

湖南生物机电职业技术学院  
学生专业技能考核题库

商务英语专业

湖南生物机电职业技术学院

2022年9月

# 湖南生物机电职业技术学院商务英语专业学生专业技能考 核题库

商务英语技能抽考由湖南省教育厅相关组织机构组织实施,由组考机构组织被测试学生随机从试题库中抽取试题在计算机上进行测试;被测学生在规定的时间内个人独立完成测试任务。

本专业技能考核从专业基本技能、岗位核心技能和跨岗位综合技能等三个方面对学生进行测试,共设置国际商务信息检索、商务应用文写作、商务英语谈判、外贸单证缮制、跨境电商操作等5个技能考核模块,下设18个考核项目,

商务英语专业技能考核主要测试我院商务英语专业学生的专业基础技能必考模块和岗位核心技能必考模块。跨境电商操作能力为选考模块。本专业技能考核题库是针对技能抽考模块而编制的,其中专业基本技能模块试卷15套,岗位核心技能模块试卷30套,其中商务英语谈判模块15套,外贸单证缮制模块15套。跨岗位综合技能模块属于选考模块,目前还没有编写试卷。在以后的实践教学中,商务英语教研组老师将逐步扩充和完善题库。

## 一、专业基础技能模块

(一) 技能考核内容(如表1),(试卷20套)

表1

技能	模块	考核项目
专业基本技能	国际商务信息检索	1. 关键词检索
	商务文书翻译	2. 短文英译汉

(二) 注意事项

- 1、所有考试目均为机上操作
- 2、开考后,考生必须打开所抽取题号对应的文件夹,并将文件夹中的答卷重命名为“考生号+姓名+试卷号”;
- 3、考试期间如果遇到问题请及时找监考老师,不得私自更换电脑;
- 4、考试过程中以及考试结束后,考生不得随意关闭电脑或重启电脑,否则造成数据丢失由考生本人负责。

### 1. 试题编号:1-1 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

抽考试题:

Section I 国际商务信息检索

(20%)

**Directions:** Read the following brief introduction to ALDI Group from the official website of the company.

### **A Brief Introduction to ALDI Group**

ALDI Einkauf GmbH & Co. OHG, doing business as ALDI, short for “*Albrecht Discount*”, is a discount supermarket chain based in Germany. The chain is made up of two separate groups, *ALDI Nord* (North – operating as ALDI MARKT), headquartered in Essen, and *ALDI Süd* (South – operating as ALDI Süd), headquartered in Mülheim an der Ruhr, which operate independently from each other within specific market boundaries. The individual groups were originally owned and managed by brothers Karl Albrecht and Theo Albrecht; Karl has since retired and is Germany’s richest man. Theo was Germany’s second richest man until his death in July 2010. ALDI’s German operations currently consist of ALDI Nord’s 35 individual regional companies with about 2,500 stores in western, northern, and eastern Germany, and ALDI Süd’s 31 regional companies with 1,600 stores in western and southern Germany. The ALDI group operates about 8,133 individual stores worldwide. Internationally, ALDI Nord operates in Denmark, France, the Benelux countries, the Iberian peninsula and Poland, while ALDI Süd operates in countries including the Ireland, the United Kingdom, Hungary, Greece, Switzerland, Austria, Slovenia (operating as Hofer in Austria and Slovenia) and Australia. In the United States; ALDI is the parent company of the Trader Joe’s niche food stores, while ALDI Süd operates the main ALDI stores in the country.

#### **History**

The earliest roots of the company trace back to 1913, when the mother of Karl Albrecht and Theo Albrecht opened a small store in a suburb of Essen. In 1946, the brothers took over their mother’s business and soon opened another retail outlet nearby. By 1950, the Albrecht brothers owned 13 stores in the Ruhr Valley. The brothers’ idea, which was new at the time, was to subtract the legal maximum rebate of 3% before sale. The market leaders at the time, which often were co-operatives, required their customers to collect rebate stamps, and to send them at regular intervals to claim their money back. The Albrecht brothers also rigorously removed merchandise that did not sell from their shelves, and cut costs by not advertising, not selling fresh produce, and keeping the size of their retail outlets as small as possible.

When the two brothers split the company in 1960 over a dispute whether they should sell cigarettes at the till or not, they owned 300 shops with a cash flow of DM 90 million per year. In 1962, they introduced the ALDI brand name. Both groups are financially and legally separate since 1966, though they describe their relationship as a “friendly relation”; they will also occasionally appear as if they were a single enterprise, for example with certain house brands, or when negotiating with contractor

companies. ALDI Group expanded internationally in the 1970s and 1980s, experiencing a rapid expansion in the number of outlets after German reunification and the fall of the Iron Curtain. The brothers retired as CEOs in 1993 and gave most of their wealth to foundations.

### **Business practice**

ALDI Group specializes in staple items such as food, beverages, toilet paper and other inexpensive household items. Many of its products are own-brand labeled, with the number of outside brands being very limited, usually no more than two different brands for one kind of product, although often only one. This increases the numbers of sales for each article and also allows ALDI Group stores to be smaller than supermarkets which cover the same range of products but with more diversity. This practice also allowed ALDI Group to avoid the use of price tags, even before the introduction of bar code scanners.

However, some brand-name products are carried in certain markets, for example, HARIBO sweets in Germany, Marmite and Branston Pickle in the U. K. or Vegemite and Milo in Australia. In the U. S. , major brand-name products such as Oscar Mayer Bacon, are occasionally offered as “special buy” . The “special buy” programs are name-brand items that ALDI has received at a special price from the vendor and can offer for a reduced price. Unlike most other stores, ALDI Group does not accept manufacturers' coupons. Some stores in the US did experiment with a store coupon (\$10 off a \$25 purchase) with much success.

In addition to its standard assortment, ALDI Group also has weekly special offers, some of them on more expensive products such as electronics, appliances or computers, usually from Medion. Although not always available, regularly put up for sale are clothing, toys, flowers, gifts.

### **Company Philosophy**

ALDI was founded on the belief that people, wherever they live, should have the opportunity to buy everyday groceries of the highest quality at the lowest possible prices. The company' s business model was based on simplicity and efficiency. “Top quality at incredibly low prices-guaranteed” , “Smarter shopping” and “Spend a little, live a lot” are ALDI' s marketing slogans. What began as a simple model for a discount grocery store is now embraced by millions of smart shoppers around the world.

Today, ALDI Group is a leader in the international grocery retailing industry. Streamlined processes, a select brand strategy, a limited and reliable product assortment and double-guarantee philosophy have made it virtually impossible for competitors to match the widespread appeal of ALDI Group.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)

### ALDI Group Profile

Based in Germany, ALDI Group is a 1 of discount supermarkets and one of the world's largest 2 companies with about 8,133 3 worldwide. The group was founded by 4 Karl Albrecht and Theo Albrecht. They named their company Albrecht Discount or ALDI 5. In 1960 the two brothers 6 the company into ALDI Nord and ALDI Süd. ALDI Group 7 internationally in the 1970s and 1980s, experiencing a rapid expansion in the number of outlets. ALDI Group 8 staple items such as food, beverages, toilet paper and other 9. Its 10 was based on simplicity and efficiency.

### Section II 商务文书翻译

(20%)

**Direction:** Translate the following advertisement into Chinese.

#### Lotus Slippers, Buy one and Get One Free!

The Lotus slippers made by our company are reasonable in price and excellent in quality, which are extremely suitable for all ages. Our products have various colors as well as abundant types with different styles. The slippers are made of environmental protection materials which have neither pollution nor special smelling with exquisite workmanship. In order to show our appreciation for the new and old customers, we'll hold promotion activities in October, during which you can buy one and get one for free. Welcome to select and purchase our products!

#### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

#### (3) 考核时量

考核时间：60 分钟

#### (4) 评分标准

评价内容	配分	考核点
作品	关键词检索	20 分 熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
		5 分 能准确理解所给商务文书，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。

(40分)	商务文书翻译	5分	能熟练运用商务翻译技巧、国际贸易和英语语言综合知识,语言表达通顺,符合商务文体特征,记5分。专业术语、贸易惯例、法规、条款等翻译错误,每3处错误扣1分。
		10分	译文表达准确,双语转换顺畅,体裁运用恰当,拼写、语法、标点运用正确,记10分。拼写、语法、标点、句型表达,每3处错误扣1分。

2. 试题编号:1-2 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

抽考试题:

**Section I 国际商务信息检索**

(20%)

**Directions:** Read the following brief introduction to TJ Morris Ltd. from the official website of the company.

**A Brief Introduction to TJ Morris Ltd.**

TJ Morris Ltd. was established over 30 years ago by Tom Morris. Tom comes from a retailing family that has run shops for three generations. Following the family tradition, TJ Morris Ltd. remains a family-run and family-owned business. The business operates on one key principle: to sell branded goods at the lowest prices possible. The company now boasts over 250 stores and employs more than 7,000 staff. Its primary business is in its U.K. based Home Bargains stores, formally known as Home & Bargain. Home Bargains stores have red and sky blue branding. They can usually be found in major shopping streets as well as in shopping centers and arcades. They are well known for being bright, attractive and welcoming and their friendly staff are always on hand to serve customers' needs.

Since opening his first store in Liverpool, Tom has grown the business organically to become one of the biggest privately owned companies in the U.K.. It is widely regarded as one of the largest businesses in Merseyside and is the third largest independent grocer in the country according to The Grocer Magazine. It is the most profitable of any of the listed grocers by an impressive margin. The retailer actually holds one third of the entire profit of the sum of the companies on the list. It carries a wide range of top quality brands—from health and beauty products to household goods, food, toys and so much more—all at prices that other retailers struggle to match.

Over the next six months, the company is investing £15 million in

opening 30 new stores across the country, creating 1,200 new jobs for the U.K. . It intends to double its business in the next three to four years. By 2015, it expects to hit its billion pound turnover target, grow the number of stores nationwide to 350 stores—with the potential for 600 across the U.K.; and employ more than 10,000 staff. Work is almost completed on the company’ s £35 million distribution centre at the Axis Business Park in Liverpool—which will enable it to grow its 170-strong store network and further increase its turnover and create 800 new jobs for Merseyside. The company’ s ongoing success comes as a number of major high street retailers announce slumps in sales, shock profit warnings, and sliding share prices.

The company has launched a new corporate website along with the e-commerce site. It has reinforced its ambitious growth plans with the launch of a new e-commerce website, [www.homebargains.co.uk](http://www.homebargains.co.uk). In addition, The company—which recently joined The Sunday Times Top Track 100—will use its £35m distribution centre in Gillmoss to supply online customers, as well as its 250 stores across the U.K. .

The website sells many of the same products that are available in Home Bargains stores, including toys and games, homeware, furniture and entertainment. However, shoppers can not yet buy food and drink via the site.

“We are focusing on adding larger high-value products first,” a spokeswoman said. “As the website develops, the range will be expanded to include more items. Smaller items like food and drinks, plus toiletries like mouthwash and shower gel, are all in the pipeline.”

The website also offers “Group Buys” , one-off special deals where there is a limited amount of stock available. Current deals include a Peppa Pig bed for £9.99 offering a saving of £40. The site also advertises the retailer’ s “Star Buys” special offers and deals of the week.

The move is TJ Morris’ second attempt at online retail. It launched [www.halfpriceorless.com](http://www.halfpriceorless.com) in 2000, and it proved very successful, being voted by customers as runner-up to Easy Jet in the Visa E-tail awards - Best Value Website category. The site ran for just under three years before it was closed, as the company concentrated on further store openings.

Joe Morris, operations director of TJ Morris Ltd. , comments: “We learned a lot through our initial e-commerce venture 10 years ago. E-commerce is now an indispensable part of the retail landscape and we need to offer our customers this service. Every week we receive customer enquiries asking us when they’ ll be able shop online - now they can.”

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

### TJ Morris Ltd. Profile

Established over 1 years ago by Tom Morris, TJ Morris Ltd. has its business on one core principle: to 2 at the lowest prices possible. With more than 250 stores and over 3 staff, its main business is in its U.K. based 4, which have red and sky blue branding. It is the third largest independent grocer in the country according to 5. It is the most profitable of any of the listed grocers by an impressive margin, holding one third of the 6 of the sum of all listed companies. It provides a wide range of top quality brands, from 7 and beauty products to 8, food and toys. By 2015, it expects to reach its billion pound turnover target. Recently, it has reinforced its 9 with the launch of a new e-commerce website. It sells many of the same products that are 10 in Home Bargains stores except for food and drink.

## Section II 商务文书翻译

(20%)

**Direction:** Translate the following product description into Chinese.

1. Product: Seagull brand energy-saving battery
2. Model: DMC
3. Specification: 72V/200 Ah
4. Height: 47.5mm
5. Width: 115.5mm
6. Length: 215.5mm
7. Features of the products: Safe, environmental protection and easy to carry with
8. Using Instruction: Please charge no more than 6 hours each time and no less than 12 hours or the first charging.
9. Warning: Please don't put the battery into the fire nor store it in the high temperature environment.

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

### (3) 考核时量

考核时间：60 分钟

### (4) 评分标准



评价内容		配分	考核点
作品 (40分)	关键词检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题,卷面成绩记20分。
	商务文书翻译	5分	能准确理解所给商务英语文书,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记5分。主要内容每缺失一处,扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记5分。专业术语、贸易惯例、法规、条款等翻译错误,每3处错误扣1分。
		10分	译文表达连贯,双语转换顺畅,体裁运用恰当,拼写、语法、标点运用正确,达到译文目的,记10分。单词拼写、语法、标点、句型表达,每3处错误扣1分。

### 3. 试题编号:1-3 国际商务信息检索、商务文书翻译

#### (1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

抽考试题:

#### Section I 国际商务信息检索 (20%)

**Directions:** Read the following brief introduction to Foremost International Ltd. from the official website of the company.

##### A Brief Introduction to Foremost International Ltd.

Foremost International Ltd. is a home furnishings manufacturer that markets and sells its products worldwide. It was formed in 1988 around a simple principle, "To satisfy our customers with stylish, innovative products supported by efficient, friendly service." In the years that followed, the company has held true to its mission, developing four product divisions (Bathroom Furniture, Outdoor Furniture, Indoor Furniture and Food Service Equipment) producing world-class goods that offer superior design, engineering and value for consumers and industry.

