------------------------|---|
| 1) ... assured us that ... | 2) ... cannot ensure that ... |
| 3) ... much obliged to you ... | 4) ... regret to inform you ... |
| 5) ... be satisfied with ... | 6) It is regrettable that ... |
| 7) ... selling the remainder ... | 8) ... awaiting our ... / waiting for our ... |
| 9) Please advise us when ... | 10) ... that you let us know ... |

V. Fill in the blanks with the given verbs in their proper forms and with modal verbs when necessary:

- | | |
|---|--|
| 1) has taken | 2) examined, to be done |
| 3) noticed, totaling | 4) does not agree, conduct, to see |
| 5) be included | 6) have received, complaining, delayed |
| 7) have taken / are taking / will take | 8) have noted, to have sent |
| 9) were damaged, had been roughly handled | 10) have shipped |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. We would refer to your consignment of Mobile Phones (Order No. MP010-37), which arrived yesterday, but we found that you had delivered the wrong goods.
2. Thank you for your e-mail of yesterday, and we have forwarded by Union Express altogether 500 sets of the model you ordered. We would appreciate it if you would confirm safe arrival of the consignment.
3. As it is 45 days since we opened a letter of credit in your favor, we should like to know exactly when you could arrange shipment of the goods.
4. We are now making the necessary arrangements for immediate delivery, which means that you will have your Order 3836 by April 12 at the latest. Please accept our apologies.

5. We have received your fax of February 3, and very much regret our inability to keep the scheduled delivery date. We would be most obliged to you if you would appreciate that this was due to a force majeure event.
 6. After checking the goods received we regret to find that carton No. 31 contains only 50 Teddy Bears TB601, instead of 60 TB602 as entered on the packing list.
 7. We offer our sincere apologies for the wrong delivery. Please hold carton No. 31 for the present and we will be sending by air freight tonight a replacement carton holding 5 dozen TB302.
 8. Although we are perfectly satisfied with the bulk of this large consignment, we find the under-mentioned items not only unsatisfactory, but really unsaleable.
 9. We must apologize for having delivered to you some items of inferior quality, and are making arrangements for replacements to be sent by courier within this week.
 10. We are sorry to inform you that two turbo generators under Order SD82626 were damaged, which was shipped ex-Dalian on the SS Taishan on April 19.
- VIII. Write an English letter in the full correct layout based on the information or instructions given below:
1. September 7, 201-

Ms. Liang Li
Import Department
Wuyang Industrial Meters & Instruments Corp.
555 Zhujiang Rd.
Guangzhou 510000
China

Dear Ms Liang:

I'm sorry to have learned that eleven Thermo-Potentiometers under Order No. 98205 were totally damaged by sea-water.

At your request, we will be sending tomorrow eleven replacement meters by UPS, and will let you know the tracking number right away.

Please let us know if we may be of any assistance in helping you claim compensation from the insurers. In case they have admitted their liability for the damage, you are requested to pay for the replacement by TT within a week of receipt of the meters.

We are looking forward to hearing from you.

Sincerely,

Lynn Mackintosh
Sales & Marketing Division

2.

JM

JADEGATE MACHINERY IMP. & EXP. CORP.

999 Kunlun Street, Lanzhou, Gansu, China
Tel: (0931) 300 0000 Fax: (0931) 300 0001 Zip Code: 730000

January 3, 201-

Mr. Antonin Crajicek
Vltava Machine Tool Manufacturing, Ltd.
68 Dvorak Street
Prague
Czech Republic

Dear Mr. Crajicek:

Order No. 120

We regret to inform you that rust was found again on the 24 machine tools under the above order, which were transported mainly by sea freight.

Although the machines were all packed in plastic bags as we had instructed, but the plastic seem to be quite delicate and the bags were terribly broken. Besides, as the bags were not well sealed, they were never watertight at all.

In future, there will be three alternatives placed before both of us: either you improve your packing, or we reject your goods, or we look for other manufacturers.

We await your comments.

Sincerely,

Ma Zhihua
Import Department

Unit Eleven

I. Give the Chinese equivalent of each of the following terms:

- | | | |
|---------|-----------------|----------|
| 1) 代理佣金 | 2) 包销代理商 | 3) 销售渠道 |
| 4) 独家发盘 | 5) (代理业务中的) 委托方 | 6) 保付代理商 |
| 7) 佣金商行 | 8) 货运代理商 | 9) 贸易额 |
| 10) 招投标 | | |

II. Give the English equivalent of each of the following terms:

- | | | |
|----------------------------------|---------------------------------|-----------------------|
| 1) CEO \ chief executive officer | 2) PLC \ public limited company | 3) volume of business |
| 4) import regulations | 5) sole\exclusive agent | 6) outlay |
| 7) market survey | 8) sales plan | 9) joint venture |
| 10) expertise | | |