The company produces a range of pieces for every room in the house, including home offices (computer desks, storage units), living rooms (ottomans, entertainment centers), and bathrooms (cabinets, toilets). It also makes patio sets and food service equipment. Its furniture is manufactured under the Foremost, Foremost Casual, Veranda Classics, and Fireworks brands, as well as private-label names for major retailers. From design through fulfillment, the mission is to be recognized by our

customers as the leader in home furnishings.

Foremost International Ltd. operations combine the strength of quality, design-driven production and market ingenuity to create a value that is unsurpassed in the markets it serves. Through close collaborations with customers and partners, they have developed innovative products for customers. For years, it has been manufacturing and distributing its products to retail companies and wholesalers around the world. Its production facilities in the United States and overseas use state-of-the-art, precision equipment and employ thousands of workers worldwide, providing opportunity, jobs and a pride that transcends borders and continents.

Its employees are committed to honesty, respect, trust, sharing, hard work and quality in all they do. They begin with classic design elements and combine them with innovative ideas to bring timeless beauty and modern functionality to the products. Because furniture has a wide range of styles, they use a broad selection of premium materials that complement and enhance each design. The skilled technicians combine time-honored manufacturing techniques, and the highest quality materials, to hand build each piece of furniture for your home. Their dedication to their craft, combined with our dedication to maintaining the highest product quality standards, corporate efficiencies, and continuous improvement, make Foremost the furniture industry leader in producing quality home furnishings.

Foremost is committed to environmental responsibility. Because responsibility does not stop at national borders, the company is working to protect and sustain global environment. By designing products that meet EPA standards like Water Sense qualifying toilets that provide high efficiency waste removal while using 20% less water with every flush, Foremost is using innovative engineering to make the most of our resources. But that's just a part of what Foremost does to ensure sustainability.

The bath vanities and furniture use California Air Resource Board (CARB) Phase II compliant wood products which limit urea-formaldehyde emissions into the environment. Foremost only uses wood products from managed forest resources to discourage clear-cut logging and the depletion of global rainforests. It encourages customers to order products using materials that are Forest Stewardship Council (FSC) certified, ensuring the responsible use of forest resources and equitable treatment of indigenous people of producing regions.

Foremost has also earned the Kitchen Cabinet Manufacturers Association's (KCMA) Environmental Stewardship Program (ESP) certification for meeting requirements in the areas of air quality, product and process resource management, environmental stewardship, and community relations.

Even our packaging and our marketing materials are eco-friendly. We

are in constant pursuit of new innovative manufacturing technologies, materials and packaging that will reduce our waste and limit the use of virgin materials even more. Our catalog is printed on Forest Stewardship Council (FSC) certified paper (FCS SGS Ref No.:11562561-4), and this binder itself is one of the most environmentally friendly on the market. Called “The Earth Binder”, its front and back covers are made from 100% recycled residential mixed paper. Its spine is made from material that is FSC certified. It uses 20% recycled content in the steel rings and is printed using biodegradable inks.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

**Foremost International Ltd. Profile**

Foremost International Ltd. is a home furnishings manufacturer that operates around a simple principle, “To 1 with stylish, innovative products supported by efficient, 2 service.” Since its initial start in 1988, the company has developed four 3, namely, Bathroom Furniture, 4, Indoor Furniture and Food Service Equipment. For years, it has been manufacturing and distributing its products to retail companies and 5 around the world. Its 6 in the United States and overseas use state-of-the-art, precision equipment and employ 7 worldwide, providing opportunity, jobs and a pride that transcends 8. The company is committed to 9 responsibility. It is using innovative engineering to make the most of our resources. In addition, its packaging and 10 are eco-friendly.

**Section II 商务文书翻译** (20%)

**Direction:** Translate the following product description into Chinese.

Advertisement

In order to better open up our overseas market, we now need a sole agent in South Africa with a lot of favorable terms. Our new sole agent should have been in the field of international trade for at least two years, and know clearly the international trade practices. The new agent’s annual performance need to reach at least 1,000,000 USD, and our commission is at least 5% or more according to the performance. You are welcome to join us.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备

设备	每个商务英语实训室配有1台服务器，40-50台计算机，并安装Office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

(3) 考核时量

考核时间：60分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。
	商务文书翻译	5分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。主要内容每缺失一处，扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每3处错误扣1分。
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每3处错误扣1分。

#### 4. 试题编号:1-4 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

抽考试题:

**Section I** 国际商务信息检索

(20%)

**Directions:** Read the following brief introduction to Showtime Fireworks Ltd. from the official website of the company.

#### **A Brief Introduction to Showtime Fireworks Ltd.**

Showtime Fireworks Ltd. —the only fireworks featuring the “Showtime, Everytime” promise. Our founder, Mike Ingram, he decided to bide the time by opening a fireworks stand at age of 15 while his parents were busy managing their Branson, Missouri resort. He had no experience selling fireworks, no place to store them, and no shelter to sell them from, but after mailing in his order to Goodman Fireworks in Little Rock, Arkansas, there was really no turning back. Built from scrap lumber Mike was given

from the local lumber yard, his first stand was pieced together from little more than determination. But even in its humble construction, the stand was an instant hit. The next summer, Mike bought more fireworks and built more stands until his business had grown enough to expand to nearby Springfield(斯普林菲尔德), Missouri(密苏里). Upon graduating from college in 1971, Mike bought out his wholesaler and formed Mid-American Fireworks, which is known today as Fireworks over America—one of the largest importers and distributors of consumer fireworks in the United States. Today, as the CEO of the company, Mike serves on a number of boards and councils to promote the safe use of fireworks throughout the country.

Showtime Fireworks Ltd. has the expertise, technical resources and creative vision to dazzle your audience. Our reputation is placed at the top of the list when producers of major events seek world-class fireworks entertainment. We own strong technical force, high technology content, variety, novelty, unusual effects, brightly colored, and discharge of safe, reliable, high quality products with appropriate prices. Main products are indoor and outdoor birthday cake fireworks, cold light series, hand-held cold light fountain series of dancers, the stage colorful fountain series, indoor and outdoor cold waterfall series, stage cold light colored subtitles, design series, stage fireworks torch series, stage special effects fireworks series, stage series of colored smoke, flashes of fireworks explosion point series, sports Meteor series, security and environmental arts portfolio fireworks series.

We design spectacular displays for a wide range of venues including: cities and towns, casinos, country clubs, churches and fairs—and private parties and celebrations of all types. Unlike most display companies, we apply computer-control system to ALL of our designs. This state-of-the-art capability gives our customers the finest professional fireworks exhibitions available anywhere. We purchase only the finest quality fireworks materials available, choreograph this material using state-of-the-art software and computer-control systems, and adapt our design to the special physical characteristics of your venue.

We also provide custom effects for cases such as television, movies, videos, or whatever your special needs may be. All equipment used in our productions is state-of-the-art and designed with safety as the number-one priority. All of our products undergo sample testing by our company before they are used in any show. Our display programs are custom-designed around your over-all theme, venue size, budget, and any specific needs you may have. Our staff are professionally trained and will design, transport, and execute your World Class Presentation. We will acquire all federal, state, and local licenses and permits from the authorities for your event.

The greatest collection of premium fireworks is merely interesting without an excellent presentation. Even in the case of a traditional-style

show, well-trained technicians, top-quality equipment and good communication between sponsor and our staff can make a tremendous difference in the overall beauty and excitement of the display.

We treat every display as a production. Our knowledgeable staff work closely with each customer to determine their needs and then begin to create a fireworks production that will best suit the customers' vision for their event.

A show may be as simple as a few minutes of fireworks to highlight the start of a sporting event, or as complicated as a large scale multi-faceted production requiring hundreds of technical production hours producing soundtracks, computer designing and even developing custom pyro-effects to bring a customer's grand vision to life. Whatever the event, if it's pyro, Showtime Fireworks is the production and presentation specialist.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

#### Showtime Fireworks Ltd. Profile

Showtime Fireworks Ltd. is well-known for its "\_\_\_\_\_ 1 \_\_\_\_\_" promise. Its founder is Mike Ingram. He opened a fireworks stand at age of \_\_\_\_\_ 2 \_\_\_\_\_, and the stand was an instant hit. The next summer, Mike bought more fireworks and expanded his business to nearby Springfield, \_\_\_\_\_ 3 \_\_\_\_\_. In 1971, Mike bought out his wholesaler and formed \_\_\_\_\_ 4 \_\_\_\_\_. Over years, Showtime Fireworks has dazzled the audience by its \_\_\_\_\_ 5 \_\_\_\_\_, technical resources and creative vision. Spectacular displays are designed for a wide range of venues and all types of \_\_\_\_\_ 6 \_\_\_\_\_ and celebrations. They also offer custom effects for cases such as \_\_\_\_\_ 7 \_\_\_\_\_, movies, videos, or whatever your special needs may be. All of their products will undergo sample testing by \_\_\_\_\_ 8 \_\_\_\_\_ before they are used in any show. The company will acquire all the necessary \_\_\_\_\_ 9 \_\_\_\_\_ and permits from the authorities for customer's event. All the staff regard every display as a production and make Showtime Fireworks the production and presentation \_\_\_\_\_ 10 \_\_\_\_\_.

#### Section II 商务文书翻译

(20%)

**Direction:** Translate the following product description into Chinese.

#### Beauty Brand Furniture Specification

Brand: Beauty

Manufacturer: Hunan Provincial Light Industrial Products Corporation Ltd.

Model: DMZ

Height: 2m

Length: 2.5m

Width: 3m  
 Color: Gray  
 Usage: Office  
 Material: Environmental protection woods with water proof function  
 Installation: Please operate according to the specification strictly;  
 All the spare parts are contained in the sealed carton.  
 Quality assurance: One-month free of change, three-month free of maintenance  
 Caution: Avoid long time sunlight  
 If you have any problem, please do not hesitate to call us at 4000-123-455.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

5. 试题编号:1-5 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一: 国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

抽考试题:

### **Section I 国际商务信息检索**

(20%)

**Directions:** Read the following brief introduction to Naseeb International Corp. from the official website of the company.

#### **A Brief Introduction to Naseeb International Corp.**

Naseeb International Corp. is a major distributor of fast moving consumer goods (FMCG). Established in 1989, Naseeb International Corp. is engaged in the manufacture, import and wholesale of a variety of consumer goods. We offer excellent discounts to the trade and retailers. We carry a vast range of products to choose from, including: Bed & Bath, Giftware, Home Hardware, Kitchenware, Household Items, Cosmetics, Electronics and much more. The quality of our products is backed by our vast experience and skill, which is particularly important since many of our products are made and finished by hand. All goods bought from our wholesale stock can be resold at a profit so that you can compete favorably with high street stores. Purchase from our wholesale and we will help you to increase your profit margins.

To match the pace of growth of our international business, we are focusing on improving transaction systems and messaging platforms. We have launched a supplier portal that includes an automated digital document exchange facility that will improve the efficiency and effectiveness of interaction with suppliers. The supply chain runs through a wide spectrum of functions right from materials planning to procurement to primary distribution. It has played a pivotal role in improving operational efficiencies and creating agile procurement, production and delivery systems. It has also enhanced the flexibility of operations, lowered output time and reduced delivery costs, while improving customer-servicing levels and profitability.

At Naseeb International Corp., Research & Development has played a significant role in the growth of the organization. We invest nearly €1 billion every year in research and development, and have established laboratories around the world where our scientists explore new thinking and techniques, applying their expertise to our products. We have continued to stay in the forefront of technology that fuels business growth. Our technologists not only develop new products and improve upon existing formulations; but also act as a pillar of support to other functions, viz.

Supports Manufacturing in process cycle time reduction & improves productivity by alternate / break through processes.



Provides solutions to environmental issues by minimizing waste at the time of generation and also in recycling.

Aids Marketing in providing technical tools to demonstrate and push new products.

Support Materials by providing new Raw Materials as alternate to current one to give them negotiating power and also alternate vendors for supply chain flexibility.

Customers are the very core of all our business activities. From the beginning, we have fostered a customer-centric approach to business. Consumer research plays a vital role in this process. Our unrivalled global reach allows us to get closer to consumers in local and international markets, ensuring we understand their diverse needs and priorities. The company is manned by a technical and customer service staff that is both knowledgeable and courteous. Each customer service specialist possesses an in-depth knowledge of his/her manufacturers and customers, and works closely with both to provide detailed information concerning order entry, shipments, order tracking, invoicing, returns, pricing discrepancies, special promotions, and all other facets of the order placement and fulfillment procedure. Customer service representatives in our regional offices work closely with sales personnel to provide administrative support, and communicate on a daily basis with our corporate headquarters to ensure accurate and current sales data. We maintain close personal interaction with each of our customers, providing necessary support in various areas including product mix determination, presentation and point of sale promotion. Simultaneously, the valuable feedback received from our customers facilitates continuous product development, enabling us to offer unique products and designs.

Our market environment is subject to constant change, new sales channels, evolving customer needs and new competitors. Change is a constant feature of our day-to-day business life. Thus, we apply the SMART principle to encouraging our staff to set ambitious objectives. SMART means:

- S - short (expressed concisely),
- M - measurable,
- A - achievable,
- R - realistic,
- T - time-bound (with schedules and deadlines).

Clear delegation requires goals to be well formulated. Only when something is clear, can it be successfully put into effect. SMART objectives are the hallmark of the good leadership which we aim to achieve throughout Naseeb International Corp.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)

### Naseeb International Corp Profile

Established in 1989, Naseeb International Corp is engaged in the manufacture, \_\_\_\_\_ import and wholesale of a variety of \_\_\_\_\_ 1 \_\_\_\_\_, including: Bed & Bath, Giftware, \_\_\_\_\_ 2 \_\_\_\_\_, Kitchenware, Household Items, \_\_\_\_\_ 3 \_\_\_\_\_, Electronics and much more. We focus on improving \_\_\_\_\_ 4 \_\_\_\_\_ and messaging platforms to facilitate our \_\_\_\_\_ 5 \_\_\_\_\_. Customers are the very core of all \_\_\_\_\_ 6 \_\_\_\_\_. Our global consumer research allows us to get closer to consumers in \_\_\_\_\_ 7 \_\_\_\_\_ markets, ensuring we understand their \_\_\_\_\_ 8 \_\_\_\_\_ and priorities. We apply the SMART principle to encouraging our staff to \_\_\_\_\_ 9 \_\_\_\_\_. This principle is the hallmark of the \_\_\_\_\_ 10 \_\_\_\_\_ which we aim to achieve throughout Naseeb International Corp.

### Section II 商务文书翻译

(20%)

**Direction:** Translate the following agenda into Chinese.

	Morning	Afternoon
Monday (Dec. 2nd)	9:00-11:00 a.m. Meet with Mr. Liu, manager of Hunan Provincial Light Industrial Products Corporation Ltd.	2:00-4:00 p.m. Visit the plant
Tuesday (Dec. 3rd)	9:00-11:00 a.m. Do market research	2:00-4:00 p.m. Attend the annual meeting of import & export department
Wednesday (Dec. 4th)	Draw up the contract	
Thursday (Dec. 5th)	9:00-11:00 a.m. Discuss the detail of the contract	2:30-3:00 p.m. Sign the contract with Hunan Provincial Light Industrial Products Corporation Ltd.
Friday (Dec. 6th)	8:00-12:00 a.m. Visit some places of interest	2:00 p.m. Take flight CS2018 to go back to America

#### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备

测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备
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(3) 考核时量

考核时间：60 分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

## 6. 试题编号:1-6 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

抽考试题:

### Section I 国际商务信息检索

(20%)

**Directions:** Read the following brief introduction to Novozymes from the official website of the company.

#### A Brief Introduction to Novozymes

Novozymes is the world leader in bioinnovation(生物创新). Together with customers across a broad array of industries we create tomorrow's industrial biosolutions, improving our customers' business and the use of our planet's resources. With over 700 products used in 130 countries, Novozymes' bioinnovations improve industrial performance and safeguard the world's resources by offering superior and sustainable solutions for tomorrow's ever changing marketplace.

The company is committed to nothing less than changing the very foundations of our industrial system for the better. By addressing

industry challenges we develop improved bio innovation solutions for detergents (清洁剂, 去垢剂), pharmaceutical (制药的) products, the chemical and energy sector, and countless other industries. The specific vision of the BioAg Group within Novozymes is to utilize microbial-based (微生物的, 由细菌引起的) technologies to help the world's farmers produce more, and better, food, feed, fuel, and fiber while minimizing the consumption of environmental resources.

Our core business is industrial enzymes (酶), microorganisms (微生物), and biopharmaceutical (生物制药) ingredients. Behind every enzyme product launched at Novozymes lies the discovery of an enzyme in nature, the engineering of the enzyme to make the best possible product, and finally the expression of genes in a microorganism.

We have three core technology platforms: biofertility, biocontrol, and bioyield enhancer. By using biotechnology we believe that we can potentially re-engineer thousands of everyday products to deliver enhanced performance on a sustainable basis, at no extra cost. Novozymes' biological solutions enable everything from the removal of trans fats in food to advancements in renewable energy sources. Our never-ending exploration of nature's potential is evidenced by over 6,000 patents—the highest number of filed patents within bio innovation in the EU.

Our corporate promise is to “Rethink Tomorrow.” By living this promise our research, production, and marketing groups will make the uncommon connections to get more from less and help your business grow through bioinnovation. Our internal goal is to challenge conventions, see things that others do not see, and as a result, create the next generation of ideas. Thus, Novozymes invests 14% of revenue in research and development. Enzymes receive the bulk of our research resources, while the balance is used for microorganisms and other areas outside enzymes. In these areas we leverage our biotech competencies and technologies to deliver solutions to—among others—the biopharmaceutical industry. Using our existing competencies, we are exploring new business opportunities based on our core technologies: fermentation, and the production of proteins.

Our research and development efforts are based on the latest thinking, newest technologies, and most efficient world-class organization techniques. Through close collaborations with customers and partners we deploy our methods and talent base to develop innovative products. Our cross-functional approach and world-class technology base mean that we are often able to apply the latest developments from one industry or area to overcome challenges in another. And by building on our cross-industry insights we can best anticipate the future needs of our customers.

We know that we cannot institute change on a global scale in isolation, therefore, central to our strategy is a dedication to driving change in

close alliance with our customers. By combining our biotechnology with our customers' industry insights we are truly able to improve product performance while reducing environmental impact in a whole host of categories. We support our business associates and customers (distributors, retailers and farmers) with unparalleled service and support from the lab to the field to ensure maximum benefit is achieved when incorporating our biobased tools into an agronomic program. We achieve this customer service goal by serving our customers in every country in which the BioAg Group is present, with on-the-ground agronomic expertise for technical product and sales support.

Novozymes offers sustainable solutions that help our customers produce more with less, thereby reducing consumption of the world's resources. More specifically, we help our customers succeed today while at the same time preparing for the inevitable requirements of tomorrow by:

Translating reduced consumption of environmental resources and chemicals into customer claims

Responding to retailers' toughened sustainability requirements

Responding to the stronger environmental regulation at political level

Supporting the achievement of our customers' internal sustainability goals.

The facts speak for themselves: Every major innovation in enzymes over the course of the last 40 years has been achieved by Novozymes. Our 5,000 employees working in research, production, and sales around the world are committed to shaping the businesses of today and the world of tomorrow.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

#### Novozymes Profile

With over 700 products used in \_\_\_\_\_1\_\_\_\_\_ countries, Novozymes has improved bio innovation solutions for detergents, \_\_\_\_\_2\_\_\_\_\_, the chemical and energy sector, and countless other industries. The vision of our company is to utilize microbial-based technologies to help \_\_\_\_\_3\_\_\_\_\_ produce more and better, while minimizing the consumption of \_\_\_\_\_4\_\_\_\_\_. Our main business covers industrial enzymes, \_\_\_\_\_5\_\_\_\_\_, and biopharmaceutical ingredients, and there are three core \_\_\_\_\_6\_\_\_\_\_. Our corporate promise is to "\_\_\_\_\_7\_\_\_\_\_", with 14% of revenue invested in research and development. Our central strategy is to keep close alliance with our customers by combining our biotechnology with customers' industry insights to improve \_\_\_\_\_8\_\_\_\_\_. Over the course of the last \_\_\_\_\_9\_\_\_\_\_ years, we have 5,000 employees working in \_\_\_\_\_10\_\_\_\_\_, production, and sales around the world to shape the businesses of today and the world of tomorrow.

**Section II 商务文书翻译**

(20%)

**Direction:** Translate the following advertisement into Chinese.

<p>Tide Washing Powder</p> <p>Product dimensions: 5×5×5 inches</p> <p>Weight: 2.64 pounds</p> <p>Product Description: Does not irritate sensitive skin</p> <p style="text-align: center;">Non-toxic and safe</p> <p>For High Efficiency washing machines. When filling the washer with water, add the powder, then add the clothing. This helps ensure that the powder is dissolved and properly distributed in the wash water. This washing powder is concentrated formula so you can use 1/3 less than previous non-concentrated formula and get the same great Tide clean.</p>
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(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

7. 试题编号:1-7 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一: 国际商务信息检索

阅读并理解所给信息; 检索并筛选有效信息; 补充完善信息要点。

模块二: 商务文书翻译

阅读并理解所给商务文书, 准确运用翻译技巧; 译文内容完整, 逻辑严谨, 衔接流畅; 语言表达通顺, 符合商务文体特征。

抽考试题:

**Section I 国际商务信息检索**

(20%)

**Directions:** Read the following brief introduction to Kraft Foods from the official website of the company.

**A Brief Introduction to Kraft Foods**

Northfield, Illinois-based Kraft Foods Inc. (NYSE: KFT) is a global snacks powerhouse with an unrivaled portfolio of brands people love. Proudly marketing delicious biscuits, beverages, cheese, grocery products and convenient meals in approximately 170 countries, Kraft Foods had 2010 revenue of \$49.2 billion, more than half of which was earned outside North America. Eleven of the company's iconic brands - including *Cadbury*, *Jacobs*, *Kraft*, *LU*, *Maxwell House*, *Milka*, *Nabisco*, *Oreo*, *Oscar Mayer*, *Philadelphia* and *Trident*—generate revenue of more than \$1 billion annually, and 40 have been loved for more than a century. A leader in innovation, marketing, health & wellness and sustainability, Kraft Foods is a member of the Dow Jones Industrial Average.

Kraft Foods has two main operating units—Kraft Foods North America (KFNA; generating 73 percent of 2000 pro forma revenues) and Kraft Foods International (KFI; 27 percent)—and its brands are divided into five main sectors: snacks (30.6 percent of global revenues; 28 percent of KFNA revenues; 38 percent of KFI revenues), beverages (global, 19 percent; KFNA, 13 percent; KFI, 35 percent), cheese (global, 18 percent; KFNA, 20 percent; KFI, 13 percent), grocery (global, 16.6 percent; KFNA, 19 percent; KFI, 10 percent), and convenient meals (global, 15.8 percent; KFNA, 20 percent; KFI, 4 percent). Seven of Kraft's brands bring in more than \$1 billion in revenues each year: Kraft cheeses and other products (\$4.3 billion in 2000 revenue), Nabisco cookies and crackers (\$3.5 billion), Oscar Mayer processed meats (number one in the United States), Post cereals (number three in the United States), Maxwell House coffee, Philadelphia cream cheeses, and Jacobs coffee (number one in western Europe). More than 60 company brands generate annual revenue in excess of \$100 million, including A. 1. steak sauce, Altoids candy, Balance energy bars, Cheez Whiz process cheese sauce, Cool Whip whipped toppings, DiGiorno pizza, Freia confectionery, Gevalia coffee, Jell-O desserts, Kool-Aid drink mix, Life Savers candy, Miracle Whip dressing, Oreo cookies, Planters nuts, Premium crackers, Ritz crackers, Stove Top stuffing mix, Tang drink mix, and Toblerone chocolate. The company holds the top global position in 11

product categories: coffee, cookies, crackers, cream cheese, dessert mixes, dry packaged dinners, lunch combinations, powdered soft drinks, process cheese, salad dressings, and snack nuts. Kraft Foods' products are made at more than 220 manufacturing facilities around the world and are sold in more than 140 countries.

Now Kraft Foods is the largest food company in the United States and holds the number two position worldwide, behind Nestlé S.A. The complementary nature of our portfolio is at the heart of the three strategies that drive our growth. Delivering on the following strategies will put us in the top tier of our peer group and provide our shareholders with top-tier returns on their investment:

**Delight global snacks consumers.** Consumers around the world are pressed for time and are looking for on-the-go options. They're also looking for simple indulgences and healthier options. And there's nothing better than a delicious snack, like LU biscuits, Planters nuts, Trident gums, and Cadbury or Milka chocolates to satisfy those desires.

**Unleash the power of our iconic heritage brands.** Our iconic heritage brands are loved by consumers worldwide. Roughly 80 percent of these heritage brands hold number one or number two positions in their respective categories and are household names. Whether it's regional brands, like Philadelphia cream cheese in Europe and Tang powdered beverages in Asia Pacific; or local favorites like, A-1 sauces in the US and Vegemite spread in Australia, we make delicious products for billions of consumers every day.

**Create a performance-driven, values-led organization.** To win in the market, we need to win with our customers and consumers, and with our colleagues, communities and suppliers. We'll live our values: We inspire trust; We act like owners; We keep it simple; We are open and inclusive; We tell it like it is; We lead from the head and the heart; We discuss, We decide, We deliver.

At Kraft Foods, we're always hungry to find new ways to grow our business. And we know that one of the ingredients of our success is our people. That's why we are committed to developing our people and helping them reach their potential. All of our employees have an opportunity to affect change, working with suppliers, customers and consumers to create a safer, more sustainable and delicious community.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)



### Kraft Foods Profile

Kraft Foods, Inc. is headquartered in Northfield, \_\_\_\_\_ 1 \_\_\_\_\_, and it markets many brands in approximately \_\_\_\_\_ 2 \_\_\_\_\_ countries and has eleven iconic brands generating \_\_\_\_\_ 3 \_\_\_\_\_ of over \$1 billion annually. Kraft conducts its global food business through two main \_\_\_\_\_ 4 \_\_\_\_\_, Kraft Foods North America and Kraft Foods International. These two units participate in five core \_\_\_\_\_ 5 \_\_\_\_\_: snacks, \_\_\_\_\_ 6 \_\_\_\_\_, cheese, grocery and convenient meals. The company holds the top global position in eleven \_\_\_\_\_ 7 \_\_\_\_\_: coffee, cookies, crackers, cream cheese, etc. There are three strategies that drive its growth, namely, delight \_\_\_\_\_ 8 \_\_\_\_\_, unleash the power of its iconic heritage \_\_\_\_\_ 9 \_\_\_\_\_, and create a performance-driven, \_\_\_\_\_ 10 \_\_\_\_\_ organization.

### Section II 商务文书翻译

(20%)

**Direction:** Translate the following advertisement into Chinese.

#### Happiness Coffeemaker

The Happiness Coffeemaker introduces an evolutionary new look in coffeemakers. Its bright red makes it a brilliant new addition to any kitchen. Fully programmable from start to finish, with adjustable Keep Warm temperature control, 1-4 cup setting, adjustable auto shutoff from 0 to 4 hours and self clean indicator it's the ideal coffeemaker for today's demanding consumer. It is simple and easy to use. Happiness coffeemaker, you best choice!

#### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

#### (3) 考核时量

考核时间：60 分钟

#### (4) 评分标准

评价内容	配分	考核点
关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要

作品 (40分)	商务 文书 翻译		内容每缺失一处，扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每3处错误扣1分。
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每3处错误扣1分。

8. 试题编号:1-8 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

抽考试题:

**Section I** 国际商务信息检索

(20%)

**Directions:** Read the following brief introduction to Whole Foods Market from the official website of the company.

**A Brief Introduction to Whole Foods Market**

Whole Foods Market is committed to being the best in the world and is in fact the world's leader in natural and organic foods, with more than 300 stores in North America and the United Kingdom. In 2004, according to the Financial Times, Whole Foods was "the fastest-growing mass retailer in the US, with same-store sales rising 17.1 per cent quarter-on-quarter."