III. Fill in each of the following blanks with a proper preposition:

- | | | |
|--------------------------|----------------|-----------------|
| 1) in, to | 2) to, between | 3) in, at |
| 4) of, on, through/by | 5) to, for | 6) as, in |
| 7) in/throughout, as, of | 8) about | 9) in, with, in |
| 10) in, on | | |

IV. Find out and correct the mistake contained in each of the following sentences:

- | | |
|--------------------------------------|---|
| 1) ... will contact us ... | 2) ... provide us with the ... |
| 3) ... we are justified in ... | 4) ... a detailed explanation ... |
| 5) ... contribute their ideas to ... | 6) ... have declined ... |
| 7) ... a firm or individual who ... | 8) ... sole agency to the ... |
| 9) ... many deals/transactions ... | 10) ... friendly business relations/relationship. |

V. Fill in the blanks with the given verbs in their proper forms:

- | | |
|--|---|
| 1) have noted, have been concluded, were established | 2) fails, to fulfill, shall have, to offer |
| 3) is raised, shall be automatically extended | 4) Should, fail, to comply, is entitled, to terminate |
| 5) is written, being | 6) to be covered / covered, may include |
| 7) can / will/ may / are to be referred | 8) is detailed, follows |
| 9) have noted, have been | 10) understand, have, believe, am, are looking |

VI. Choose the one word or phrase that correctly completes the sentence or that meets the requirement specifically set out:

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

VII. Translate the following sentences into English:

1. As we wish to extend our sales to the whole of Europe, we are now looking for a prestigious firm to represent us in that area.
2. As you have considerable experience and expertise in this trade, we have decided to appoint you to be our exclusive agent in China.
3. We consider it reasonable to give you a commission of 7 % for the first year in the duration of this agreement.
4. We are the leading distributor of restaurant equipment at this end, enjoying extensive connections throughout this trade and well informed of the local market situations; we have therefore full confidence that we can successfully handle agency for your products.
5. Although we highly appreciate your offer to work as our agent in your area, we regret to have to decline your request because not a single transaction has been concluded between us thus far.
6. We find it premature to discuss exclusive agency at this stage.
7. Owing to the steady decline in the demand for steel in your country, we will not take on new agents there for the time being.
8. Customs figures indicate that there is a growing demand for Chinese textiles in your region, so we agree to your request and hereby grant you our sole agency.
9. We think that, during this initial stage, substantial efforts have to be made in publicity and promotion so as to build up the market, and the 12% commission you have granted can hardly cover all the expenditure.
10. If we take into consideration the sales potential for motorcycles in the Egyptian market, your performance has hardly convinced us to hold expectations for your sales.

VIII. Translate the following agency agreement into Chinese:

独家代理协议

为在平等互利基础上发展业务，有关双方按下述各项条款达成本协议：

1. 有关双方：
 供应商：华亭电器有限公司 Huating Electrical Appliance PLC
 中国上海南京路 1122 号

(以下简称甲方)

代理商: Electrica Tacna S.A.
Pueblo Libre, Lima 21
Peru

(以下简称乙方)

甲方兹委托乙方为其独家代理, 销售下属商品。

2. 销售商品和数量:
“钻石”系列冰箱
双方同意, 在本协议的有效期内, 乙方应销售上述商品不少于 50,000 台。
3. 销售地区
秘鲁
4. 协议有效期
本协议经有关方面签署后即生效, 有效期为十二个月, 自 201-年 11 月 1 日起至 201-年 10 月 31 日止。如无废约通知, 本协议到期后有效期可延展十二个月。
5. 订单的确认
乙方须完全按照甲方确定的贸易条款向其他方面报价, 未经甲方允许, 不得作任何更改。每笔交易须经甲方书面确认, 方有约束力。
6. 市场情况报告
乙方有义务每三个月一次向甲方详细报告市场情况和用户意见, 如市场情况有任何特殊变化, 乙方也应及时以书面方式向甲方作详细报告。
7. 其他条款
 - a) 在本协议有效期内, 甲方不得向上述地区内除乙方以外的任何其他方就所述货物进行报价。乙方须保证不从事任何其他同类产品的代理业务或销售。
 - b) 在本协议有效期的前六个月与后六个月内, 乙方应负责分别为甲方获得订购至少 25,000 台冰箱的订单、并负责安排开立以甲方为受益人的有关信用证。如乙方未能在前六个月内为甲方获得不少于 25,000 台冰箱的订单, 甲方有权将该货物售予其他买主。
 - c) 以下列方式达成的交易不受本独家代理协议的约束:
 - 1) 甲方以其政府名义为一方与乙方政府为另一方所达成的交易。
 - 2) 甲方与任何其他秘鲁买主所达成的将货物转口到其他国家的交易。
 - d) 交易凡经甲方确认后, 乙方应负责成交。
 - e) 甲方有权随时根据市场情况修订或更改出售价格。
 - f) 在本协议有效期内, 任何一方被发现违反本协议的规定, 另一方有权终止协议。

甲方 (供应商)

乙方 (代理商)