Our founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of Clarksville Natural Grocery. In 1978, twenty-five year old college dropout John Mackey and twenty-one year old Renee Lawson Hardy, borrowed \$45,000 from family and friends to open the doors of a small natural foods store called SaferWay in Austin, Texas. Two years later, John and Renee partnered with Craig Weller and Mark Skiles to merge SaferWay with their Clarksville Natural Grocery, resulting in the opening of the original Whole Foods Market on September 20, 1980. At 10,500 square feet and a staff of 19, this store was quite large in comparison to the standard health food store of the time. It was an immediate success. We have grown by leaps and bounds since our first store opened. Much of the growth of our company has been accomplished through mergers and acquisitions, with approximately 32% of its existing square footage coming from take-overs. These mergers and acquisitions have provided us access to desirable markets, locations and experienced team members.

We sell an average of 20,000 food and non-food items with a heavy emphasis on perishable foods designed to appeal to both natural, organic, and gourmet shoppers. We offer a broad product selection in all its stores, including seafood, grocery, meat and poultry, bakery, prepared foods, specialty (beer, wine and cheese), whole Body (nutritional supplements, vitamins, body care and educational products such as books), floral, pet products and household products. In our larger stores (between 60,000 to 80,000 square feet), we stock an even larger selection of organic food and non-food products. These stores also have catering services where customers can purchase made-to-order foods. Wide product portfolio allows us address multiple customer segments, apart from insulating it from any significant fall in demand for any specific product or segment.

Our emphasis on fresh food gives the company an edge over its competitors who usually just offer packaged foods. We search for the highest quality, least processed, most flavorful and natural foods possible because we believe that food in its purest state — unadulterated by artificial additives, sweeteners, colorings and preservatives — is the best tasting and most nutritious food there is. We define quality by evaluating the ingredients, freshness, safety, taste, nutritive value and appearance of all of the products. We are buying agents for our customers and not the selling agents for the manufacturers. To be specific, our quality goals and standards include evaluating every product sold; carrying featured and prepared foods free from artificial preservatives, colors, flavors, and sweeteners; a passion for great tasting food and for sharing it with each other; a commitment to foods that are fresh, wholesome, and safe to eat; using no genetically-modified organisms in our private-label products; seeking out and supporting sources of organically-grown foods; maintaining that seafood, poultry, and meat are free of added growth hormones, antibiotics, nitrates, or other chemicals; and featuring grains and grain products that have not been bleached or bromated. We not sell food that has been irradiated and sells only household and personal products that have been proven safe through non-animal testing methods.

We go to extraordinary lengths to satisfy and delight our customer, for they are our most important stakeholders in our business and the lifeblood of our business. We want to meet or exceed their expectations on every shopping trip. We know that by doing so we turn customers into advocates for our business. Advocates do more than shop with us; they talk about Whole Foods to their friends and others. We want to serve our customers competently, efficiently, knowledgeably and with flair.

Our success is dependent upon the collective energy and intelligence of all of our Team Members. The fundamental work unit of the company is the self-directed Team. Teams meet regularly to discuss issues, solve problems and appreciate each others' contributions. Every Team Member

belongs to a Team. We strive to create a work environment where motivated Team Members can flourish and succeed to their highest potential. In this way, many people feel Whole Foods is an exciting company of which to be a part and a very special place to work.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

**Whole Foods Market Profile**

Whole Foods Market is the world's leader in natural and organic foods, with more than \_\_\_\_\_ 1 \_\_\_\_\_ stores in North America and \_\_\_\_\_ 2 \_\_\_\_\_. The original Whole Foods Market started in \_\_\_\_\_ 3 \_\_\_\_\_, at 10,500 square feet and a staff of 19, which was an \_\_\_\_\_ 4 \_\_\_\_\_ success. Since then, they have developed incredibly rapidly, much of which has been achieved through \_\_\_\_\_ 5 \_\_\_\_\_ and acquisitions. They search for the highest quality, least processed, most \_\_\_\_\_ 6 \_\_\_\_\_ foods possible. In our larger stores, \_\_\_\_\_ 7 \_\_\_\_\_ are provided where customers can purchase made-to-order foods. They are \_\_\_\_\_ 8 \_\_\_\_\_ for their customers and not the selling agents for the manufacturers. The fundamental work unit of the company is the \_\_\_\_\_ 9 \_\_\_\_\_. Their success relies on the collective energy and \_\_\_\_\_ 10 \_\_\_\_\_ of all of our Team Members.

**Section II 商务文书翻译** (20%)

**Direction:** Translate the following job wanted into Chinese.

**Job Wanted**

In order to open up overseas markets, our company needs qualified international trade salespersons. The candidates should be familiar with business knowledge, business negotiation skills, and good abilities of listening, speaking, reading, writing, and translating. Good communication ability and tremendous working enthusiasm are also the ideal qualities for our candidates. Those who have working experience may receive preference. For more details please call at 12345678.  
Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

- (3) 考核时量  
考核时间：60 分钟  
(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

9. 试题编号:1-9 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

抽考试题:

**Section I 国际商务信息检索 (20%)**

**Directions:** Read the following brief introduction to Charoen Pokphand Group (泰国正大集团) from the official website of the company.

**A Brief Introduction to Charoen Pokphand Group**

Charoen Pokphand Group (CP Group) with headquarters in Bangkok, Thailand was founded in 1921 by the Chia brothers, and is today one of Asia's leading conglomerates. With businesses and affiliates operating within the agribusiness, retail and telecommunications markets, we currently employ over 250,000 people who conduct our investments, operations and trading at factories and offices worldwide. Our sales at the end of 2010 were USD 30 billion.

In 1921, Chia brothers, Ek Chor and Siew Whooy established a small seed shop named "Chia Tai" in Bangkok, Thailand. Their business was importing seeds from China for sale to Thai farmers. As produce from the seeds flourished, Chia Tai progressed towards the production of animal feed, allowing for the company to further integrate towards livestock farming(畜牧业). The completion of CP's fully integrated agribusiness

(from seed to feed to food) is a combination of both experience gained throughout the years, in parallel, with the addition of technological advances developed locally and acquired from abroad.

In our first 30 years of expansion, CP became the fifth largest feed mill (饲料加工厂) operator in the world, and by the 1990' s, production reached an annual total of 14 million tons at its 144 mills in countries including India, China and United States. Today, as Charoen Pokphand Group continues to actively invest and operate in numerous industries across the world, agribusiness still is deeply rooted within the foundations of the organization as it branches further into the international markets. Today, it has grown into multinational enterprise, with more than 250 subsidiaries in 20 countries.

For more than 90 years, CP Group' s operations and investments both locally and internationally have always contained our three-benefit philosophy. Passionately embedded into our everyday working life, our businesses and affiliates with more than 250,000 employees worldwide firmly uphold that our work must serve as a:

Benefit to the Country

Benefit to the People

Benefit to the Company

At CP, through our companies and affiliates, we have committed ourselves to integrating social and environmental concerns in our everyday business whether it is it locally or abroad. CP research teams comprise high caliber professionals who are highly regarded in agriculture industry. They cooperate with other outside parties, including research institutes both in Thailand and overseas, specialists, customers and various public agencies, with the mutual objective of sustaining the industry, while having business adhering to environmental friendliness.

Aside from developments for the sustainability of the overall industry, we emphasize product development to satisfy consumer requirements. Our quality cycle begins from the field to the consumer, along the whole production chain. The quality assurance activities are not only targeted food safety, but also food quality and nutritional value of products. These include raw material and supplier, during processing, transport and distribution of the finished products until consumer consumption. Manufacturing food products to meet the differing regulations and standards of each customer throughout the world, together with the Company' s ability to develop products and improve its animal breeding process to meet international standards, have resulted in customers being confident that CP' s products are of high quality, tasty and safe for consumption.

CP is the first multinational enterprise to invest in China' s agribusiness, in 1979. Serving the changing needs and demands of China' s

1.3 billion people, CP businesses are involved with growing, processing and marketing of foods under its “farm-to-table integration strategy”. CP has over 100 compounds feed mills and 5 fully integrated poultry (家禽) businesses in 29 of China’s 31 provinces, autonomous regions and municipalities. It has opened seed shops and arranged seminars in villages across China, in order to improve farming methods and add to the profitability of China’s farmers. The importance of bio-security and food safety is paramount to the production of both human and animal food. CP’s technical service teams of veterinarians and animal husbandry specialists, provide farmers with advice and support. More than one-quarter of China’s poultry exports, come from CP’s integrated poultry business. In 2009, Charoen Pokphand Group through its Chia Tai, its business arm in China, has been ranked as one of the best 500 companies of overseas Chinese investors, reporting total income reached 49.42 billion RMB or Bt247.11 billion with average business growth achieved 17.65 per cent in 2008. Its total assets was reported 30.35 billion RMB or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, property, medicine, retail and international trade.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

#### Charoen Pokphand Group Profile

Headquartered in Bangkok, Charoen Pokphand Group (CP Group) was founded in \_\_\_\_1\_\_\_\_. Today, it has over 250,000 employees and operates in the agribusiness, \_\_\_\_2\_\_\_\_ and telecommunications markets. The Chia brothers started their business with a small seed shop called “ \_\_\_\_3\_\_\_\_ ”. Later, it developed towards the production of animal feed and further integrated towards \_\_\_\_4\_\_\_\_. Over the first 30 year’s expansion, it has become the fifth largest \_\_\_\_5\_\_\_\_ operator in the world. CP is the first \_\_\_\_6\_\_\_\_ to invest in China’s agribusiness. Since 1979, it has had more than 100 \_\_\_\_7\_\_\_\_ and 5 fully integrated poultry businesses in 29 of China’s 31 provinces, \_\_\_\_8\_\_\_\_ and municipalities. Its total assets was reported 30.35 billion RMB or Bt \_\_\_\_9\_\_\_\_ involving in farm, fishery, seed, food, \_\_\_\_10\_\_\_\_, motorcycle, property, medicine, retail and international trade.

#### Section II 商务文书翻译

(20%)

**Direction:** Translate the following product description into Chinese.

#### Characteristics of the Product

1. Rich in vitamins, microelements (微量元素), amino acids(氨基酸), fish powder, growth promoting agent, acidulant (酸化剂), environment-protection preventive medicine additive etc.
2. Good in palatability (适口性). Because of this, pigs like to eat and

sleep well after eating it. The fur of the pigs will be shiny and the skin will be rosy after 3-7 days' feeding.

3. High in survival rate, easy to raise, uneasy to fall ill, rapid in growth, well-proportioned in body.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

10. 试题编号:1-10 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一: 国际商务信息检索

阅读并理解所给信息; 检索并筛选有效信息; 补充完善信息要点。

模块二: 商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧; 译文内容完整，逻辑严谨，衔接流畅; 语言表达通顺，符合商务文体特征。

抽考试题:

**Section I** 国际商务信息检索

(20%)



**Directions:** Read the following brief introduction to Probiotec Limited from the official website of the company.

### **A Brief Introduction to Probiotec Limited**

Established in 1997 as a single site operation, Probiotec Limited has a reputation for innovation and rapid response to market opportunities. Its growth has been fuelled by strong organic growth and strategic acquisitions along with relationships and joint ventures with global market participants that want to conduct business with a company that maintains high levels of quality and innovation.

Since beginning operations in 1997, Probiotec Limited has quickly emerged as a leading manufacturer, marketer and distributor of a diverse, high quality range of prescription and over-the-counter (OTC) pharmaceuticals ( 医 药 品 ), complementary medicines and specialty ingredients ( 成 分 , 因 素 ). Our proven experience and expertise extends across a wide range of healthcare goods - offering you access to the cost efficient contract manufacturer of existing Probiotec Limited formulations, new custom developed formulations (or formulations which you already possess and wish to produce) in any of the following categories: Prescription and OTC Pharmaceuticals, Nutraceuticals and Cosmeceuticals, Human Nutrition (including dairy based powders and sports nutrition products), Animal Nutrition( Feed Supplements), and High Purity Functional Ingredient.

What separates Probiotec Limited from other trusted contract manufacturers is not only that we invest so heavily in Research and Development; equip our five production facilities with the latest new technologies; employ chemists and microbiologists of the highest calibre and maintain Quality Assurance standards that are second to none, but we also manufacture and market our own products. As a result, we have a full understanding of the process and dynamics of developing formulations (and brands) for the retail market that deliver margins to optimise return-on-investment.

Probiotec Limited' s brands are stocked in a wide variety of pharmacies, health food stores and major supermarkets across Australia but for customers who prefer the convenience of purchasing online, our products are also available from our online store [www.pharmaonline.com.au](http://www.pharmaonline.com.au). Through PharmaOnline customers can take advantage of our everyday low prices on a selection of tried and tested pharmaceutical and consumer health products.

#### **Celebrity Slim**

This meal replacement program has gained rapid acceptance among people wanting to achieve and sustain weight loss. Celebrity Slim adds the important personal touch of educating consumers in a consultation environment. This winning approach has been achieved through a unique

partnership with a major retail chain. [www.celebrityslim.com.au](http://www.celebrityslim.com.au)

### **BioSource**

BioSource is a premium range of vitamin and nutritional supplements developed by Pharmacists that contain clinically researched and naturally based ingredients. It aims to improve people's health and wellbeing through education and awareness about various conditions, lifestyle and diet factors. [www.biosource.com.au](http://www.biosource.com.au)

### **Milton**

Since acquiring this market-leading brand, Probiotec Limited continues to build on the trusted reputation Milton has established in antibacterial hygiene over many generations. Today, the brand remains a firm favourite for baby care, home and professional use. [www.miltonpharma.com](http://www.miltonpharma.com)

### **Gold Cross**

Available only through pharmacies, it provides a range of effective traditional medicines at real value for money prices. It includes remedies for coughs & colds, skin care, arthritis & pain, wound management, as well as vitamin supplements and general medicines. [www.biotechpharma.com.au](http://www.biotechpharma.com.au)

### **David Craig**

A trusted name among healthcare professionals since 1942, our David Craig brand continues to provide pharmacy dispensaries with galenical products (compounding materials and preparations) and skin care formulations of uncompromising quality. [www.biotechpharma.com.au](http://www.biotechpharma.com.au)

### **Skin Basics**

This successful skincare brand delivers an excellent range of gentle, soap-free cleansing, moisturizing and protective formulations for dry skin conditions. [www.skinbasics.com.au](http://www.skinbasics.com.au)

### **Arthroflex MAX**

Arthroflex MAX is an easy to drink, one sachet serve per day supplement for managing the symptoms of Arthritis and Osteoarthritis. Containing Glucosamine, Chondroitin Sulphate, Ascorbic Acid (vitamin C) and Manganese, it provides a pleasant alternative to taking tablets.

### **Slimmm**

It has been carefully designed to fit our modern lifestyle and help you with a nutritious, well balanced, scientifically based, effective weight management program. Slimmm is a Meal Replacement Program which recommends you eat 3 meals and 3 snacks a day and enjoy a breakout day once a week, where you eat a normal moderate diet. This day allows you to enjoy social occasions with family or friends once a week while staying within the program guidelines. [www.slimmm.com.au](http://www.slimmm.com.au)

### **Palastart & Palabind**

As a leading supplier of nutritional feed supplements for animals, Probiotec Limited offer breeders and farmers everything from Milk Replacer products for calves, blue calves, lambs and kids to Molasses

Powder and Horse Treats under the Palastart and Palabind brands.  
www.animalnutrition.com.au.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.  
(20%)

**Probiotec Limited Profile**

Since beginning \_\_\_\_\_ 1 \_\_\_\_\_ in 1997, Probiotec Limited is well-known for its innovation and \_\_\_\_\_ 2 \_\_\_\_\_ to market opportunities. It has quickly emerged as a leading manufacturer, marketer and \_\_\_\_\_ 3 \_\_\_\_\_ of a diverse, high quality range of prescription and over-the-counter (OTC) pharmaceuticals, complementary medicines and \_\_\_\_\_ 4 \_\_\_\_\_. Its growth has been fuelled by \_\_\_\_\_ 5 \_\_\_\_\_ and strategic acquisitions along with relationships and joint ventures with global market participants that want to conduct business with a company that maintains high levels of \_\_\_\_\_ 6 \_\_\_\_\_. What separates Probiotec Limited from other \_\_\_\_\_ 7 \_\_\_\_\_ is that we invest so heavily in Research and Development, but we also \_\_\_\_\_ 8 \_\_\_\_\_ and market our own products. As a result, we have a full understanding of the process and \_\_\_\_\_ 9 \_\_\_\_\_ of developing formulations (and brands) for the retail market that deliver margins to optimize return-on-investment. Our brands are stocked in a wide variety of pharmacies, health food stores and \_\_\_\_\_ 10 \_\_\_\_\_ across Australia.

**Section II 商务文书翻译** (20%)

**Direction:** Translate the following product description into Chinese.

This health-care food contains Vitamin C, Orange juice powder, Starch(淀粉), etc. It's healthy food that can supply vitamin C.  
**Ingredients:** Vitamin C, Orange juice powder, Dextrin(糊精), Starch, etc.  
**Function:** Supply Vitamin C.  
**Active ingredient and content:** Vitamin C 100mg per pill.  
**Direction for Use:** The average does is 1 pill 3 times daily, orally.  
**Attentions:** This product cannot replace medicines. Please do not take more than recommended amount or with other nutrients supplement of the same type.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

11. 试题编号:1-11 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

(三) 抽考试题

**Section I 国际商务信息检索**

(20%)

**Directions:** Read the following brief introduction to Onninen Group from the official website of the company.

**A Brief Introduction to Onninen Group**

Onninen Group provides comprehensive materials services to contractors, industry, public organizations and technical product retailers. We are a family-owned company and have operated in the industry since 1913. We offer products and services in the markets of Finland, Sweden, Norway, Poland, Russia, Estonia, Latvia, Lithuania and Kazakhstan. Our net sales for 2010 totaled EUR 1.4 billion.

**History**

The founder of Onninen Group, Mr. Alfred Onninen, started out as a plumbing contractor in Turku in 1913. In the 1920s the business diversified into heating and plumbing wholesale, gradually extending into different parts of Finland. The company went into ventilation and electrical contracting as well as wholesale of ventilation and electrical products more than 30 years ago.

Internationalization, which began in the 1970s in the form of project exports, has continued for more than a decade through organic growth and through acquisitions. As a result of reorganization at the end of the 1990s, Onninen gave rise to the Onvest Group.

### **Vision, Mission, Goals**

The Onninen Group strategy can be compared to a house - with values as a solid foundation and a proven mission that make up the cornerstones for setting the strategy and long-term goals.

The overall vision is to be the First Choice in material services for our customers and suppliers, as well as the First Choice as an employer.

Our mission is to provide technical goods and services in order to improve our customers' businesses with value adding business and service concepts. For our suppliers, we can provide a channel of products and information to their final customers. In essence, Onninen Group's business is about helping our customers to focus on their core business.

Our goals are also expressed as our Key Financial Targets for the next 3 - 5 years as follows:

- annual growth in turnover of: over 10%
- EBITA: over 5%
- ROI: over 20%

### **Products**

The Group product range comprises over 200.000 items of the leading suppliers. Onninen Group has two own product brands, Onnline and OPAL.

Onnline - secure and safe choice for professionals

Onnline products and solutions are meant for professional use.

- They are built to last.
- The products are designed following the latest technological and

environmental development.

OPAL - easy living for consumers

OPAL products are quality products which are sold in retailer shops to consumers. OPAL products offer right selection of electrical and HEPAC products for active consumer.

- Reasonable price added to guaranteed quality makes OPAL the easy choice for many different requirements at home.

### **Services**

Onninen Express

Onninen Express is our chain brand targeted to serve business-to-business customers. Express shops offer electrical, HEPAC, refrigeration, and other technical products

You can easily pick up HEPAC sector's most commonly used daily products from these Express stores. You can also order products with quick delivery times from our warehouse collection through the Express stores. Our professional staff offers knowledgeable and reliable service.

E-commerce services

In all Onninen countries, customers are served electronically.

Onnshop

OnnShop is an online shop, which offers you all the Onninen warehouse products. Right product can be easily found with the help of the comprehensive search features. At the same time you will be able to see client specific net price and real time availability of the product - 24 hours a day. OnnShop's product data bank also offers technical information about the products.

Electrical Price lists

We have product catalogues and price lists available to you. You can find the regularly updated electronic price lists, which can be downloaded onto your software.

### **Logistics Services**

Distribution and warehousing are the basis of Onninen's operations in all areas. Logistics have been organized locally in ways that serve different countries to ensure that customers' daily needs are satisfied to the highest degree. Distribution centers are located in all Onninen countries i.e. in Finland, Sweden, Norway, Poland, Estonia, Latvia, Lithuania and Russia.

Logistics services include for example Onni Distribution, 24 hour service, Super fast delivery and Precision delivery.

### **Project services**

We have strong experience and know-how in project management. We offer the benefits of a complete service: schedules are respected, entity is well co-coordinated, procurement is easy and high purchase volume offers cost benefits.

### **Information for suppliers**

Onninen Group offers a comprehensive range of products in electrical, lighting, cables and utility, sanitary, heating and plumbing, ventilation and refrigeration, pipes and fittings, plastic and environmental, and steel to customer segments like Contractors, Industry, Infrastructure and Retailers.

Onninen Group is looking for the best products at competitive prices for each market. The group-wide consolidation of suppliers and products by standardizing quality and utilizing TCO (Total Cost Ownership) thinking are key drivers of sourcing goals. We prefer long term cooperation with the suppliers sharing common understanding to develop the supply chain in our industry.

Onninen Group has a Group's distribution network with Express shops and warehouses in nine countries. This provides an effective process from purchase to payment.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)

### Onninen Group Profile

Established in 1913, Onninen Group is a \_\_\_\_\_ 1 \_\_\_\_\_ company which offers \_\_\_\_\_ 2 \_\_\_\_\_ materials services to \_\_\_\_\_ 3 \_\_\_\_\_, industry, public organizations and retailers in nine countries. The group has two own product brands: \_\_\_\_\_ 4 \_\_\_\_\_ for professional use, and OPAL for \_\_\_\_\_ 5 \_\_\_\_\_ of consumers. Customers of Onninen Group can either shop in the company's chain brand, \_\_\_\_\_ 6 \_\_\_\_\_, or be \_\_\_\_\_ 7 \_\_\_\_\_ electronically in an OnnShop. Onninen Group also offers \_\_\_\_\_ 8 \_\_\_\_\_ and project services. The company's \_\_\_\_\_ 9 \_\_\_\_\_ for 2010 was EUR 1.4 billion. It aims to achieve over 10% annual growth in \_\_\_\_\_ 10 \_\_\_\_\_ in the next 3 - 5 years.

## Section II 商务文书翻译

(20%)

**Direction:** Translate the following advertisement into Chinese.

### Advertisement

Do you hope to spend every hot summer day in a cool or comfortable surrounding? Do you desire warmth in cold winter? If you do, please turn to us. Our central air conditioning system is healthy, quiet, different from others, full of charm. It can bring coolness and warmth to you and your family. The high volume of sales indicates good quality and popularity of our product. You will never regret to choose us to serve you! Believe us!

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

### (3) 考核时量

考核时间：60 分钟

### (4) 评分标准

评价内容	配分	考核点
关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要

作品 (40分)	商务 文书 翻译		内容每缺失一处,扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记5分。专业术语、贸易惯例、法规、条款等翻译错误,每3处错误扣1分。
		10分	译文表达连贯,双语转换顺畅,体裁运用恰当,拼写、语法、标点运用正确,达到译文目的,记10分。单词拼写、语法、标点、句型表达,每3处错误扣1分。

12. 试题编号:1-12 国际商务信息检索、商务文书翻译

(1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

(三) 抽考试题

**Section I 国际商务信息检索**

(20%)

**Directions:** Read the following brief introduction to Reach Cooling Group from the official website of the company.

**A Brief Introduction to Reach Cooling Group**

Reach Cooling Group is a worldwide top air conditioning manufacturer and marketer. We produce, import, and distribute air conditioner equipment, mini split (小型分体机), multi split (多联机), ducted systems (管道系统), cooling and heating, all voltages 60Hz or 50 Hz.

We are headquartered in Hialeah (海厄利亚), FL with distribution centers in the U.S., China, Europe, and Brazil. We provide a high filling rate and prompt delivery for each order.

Reach Cooling has a long history of quality and expertise in the air conditioning market. Since its establishment in 1995, our corporation has grown tremendously to become one of the world's most renowned suppliers of the widest variety of Air Conditioning, Heating, Ventilation (通风) and Refrigeration Equipment and their related parts and components.

As we celebrated our Fifteenth Anniversary in 2009, we are proud to have remained committed to developing advanced technology solutions in climate control for the masses of the world and look into the future with our extensive research activities for remaining as an unmatched industry leader.

We always pride ourselves on providing the best quality, highest efficiency, yet with top reliability and affordability in air conditioning solutions across the world markets. By developing a specific focus in these key areas, we have been able to remain at the forefront of our industry.



Our main brands are: Pioneer ®, Infiniti TM, Mariner ® and Schneider-Krupps ®. We also supply our products under hundreds of other well known brands for our worldwide OEM clients

#### **Our Product Range:**

Our Product Range is known to be the most extensive available in the market today. With capacities ranging from 500 watts (or 2000 BTUs) for tiny customized cooling units for sophisticated electronics, to as high as several thousand kilowatts (or several million BTUs) for industrial heating-cooling equipment, such as VRF systems and chillers, etc. Our products and equipment are made to be suitable for an almost infinite variety of applications, from custom specific, to domestic, commercial and even large industrial applications.

In short, our clients can enjoy a product range from the most simplistic solutions, such as mini split ductless equipment, to the most sophisticated ones which can even be custom designed based on specific requirements.

#### **Quality Assurance**

As we believe, the most important aspect in the choice for equipment are quality and efficiency and we take pride in our products, having a very high reputation in both these areas. We have undertaken all necessary measures in every step of manufacturing and design processes for quality assurance, reliability and durability. Our factories follow strict ISO guidelines and other worldwide accepted standards. Every product is subjected to thorough testing in highly advanced laboratories in their development stages to assure they can handle the operational pressures of the world's harshest environmental conditions without a glitch. Additionally, no matter how small it is, one random sample from each batch is vigorously tested for every single batch of units manufactured as a precaution to avoid human errors and component specific defects.

Quality is always number one priority and our proud record proves that every day.

#### **Our Family of Distributors**

We are a big and proud family of a successful distribution network throughout the world. Every one of our dealers and distributors are considered as an integral part of our family, well versed in their fields, providing the utmost service with high reliability and best pricing. Most of our product range is available from dealer stock or can be delivered quickly from strategically located distribution centers or factories. Our distributor network employs highly trained engineering and service staff, and stocks all necessary spare parts in their inventories. Additionally, our headquarters office is always available to answer any technical questions and ship any needed spare part to anywhere in the world, should that becomes necessary.

#### **Our Manufacturing Base**

Since we started with manufacturing some of our equipment in the USA in the beginning years, we have expanded our manufacturing base onto several other countries in Asia. Currently, our product range is produced in several professional factories located through the globe, depending on the product group. Our clientele have always been welcomed to visit our manufacturing bases for furthering their knowledge of our products and capabilities.

#### **Research, Development and Innovation**

In our field of business, we have been known to create the ideas which others usually follow. During our successful existence, we have been the leaders of development in many new technologies, ideas, products and marketing applications. Unlike some competitors, which prefer to copy others' products or services, we continually strive to bring new or highly enhanced products to the sophisticated world markets. Many others have attempted to copy our brands and products, yet failed one after another. Today, the world consumer is well educated to differentiate between a badly made copy and a top quality original.

#### **Environmental Sensitivity and Responsibility**

From the component selection to manufacturing processes and technologies, we always utilize methods and procedures to avoid any harm to our environment. We think and evaluate every process for its ecological parameters. The durability, serviceability and therefore the extended life expectancy of our products, are known to be important factors in protecting the environmental waste. We also use sophisticated technologies in preventing leakages and component failures. All components are selected after going through rigorous testing for their environmental impact and hazardous substance content. Where applicable, our products comply with RoHS and other environmental regulations.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

#### **Reach Cooling Group Profile**

\_\_\_\_\_ 1 \_\_\_\_\_ in 1995, Reach Cooling Group is a \_\_\_\_\_ 2 \_\_\_\_\_ of air conditioning. The company is \_\_\_\_\_ 3 \_\_\_\_\_ in Hialeah, FL. With the most extensive \_\_\_\_\_ 4 \_\_\_\_\_ in the market, Reach Cooling products and equipment are made to be suitable for an almost infinite variety of \_\_\_\_\_ 5 \_\_\_\_\_. The company's factories follow strict ISO guidelines and other \_\_\_\_\_ 6 \_\_\_\_\_ standards. It has a \_\_\_\_\_ 7 \_\_\_\_\_ distribution network and several \_\_\_\_\_ 8 \_\_\_\_\_ factories throughout the world. The company continually \_\_\_\_\_ 9 \_\_\_\_\_ provide new or highly enhanced products with methods and procedures that are harmless to the \_\_\_\_\_ 10 \_\_\_\_\_.

**Direction:** Translate the following letter into Chinese.

Having obtained your name and address from International Chamber of Commerce, we are writing this letter, expecting to establish business relations with you.

We have been importers of air-conditioning and refrigerating products for many years, and are interested in extending our business range at present. We would appreciate your catalogue and quotations. If your prices are competitive, we would expect to place large orders with you.

Looking forward to your early reply.

## (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

## (3) 考核时量

考核时间：60 分钟

## (4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

### 13. 试题编号:1-13 国际商务信息检索、商务文书翻译

#### (1) 任务描述

模块一：国际商务信息检索

阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

## 模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

### (三) 抽考试题

#### **Section I 国际商务信息检索 (20%)**

**Directions:** Read the following brief introduction to Charoen Pokphand Group (泰国正大集团) from the official website of the company.

#### **A Brief Introduction to Charoen Pokphand Group**

Charoen Pokphand Group (CP Group) with headquarters in Bangkok, Thailand was founded in 1921 by the Chia brothers, and is today one of Asia's leading conglomerates. With businesses and affiliates operating within the agribusiness, retail and telecommunications markets, we currently employ over 250,000 people who conduct our investments, operations and trading at factories and offices worldwide. Our sales at the end of 2010 were USD 30 billion.

In 1921, Chia brothers, Ek Chor and Siew Whooy established a small seed shop named "Chia Tai" in Bangkok, Thailand. Their business was importing seeds from China for sale to Thai farmers. As produce from the seeds flourished, Chia Tai progressed towards the production of animal feed, allowing for the company to further integrate towards livestock farming(畜牧业). The completion of CP's fully integrated agribusiness (from seed to feed to food) is a combination of both experience gained throughout the years, in parallel, with the addition of technological advances developed locally and acquired from abroad.

In our first 30 years of expansion, CP became the fifth largest feed mill (饲料加工厂) operator in the world, and by the 1990s, production reached an annual total of 14 million tons at its 144 mills in countries including India, China and United States. Today, as Charoen Pokphand Group continues to actively invest and operate in numerous industries across the world, agribusiness still is deeply rooted within the foundations of the organization as it branches further into the international markets. Today, it has grown into multinational enterprise, with more than 250 subsidiaries in 20 countries.

For more than 90 years, CP Group's operations and investments both locally and internationally have always contained our three-benefit philosophy. Passionately embedded into our everyday working life, our businesses and affiliates with more than 250,000 employees worldwide firmly uphold that our work must serve as a:

Benefit to the Country

Benefit to the People

Benefit to the Company

At CP, through our companies and affiliates, we have committed ourselves to integrating social and environmental concerns in our

everyday business whether it is locally or abroad. CP research teams comprise high caliber professionals who are highly regarded in agriculture industry. They cooperate with other outside parties, including research institutes both in Thailand and overseas, specialists, customers and various public agencies, with the mutual objective of sustaining the industry, while having business adhering to environmental friendliness.

Aside from developments for the sustainability of the overall industry, we emphasize product development to satisfy consumer requirements. Our quality cycle begins from the field to the consumer, along the whole production chain. The quality assurance activities are not only targeted food safety, but also food quality and nutritional value of products. These include raw material and supplier, during processing, transport and distribution of the finished products until consumer consumption. Manufacturing food products to meet the differing regulations and standards of each customer throughout the world, together with the Company's ability to develop products and improve its animal breeding process to meet international standards, have resulted in customers being confident that CP's products are of high quality, tasty and safe for consumption.

CP is the first multinational enterprise to invest in China's agribusiness, in 1979. Serving the changing needs and demands of China's 1.3 billion people, CP businesses are involved with growing, processing and marketing of foods under its "farm-to-table integration strategy". CP has over 100 compounds feed mills and 5 fully integrated poultry (家禽) businesses in 29 of China's 31 provinces, autonomous regions and municipalities. It has opened seed shops and arranged seminars in villages across China, in order to improve farming methods and add to the profitability of China's farmers. The importance of bio-security and food safety is paramount to the production of both human and animal food. CP's technical service teams of veterinarians and animal husbandry specialists, provide farmers with advice and support. More than one-quarter of China's poultry exports, come from CP's integrated poultry business. In 2009, Charoen Pokphand Group through its Chia Tai, its business arm in China, has been ranked as one of the best 500 companies of overseas Chinese investors, reporting total income reached 49.42 billion RMB or Bt247.11 billion with average business growth achieved 17.65 per cent in 2008. Its total assets was reported 30.35 billion RMB or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, property, medicine, retail and international trade.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)

### Charoen Pokphand Group Profile

Headquartered in Bangkok, Charoen Pokphand Group (CP Group) was founded in \_\_\_\_ 1 \_\_\_\_\_. Today, it has over 250,000 employees and operates in the agribusiness, \_\_\_\_ 2 \_\_\_\_\_ and telecommunications markets. The Chia brothers started their business with a small seed shop called “ \_\_\_\_ 3 \_\_\_\_\_”. Later, it developed towards the production of animal feed and further integrated towards \_\_\_\_ 4 \_\_\_\_\_. Over the first 30 year’s expansion, it has become the fifth largest \_\_\_\_ 5 \_\_\_\_\_ operator in the world. CP is the first \_\_\_\_ 6 \_\_\_\_\_ to invest in China’s agribusiness. Since 1979, it has had more than 100 \_\_\_\_ 7 \_\_\_\_\_ and 5 fully integrated poultry businesses in 29 of China’s 31 provinces, \_\_\_\_ 8 \_\_\_\_\_ and municipalities. Its total assets was reported 30.35 billion RMB or Bt \_\_\_\_ 9 \_\_\_\_\_ involving in farm, fishery, seed, food, \_\_\_\_ 10 \_\_\_\_\_, motorcycle, property, medicine, retail and international trade.

## Section II 商务文书翻译

(20%)

**Direction:** Translate the following letter into Chinese.

### Customer first, service best!

We are willing to provide the best service for all the customers.

- 1) One-time free of change within one year;
- 2) One-time free of maintenance within two years;
- 3) A quality guarantee card is inside each package box, and must be shown before receiving free service;
- 4) Conditions of participation: Single model order no less than 500 pieces, total quantity no less than 1000 pieces;
- 5) Promotion Period: Weekends from June 8<sup>th</sup> 2019 to August 31<sup>st</sup> 2019.

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

### (3) 考核时量

考核时间：60 分钟

### (4) 评分标准

评价内容		配分	考核点
作品 (40分)	关键词检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题,卷面成绩记20分。
	商务文书翻译	5分	能准确理解所给商务英语文书,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记5分。主要内容每缺失一处,扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记5分。专业术语、贸易惯例、法规、条款等翻译错误,每3处错误扣1分。
		10分	译文表达连贯,双语转换顺畅,体裁运用恰当,拼写、语法、标点运用正确,达到译文目的,记10分。单词拼写、语法、标点、句型表达,每3处错误扣1分。

#### 14. 试题编号:1-14 国际商务信息检索、商务文书翻译

##### (1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书,准确运用翻译技巧;译文内容完整,逻辑严谨,衔接流畅;语言表达通顺,符合商务文体特征。

##### (三) 抽考试题

#### Section I 国际商务信息检索

(20%)

**Directions:** Read the following brief introduction to GreenStar Energy Systems & Alliance from the official website of the company.

#### A Brief Introduction to GreenStar Energy Systems & Alliance

Millions of residential and commercial property owners across North America, as well as around the globe, rely on heating and cooling systems from GreenStar Energy Systems & Alliance. GreenStar has been designing, manufacturing and marketing these quality systems under several brand names for more than 50 years. Products are made in world-class manufacturing facilities located in the U.S., Mexico and Canada. We rely on one of the largest networks of independent wholesale distributors and contractors in North America to distribute our products.

GreenStar has been growing through the years by developing diversified brands and acquiring competitor brands. Its goal was to establish its presence in all available market niches. We take pride in our long history of service to the heating and air conditioning industry. And as the company has grown, we have kept focus on craftsmanship and embraced new technology to make our products more energy efficient, durable, reliable, and easier to install and maintain. We also offer technical training and support to ensure that dealers understand how to

install and service our products. The FAST® Parts business ensures that parts and accessories that might be needed to service our products are readily available.

Because we were founded on a standard of excellence, our products are manufactured to some of the industry's toughest standards and are covered by some of the best warranties in the industry.

### **Rich in History**

With decades of experience in the heating and cooling industry, GreenStar has a long tradition of excellence behind it. In fact, the company can trace its roots back to the early 1900s, when cast-iron stoves were the order of the day. Since then, markets have greatly changed, and technological advances have brought many new and innovative products. But through all the years and all the changes, one thing has always remained the same—our absolute dedication to quality. This dedication now spreads itself over a world-class organization. GreenStar is a company with huge assets in engineering manufacturing and service support; a company that not only has a rich past, but is also always evolving into the future.

### **Strength in Numbers**

When it comes to manufacturing, GreenStar has several world-class facilities at its disposal. Our plants in Sanford, Florida; Tyler, Texas; Indianapolis, Indiana; and Monterrey, Mexico are capable of turning out more than a million heating and cooling units per year. And our 500,000-square-foot distribution center in Tampa, Florida is designed to expedite shipping and delivery, so your contractor has what you need when you need it.

### **Higher Standards**

At GreenStar, we don't just say we're better—we prove it over and over again. Our entire manufacturing effort goes into making our products the high-quality systems your family deserves. From the minute we commit ourselves to a product, we test and retest components and assemblies in the lab, on the assembly line, and in selected homes all over the country. Nothing goes into our systems until we are satisfied it meets our high standards for quality and dependability.

### **Created For You**

Whether you need an ultra efficiency gas furnace or air conditioner often depends on where you live. Whatever your needs may be, there's a GreenStar® heating and cooling product to match them—from split system air conditioners and heat pumps to gas and oil furnaces, plus a variety of packaged products. No matter where you live, there's a high quality GreenStar product specifically engineered to suit your home.

### **Comfort Zone**

Every GreenStar product is built to deliver quality, comfort, and efficiency. And we design in features that save your contractor valuable time when installing and servicing systems—time you won't have to pay



for in labor costs. For further peace of mind, all products are backed by a minimum five year parts limited warranty. Most of our products also have additional limited warranty protection on key components. And for extra peace of mind, there's HELP® (Homeowner's Extended Labor Program). HELP picks up where the factory parts warranty stops by ensuring that all repair costs are covered.

**Quality Above All**

Our decades of experience in the industry reinforce the dependability of every product we make. Perhaps that's why so many homeowners across the country have chosen GreenStar products to bring their families comfort and energy-saving efficiency all year round.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (20%)

**GreenStar Energy Systems & Alliance Profile**

GreenStar Energy Systems & Alliance is a company that \_\_\_\_\_ 1 \_\_\_\_\_, manufactures and markets heating and cooling systems for residential and commercial \_\_\_\_\_ 2 \_\_\_\_\_ across North America, as well as \_\_\_\_\_ 3 \_\_\_\_\_. The company can \_\_\_\_\_ 4 \_\_\_\_\_ its roots back to the early 1900s. It has been growing through the years by developing diversified brands and \_\_\_\_\_ 5 \_\_\_\_\_ competitor brands. It has world-class \_\_\_\_\_ 6 \_\_\_\_\_ located in the U.S., Mexico and \_\_\_\_\_ 7 \_\_\_\_\_. It also has a \_\_\_\_\_ 8 \_\_\_\_\_ distribution center in Tampa, Florida. Every GreenStar product is built to deliver \_\_\_\_\_ 9 \_\_\_\_\_, comfort, and efficiency. Whatever the customers' needs may be, there's a GreenStar \_\_\_\_\_ 10 \_\_\_\_\_ product to match them.

**Section II 商务文书翻译** (20%)

**Direction:** Translate the following product description into Chinese.

**Features of product**  
Luxury wide door series. Now door handle, open it by pulling of the door edge. High cooling efficiency and better energy saving.

**Safety information**  
Pull out the mains plug when you repair or clean the machine.

**Transportation and placement**  
Do not move the appliance by holding a door or door handle.  
You should lift it from the bottom.

**Connecting the appliance**  
The rated voltage of the appliance is 220V alternating current and the rated frequency is 50Hz.

**(2) 实施条件**

项目	基本实施条件	备注
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场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

### (3) 考核时量

考核时间：60 分钟

### (4) 评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
	商务文书翻译	5 分	能准确理解所给商务英语文书，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。主要内容每缺失一处，扣 1 分。
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每 3 处错误扣 1 分。
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每 3 处错误扣 1 分。

## 15. 试题编号:1-15 国际商务信息检索、商务文书翻译

### (1) 任务描述

模块一:国际商务信息检索

阅读并理解所给信息;检索并筛选有效信息;补充完善信息要点。

模块二:商务文书翻译

阅读并理解所给商务文书，准确运用翻译技巧;译文内容完整，逻辑严谨，衔接流畅;语言表达通顺，符合商务文体特征。

### (三) 抽考试题

**Section I** 国际商务信息检索 (20%)

**Directions:** Read the following brief introduction to Clima Tech Corporation from the official website of the company.

#### **A Brief Introduction to Clima Tech Corporation**

Clima Tech Corporation, located in Boise (博伊西), Idaho (爱达荷州), is an Employee Owned Corporation specializing in HVAC (Heating,

Ventilating (通风), and Air Conditioning) Service and Maintenance. Our growth into one of the largest contractors in Boise is directly attributable to our attitude in providing the highest level of quality in all that we do. We have recently opened a branch office in Milwaukie (密尔沃基), Oregon (俄勒冈州), and are now able to offer the same professional service throughout eastern Oregon.

By incorporating a high standard of quality, innovation and decades of industry experience, Clima Tech Corporation has become a benchmark of excellence in the Pacific Northwest. We are proud to have been named twice to the list of INC Magazine's 5000 Fastest Growing Businesses in America for 2007 and again in 2010, as well as the Boise Metro Chamber of Commerce Business of the Year for 2004.

For commercial customers throughout Idaho, Oregon and SW Washington, our name has become synonymous with outstanding service and support through all phases of every project. Whether mechanical services or maintenance, the same level of expertise is guaranteed - every day, 24/7.

### **Company History**

Clima Tech Corporation was founded in 1972 by Mitchell Taback. The company began its long history as Climate Trane Air Conditioning Company, a part of the Trane Comfort Corp franchise network. Specializing in the installation and service of residential equipment, the company spent most of the 1970s filling a much needed void of professional, quality oriented contractors in the Boise market. It was this same dedication to providing excellent service and quality workmanship that propelled Climate Trane into the commercial marketplace.

In 1984, Climate Trane changed its name to Clima Tech Corporation as a result of the Trane Company's purchase of General Electric's central air conditioning department.

Clima Tech Corporation started as, and remains today, a full-service HVAC provider. We specialize in a complete range of products and services, including the design and installation of new equipment, comprehensive maintenance programs and 24/7 emergency service.

Today, the company has transitioned to the second generation. Brad Taback, President and CEO, has positioned Clima Tech Corporation to continue to move forward into the 21st Century as a leader in the markets we serve.

Our outstanding reputation in our markets comes from the dedication and commitment to excellence which is represented in all of our 100 plus employees.

### **Clima Tech Corporation Mission**

Mission: Clima Tech Corporation's Mission is to completely satisfy every one of our customers by consistently providing real value in the development and delivery of innovative, high quality, responsive HVAC services and solutions to the markets we serve.

Vision: Clima Tech Corporation's Vision is to provide the best service experience our customers will ever have.

Values: Recognizing that Clima Tech Corporation would not exist without customers, employees, vendors, and community, our philosophy is to:

- Simply provide the highest quality HVAC service imaginable to our customers.
- Provide our employees the opportunity for personal and professional fulfillment, ensuring the enrichment of our organization, and the highest standard of living for their families.
- Give our vendors fair and honest treatment so that we will receive the best value for our purchases, and realize savings that will be passed on to our customers.
- Actively participate in organizations that work to improve the quality of our community, making it a better place to live and work.

### **Mechanical Services**

When maintenance is neglected, energy costs rise significantly and the life of the equipment drops dramatically. According to the U.S. Department of Energy, it is estimated that HVAC systems are responsible for 40% to 60% of a building's energy use. The secret to controlling these costs is an aggressive maintenance program designed to reduce costs for emergency services, equipment replacement, and to help you control your energy usage and focus on your energy performance.

Clima Tech Corporation offers full mechanical services to non-residential customers throughout southern Idaho and eastern Oregon. We have a knowledgeable and experienced staff of mechanical installation and service technicians with areas of expertise in all aspects of mechanical heating and cooling. Our service technicians are dispatched from our main office in Boise as well as our offices in Idaho Falls and Pocatello.

Read what our customers are saying about the great service and the overall commitment to owner satisfaction and occupant comfort they receive from the team at Clima Tech Corporation.

According to Building Owners and Managers Association - BOMA, there are three main reasons a tenant will select or remain in leased space: building comfort, cleanliness, relationship with property manager. We have the experience and dedication to help you maintain your facilities to maximize your occupancy rate.

**Direction:** Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.

(20%)

### Clima Tech Corporation Profile

\_\_\_\_\_1\_\_\_\_\_ in 1972, Clima Tech Corporation is a company \_\_\_\_\_2\_\_\_\_\_ HVAC Service and Maintenance in \_\_\_\_\_3\_\_\_\_\_. \_\_\_\_\_4\_\_\_\_\_ named Climate Trane Air Conditioning Company, the company changed its name to Clima Tech Corporation after its purchase of General Electric's \_\_\_\_\_5\_\_\_\_\_ department in 1984. Today the company has over 100 \_\_\_\_\_6\_\_\_\_\_. It has a \_\_\_\_\_7\_\_\_\_\_ branch office in \_\_\_\_\_Oregon and offers \_\_\_\_\_8\_\_\_\_\_ to non-residential customers throughout southern Idaho and eastern Oregon. Clima Tech Corporation has been listed among America's 5000 Fastest Growing Businesses for \_\_\_\_\_9\_\_\_\_\_. The company's vision is to provide the best \_\_\_\_\_10\_\_\_\_\_ its customers will ever have.

### Section II 商务文书翻译

(20%)

**Direction:** Translate the following product description into Chinese.

Equipped with a dual air flow system and fresh air device, this air conditioner ensures comfortable temperatures in all seasons. Supplying fresh air with a ventilator, the air conditioner can filter dust and absorbs humidity. It creates an ideal environment for living and working. Besides, with compactor designed and made in China, the air conditioner is compact in structure, elegant in design, efficient, reliable, low in sound and easy to operate.

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经验。	必备

### (3) 考核时量

考核时间：60 分钟

### (4) 评分标准

评价内容	配分	考核点
关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。
		能准确理解所给商务英语文书，商务背景、交际目的分

作品 (40分)	商务 文书 翻译	5分	析正确, 语义信息理解正确, 内容完整, 记5分。主要内容每缺失一处, 扣1分。
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识, 商务专业知识充分, 术语表达准确一致, 记5分。专业术语、贸易惯例、法规、条款等翻译错误, 每3处错误扣1分。
		10分	译文表达连贯, 双语转换顺畅, 体裁运用恰当, 拼写、语法、标点运用正确, 达到译文目的, 记10分。单词拼写、语法、标点、句型表达, 每3处错误扣1分。

## 模块二、岗位核心技能模块

(一) 技能考核内容(如表2), (试卷20套)

表2

技能	模块	项目
岗位核心技能	商务英语谈判	3. 建立贸易关系
		4. 价格谈判
		5. 付款方式谈判
		6. 包装与运输方式谈判
		7. 保险条款谈判
		8. 投诉与索赔谈判
	外贸单证缮制	9. 合同审核
		10. 信用证审核
		11. 商业发票缮制
		12. 装箱单缮制
		13. 提单缮制
		14. 保险单缮制
		15. 产地证缮制
		16. 汇票缮制

(二) 注意事项

- 1、所有考试项目均为机上操作;
- 2、开考后, 考生必须打开所抽取题号对应的文件夹, 并将文件夹中的答卷重命名为“考生号+姓名+试卷号”;
- 3、考试期间如果遇到问题请及时找监考老师, 不得私自更换电脑;

4、考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

### (一) 商务英语谈判技能模块

#### 1. 试题编号:2-1 建立贸易关系

##### (1) 任务描述

##### A. 建立贸易关系对话设计:

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

##### B. 建立贸易关系函电撰写:

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

##### C. 考试资料

#### 1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	<a href="http://www.chinavista.com/business/500/ch188.html">http://www.chinavista.com/business/500/ch188.html</a>
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135
Fax	86-731-8 4447844

#### 2、进口方基本情况

Company	ALDI Group (Australia Branch)
Url	<a href="http://aldi.us/index_ENU_HTML.htm">http://aldi.us/index_ENU_HTML.htm</a>
Office Address	Minchinbury Region, Locked Bag 56, St. Marys Delivery Centre, NSW 2760, Australia
Phone	0061-433694502
Fax	0061-433694502

#### 2、出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the honorable title of one of “the First 500 Enterprises in China” for four years continually. Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes

with supplied samples, supplied drawings, or materials and compensation trade. Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. “DH”, “DEYI” shoes, “FEITIEN” bags and cases, balls, “SEA GULL” batteries, “JIN BAO” tissue, “LOTUS” thermos etc. are greatly welcomed by customers all over the world.

(四) 抽考试题

Section I 外贸业务谈判

(30%)

Directions: You are required to complete a negotiation based on the following situation.

Situation: You (Tom Smith), Purchasing Manager of ALDI Group (Australia Branch), are visiting the Exhibition booth of Hunan Provincial Light Industrial Products Corporation Ltd.. Liu Li (the exporter), a sales representative, is receiving you. You wish to establish long-term business relations with the exporter, and are especially interested in one of the exporter's products—SWG Lotus slippers.

**You are required to finish the following tasks:**

- Greet the exporter, offer a business card and make self-introduction;
- Give response and show appreciation;
- Give comments to the booth;
- Show interest in the exporter's products and express your wish to establish business relations;
- State the specific type of the products that interests you most;
- Provide Bank of China or local Chamber of Commerce as credit status reference;
- Promise to inquire as soon as possible;
- Show you desire to do business with the exporter.

A: You (the importer)      B: Liu Li (the exporter)

A:

B: Thank you! I'm pleased to meet you. Welcome to our booth. I'm Liu Li.

A:

B: Thanks. On display are most of our latest products, and we are sure you'll be satisfied with them.

A:

B: You can trust us that we would provide the best quality products. We specialize in the export of slippers for more than 8 years and enjoy great popularity in this line.

A: \_\_\_\_\_.

B: We are enjoying an excellent reputation for our products both in home



and abroad. SWG Lotus slippers are with great favor overseas. Here is some detailed information.

A: \_\_\_\_\_.

B: Thanks for your suggestion. We are willing to enter into business relationship with your company on the basis of equality and mutual benefit.

A: \_\_\_\_\_.

B: It will be a great pleasure if we can hear from you in the near future, and we' ll then make an offer.

A: \_\_\_\_\_.

B: That' s also exactly what I had in mind.

## Section II 外贸英语函电撰写 (30%)

**Directions:** You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

Situation: As the sales representative of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to a client from ALDI Group (Australia Branch), who is in the market for slippers, with the hope of establishing business relations with him. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the salutation, the date, the complimentary close and the signature;

Specify the information channel to contact the client—the Internet information platform of Guangzhou Trade Fair;

Extend your wish to establish business relations for the product;

Introduce your status and main products;

Provide commodity list and several samples for reference.

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

### (3) 考核时量:

考核时间: 60 分钟

### (4) 评分标准

评价内容		配分	考核点	备注
作品 (60分)	建立 贸易 关系 谈判 对话 设计 (30分)	8分	英语表达通顺, 语法、句法使用正确记8分; 单词、句型错误每3处扣1分	
		5分	应对得体, 对话流转合理记5分;	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分	
		12分	理解题目要求, 信息点完整记12分; 信息点每缺失一处扣1分。	
	建立 贸易 关系 函电 撰写 (30分)	5分	字数达到要求记5分, 每少10词扣1分。	
		5分	函电格式完全正确记5分, 日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
		10分	语言表达通顺, 语法、句型使用正确记10分; 单词、语法每错3处扣1分。	
		10分	理解题目要求, 信息点完整记10分; 信息点每缺失一处扣1分。	

## 2. 试题编号:2-2 付款方式谈判

### (1) 任务描述

#### A、付款方式谈判对话设计:

了解谈判双方背景, 熟悉外贸业务流程和专业术语, 灵活运用谈判策略, 合理补充谈判对话, 语言表达到位, 交流畅通, 环节紧凑;

#### B、付款方式谈判函电撰写:

理解命题要求, 确定函电性质; 函电格式正确, 字数达标; 表达流畅, 文字通顺, 逻辑合理。

#### C、考试资料

### 1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	<a href="http://www.chinavista.com/business/500/ch188.html">http://www.chinavista.com/business/500/ch188.html</a>
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135
Fax	86-731-8 4447844

### 2、进口方基本情况

Company	TJ Morris Ltd.
Url	<a href="http://www.tjmorris.co.uk/">http://www.tjmorris.co.uk/</a>
Office Address	Axis Business Park, Gilmoos, Liverpool, Merseyside L11 0JA, U.K.

Phone	0151 530 2920
Fax	0151 530 2922

### 3、出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the honorable title of one of “the First 500 Enterprises in China” for four years continually. Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade. Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. “DH”, “DEYI” shoes, “FEITIEN” bags and cases, balls, “SEA GULL” batteries, “JIN BAO” tissue, “LOTUS” thermos etc. are greatly welcomed by customers all over the world.

#### (四) 抽考试题

#### Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation.

Situation: Mr. Brown (the importer), representative of TJ Morris Ltd., is meeting with you (Wang Jun), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. in your office. You have settled the price, quality and quantity on the commodity of Honyar electric switches. Now you are talking about the terms of payment.

You are required to finish the following tasks:

- State that you only accept irrevocable sight L/C;
- Insist on your original proposal;
- Suggest consulting the bank to reduce the deposit;
- State the reason for asking for L/C (more protection to the exporter);
- Show regret for insisting on L/C;
- Suggest the buyer to reduce their order this time if they don’t accept L/C; ----Inquire about the specific time of issuing L/C;
- Promise to deliver the goods on receiving L/C.

A: Mr. Brown (the importer)      B: You (the exporter)

A: Well, let's talk about the terms of payment now  
B:  
A: I see. Could you make an exception and accept D/A or D/P?  
B:  
A: Letter of Credit would increase the cost of my import. When I open Letter of Credit with a bank, I have to pay a deposit.  
B:  
A: But there will be additional bank charges. It would help us greatly if you would accept D/A or D/P.  
B:  
A: If you agree to accept D/P, we can compromise on other terms.  
B:  
A: To meet you half way, what do you say if 50% by sight L/C and the balance by D/P?  
B:  
A: Well, in that case, I'll issue the L/C in your favor as soon as I get home.  
B:  
A: Early next week. In the meantime, I hope that the goods can be dispatched promptly after you get my L/C.  
B:  
A: OK. That's settled.

**Section II 外贸英语函电撰写 (30%)**

**Directions:** You are required to write a letter based on the following situation with **no less than 80** words. (Note: Your letter should **adopt block style.**)

Situation: As the Sales Manager of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to the Purchasing Manager from TJ Morris Ltd, who has placed an order for 600 boxes of electric switches, to extend your request for the terms of payment. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate **the salutation ,the date, the complimentary close and the signature;**

Extend your appreciation for the order and the client's intention to push the sales in his country;

Decline the client's request for payment under usance L/C;

Require the terms of payment---by confirmed irrevocable L/C at sight, with partial shipment not allowed and transshipment allowed;

Explain the reason you insist on L/C --- your usual practice;

Express your expectation from the addressee.

## (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

## (3) 考核时量:

考核时间: 90 分钟

## (4) 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	付款 方式 谈判 对话 设计 (30 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
		5 分	应对得体, 对话流转合理记 5 分;	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
		12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	
	付款 方式 谈判 函电 撰写 (30 分)	5 分	字数达到要求记 5 分, 每少 10 词扣 1 分。	
		5 分	函电格式完全正确记 5 分, 日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。	
		10 分	语言表达通顺, 语法、句型使用正确记 10 分; 单词、语法每错 3 处扣 1 分。	
		10 分	理解题目要求, 信息点完整记 10 分; 信息点每缺失一处扣 1 分。	

## 3. 试题编号: 2-3 价格谈判

## (1) 任务描述

## A、价格谈判对话设计:

了解谈判双方背景, 熟悉外贸业务流程和专业术语, 灵活运用谈判策略, 合理补充谈判对话, 语言表达到位, 交流畅通, 环节紧凑;

## B、价格谈判函电撰写:

理解命题要求, 确定函电性质; 函电格式正确, 字数达标; 表达流畅, 文字通顺, 逻辑合理。

## C. 考试资料:

## 1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation
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	Ltd.
Url	<a href="http://www.chinavista.com/business/500/ch188.html">http://www.chinavista.com/business/500/ch188.html</a>
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135
Fax	86-731-8 4447844

## 2、进口方基本情况

Company	Foremost International Ltd. ( Canada Branch)
Url	<a href="http://www.foremostgroups.com/page/contact">http://www.foremostgroups.com/page/contact</a>
Office Address	5970 Chedworth Way, Unit A, Mississauga, Ontario, Canada
Toll free	888—256—7551
Phone	905—507—2005
Fax	905—507—2006

## 3、出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the honorable title of one of “the First 500 Enterprises in China” for four years continually. Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade. Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. “DH”, “DEYI” shoes, “FEITIEN” bags and cases, balls, “SEA GULL” batteries, “JIN BAO” tissue, “LOTUS” thermos etc. are greatly welcomed by customers all over the world.

## D、抽考试题

### Section I 外贸业务谈判

(30%)

Directions: You are required to complete a negotiation based on the following situation.

Situation: You (Tim Hill) , representative of Foremost International Ltd. , visit Wang Jun, Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. in Miss Wang' s office. You have a negotiation about the price of biodegradable plastic cup.

**You are required to finish the following tasks:**

- Give greetings and confirm having received the sample and ask about the price;
- Ask whether the price is for a carton or for a piece;
- Ask the specific number of pieces in a carton;
- Suggest FOB term and give reasons;
- Suggest CIF Toronto;
- Show your disagreement on the price (too high), and explain the reason;
- Explain that your client won' t accept the price;
- Agree to reconsider.

A: You (the importer)                      B: Wang Jun (the exporter)

A:

B: Sure. For this model, we' re offering USD 8000, CIF Boston.

A:

B: No, of course not. USD 8000 per carton.

A:

B: 10 pieces per carton.

A: \_\_\_\_\_.

B: I' m sorry, but we don' t usually adopt FOB term.

A: \_\_\_\_\_.

B: Yes, we can do that. We' ll offer USD 7800, CIF Toronto.

A: \_\_\_\_\_.

B: But you must take the quality into consideration. Our furniture is of superior quality to those from other countries.

A: \_\_\_\_\_.

B: Please understand that these offers are only open for three days. You may have to decide soon.

A: \_\_\_\_\_.

B: OK. please do not hesitate to contact me if you have decided.

**Section II 外贸英语函电撰写 (30%)**

**Directions:** You are required to write a letter based on the following situation with **no less than 80** words. (Note: Your letter should **adopt block style.**)

Situation: As a sales representative of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write back to a client from Foremost International Ltd., who requested you to reduce your price by 10%. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

Indicate the salutation, the date, the complimentary close and the signature;

Reply your client who thinks your quotation for the furniture is too high;

State your reasons for your quotation: good quality of your goods and a rise in the price of raw material;

Take your business relations into consideration; offer to reduce your quotation by 3%;

Make a proposal for 1/4 down payment.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	价格谈判 对话设计 (30 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
		5 分	应对得体, 对话流转合理记 5 分;	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
		12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	
	价格谈判 函电撰写	5 分	字数达到要求记 5 分, 每少 10 词扣 1 分。	
		5 分	函电格式完全正确记 5 分, 日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。	



	(30分)	10分	语言表达通顺, 语法、句型使用正确记10分; 单词、语法每错3处扣1分。	
		10分	理解题目要求, 信息点完整记10分; 信息点每缺失一处扣1分。	

#### 4. 试题编号:2-4 投诉与索赔谈判

##### (1) 任务描述

##### A、投诉与索赔谈判对话设计:

了解谈判双方背景, 熟悉外贸业务流程和专业术语, 灵活运用谈判策略, 合理补充谈判对话, 语言表达到位, 交流畅通, 环节紧凑;

##### B、投诉与索赔谈判函电撰写:

理解命题要求, 确定函电性质; 函电格式正确, 字数达标; 表达流畅, 文字通顺, 逻辑合理。

##### (三) 考试资料

##### 1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	<a href="http://www.chinavista.com/business/500/ch188.html">http://www.chinavista.com/business/500/ch188.html</a>
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135
Fax	86-731-8 4447844

##### 2、进口方基本情况

Company	Seow Khim Polythelene Co Pte Ltd
Url	<a href="http://www.partyware.com.sg/index.htm">http://www.partyware.com.sg/index.htm</a>
Office Address	28 Loyang Drive, SKP Industrial Building, Singapore
Phone	(+65 ) 6545 2828
Fax	(+65 ) 6542 1200
E-mail	export@skp.com.sg

##### 3、出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the

honorable title of one of “the First 500 Enterprises in China” for four years continually.

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. “DH”, “DEYI” shoes, “FEITIEN” bags and cases, balls, “SEA GULL” batteries, “JIN BAO” tissue, “LOTUS” thermos etc. are greatly welcomed by customers all over the world.

#### 4、抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation.

Situation: David Smith, Purchasing Manager of Seow Khim Popythelene Co. Pte Ltd. visits You (Wang Juan), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.. Mr. Smith is claiming for the damage of the dinnerware. But you believe it was possibly caused by rough handling.

#### **You are required to finish the following tasks:**

- Give greetings and show your willingness to offer help;
- Show regret and propose the problem (quality of the dinnerware sets);
- State your willingness to solve the problem and ask the arrival time;
- Ask for the proof of the crushed goods;
- Explain the possible reason (rough handling);
- Put forward the suggestion (replacement);
- Promise to cable home office and confirm the problem;
- Make sure the specific time to solve the problem.

A: David Smith (the importer)                      B: You (the exporter)

A: Good morning, Mr. Wang.

B:

A: I have something unpleasant to talk with you.

B:

A: Yes, the case is too serious to be overlooked, so I decide to have a face-to-face talk with you.

B: A: The containers we ordered arrived here last week. After

reinspection, we found lots of them were terribly crushed.

B: \_\_\_\_\_.

A: We have the on-the-spot records and photos.

B: \_\_\_\_\_.

A: I can assure you there was no rough handling when the goods were unloaded. The damage might have happened during loading.

B: \_\_\_\_\_.

A: Thank you for your understanding. Please take action quickly. Our clients are in urgent need of these goods.

B: \_\_\_\_\_.

A: No problem. We might as well accept your proposal.

B: \_\_\_\_\_.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

Situation: As the Marketing Manager of Seow Khim Polythelene Co Pte Ltd. , you are going to write to Hunan Provincial Light Industrial Products Corporation Ltd. to claim for damages. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the salutation ,the date, the complimentary close and the signature;

Specify the damages to the goods (High Density Polyethylene) caused by improper packing;

Present The Inspection Certificate issued by Singapore Exit and Entry Inspection Bureau;

Make a claim for US \$ 3000.00 as compensation or require to return the damaged goods;

Express your expectation to the addressee.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

- (3) 考核时量：  
考核时间：90 分钟  
(4) 评分标准

评价内容		配分	考核点	备注
作品 (60分)	投诉 与 索赔 谈判 对话 设计 (30分)	8分	英语表达通顺，语法、句法使用正确记8分；单词、句型错误每3处扣1分	
		5分	应对得体，对话流转合理记5分；	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分	
		12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1分。	
	投诉 与 索赔 函电 撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	
		5分	函电格式完全正确记5分，日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
		10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错3处扣1分。	
		10分	理解题目要求，信息点完整记10分；信息点每缺失一处扣1分。	

5. 试题编号:2-5 包装与运输方式谈判

(1) 任务描述

A、包装与运输方式谈判对话设计：

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；

B、包装与运输方式谈判函电撰写：

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

考试资料

1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	<a href="http://www.chinavista.com/business/500/ch188.html">http://www.chinavista.com/business/500/ch188.html</a>
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135
Fax	86-731-8 4447844

2、进口方基本情况

Company	Naseeb International Corp.
Url	<a href="http://www.naseebintl.com/">http://www.naseebintl.com/</a>
Office Address	1600 Brimley Road, Units 3 & 4, Scarborough, ON M1P 3H1, Canada
Phone	1-866-848-9909, 416-292-9944
Fax	416-292-9943
E-mail	nic@naseebintl.com

### 3、出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the honorable title of one of “the First 500 Enterprises in China” for four years continually.

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. “DH”, “DEYI” shoes, “FEITIEN” bags and cases, balls, “SEA GULL” batteries, “JIN BAO” tissue, “LOTUS” thermos etc. are greatly welcomed by customers all over the world.

### 4、抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation.

Situation: You (Jack Brown), Purchasing Manager of Naseeb International Corp. visit Wang Jun, Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. You are talking about shipment of the goods sandals. Mr. Wang promises to make shipment by the end of May while you believe it is too late. You also discussed about partial shipment and transshipment.

**You are required to finish the following tasks:**

- Give greetings and ask about the earliest time of shipment;
- State you are in urgent need of the goods;

---- Insist the delivery should be before the end of April to meet the selling season; ----Show your refusal of partial shipment and explain the reason;

----Suggest transshipment;

----Confirm Toronto as the transferring port;

----Insist that the shipment should be effected before the end of April;

----Express appreciation.

A: You (the importer)

B: Wang Jun (the exporter)

A:

B: It usually takes us two months to make delivery.

A:

B: Yes, we can understand. But we should get the goods ready; make out the documents and book shipping space. All these take time, so we can make prompt shipment by the end of May.

A:

B: Then how about partial shipment? We can ship whatever in ready to meet your urgent need instead of waiting for the whole lot to get ready.

A: \_\_\_\_\_.

B: Well. We' ll contact the factory and see if they can manage to advance delivery by a month.

A: \_\_\_\_\_.

B: No problem. So which port do you think it is suitable for transshipment?

A: \_\_\_\_\_.

B: Good. We will contact the shipping company to see if they have shipping space and the earliest shipping date.

A: \_\_\_\_\_.

B: OK. We' ll try our best to satisfy your shipment time.

A: \_\_\_\_\_.

B: Not at all.

## Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

Situation: As a sales representative of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to a client from Naseeb International Corp. to inform him about the shipment of goods. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the salutation, the date, the complimentary close and the signature;

Refer to the data as follows:

Contract No.	TG503726	Order No.	152
Name	FUXIA LEATHER PLATFORM SANDALS		
Model	BIAN-1002 sandals	Quantity	1,500 pairs
Value	USD41100.00	Specification	BIAN-1002
ETD	10 April, 2011	Name of Vessel	White Whale
Port of Loading	Shanghai	Port of Destination	Ontario

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	包装与运输方式谈判对话设计 (30 分)	8 分	英语表达通顺，语法、句法使用正确记 8 分；单词、句型错误每 3 处扣 1 分
		5 分	应对得体，对话流转合理记 5 分；
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1 分。
	包装与运输方式函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。
		5 分	函电格式完全正确记 5 分，日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错 3 处扣 1 分。
		10 分	理解题目要求，信息点完整记 10 分；信息点每缺失一处扣 1 分。

## 6. 试题编号:2-6 付款方式谈判

### (1) 任务描述

#### A、付款方式谈判对话设计:

了解谈判双方背景,熟悉外贸业务流程和专业术语,灵活运用谈判策略,合理补充谈判对话,语言表达到位,交流畅通,环节紧凑;

#### B、付款方式谈判函电撰写:

理解命题要求,确定函电性质;函电格式正确,字数达标;表达流畅,文字通顺,逻辑合理。

### 考试资料

#### 1、出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	<a href="http://www.hunancof.com/yw/index.asp">http://www.hunancof.com/yw/index.asp</a>
Office Address	No. 2 Zhuyuan RD, Changsha, Hunan, China
Zip code	410001
E-mail	webmaster@hunancof.com

#### 2、进口方基本情况

Company	Novozymes (U. S. A)
Url	<a href="http://www.bioag.novozymes.com/en/products/Pages/default.aspx">http://www.bioag.novozymes.com/en/products/Pages/default.aspx</a>
Office Address	175 King Street, Seattle, WA 19103, U. S. A
Phone	+1 9529133941
Toll-free	+1 8887445662
E-mail	djsv@novozymes.com

#### 3、出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp., Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB¥1.184 billion and the net assets amounted to RMB¥753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business,



such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various business developing.

抽考试题

**Section I 外贸业务谈判 (30%)**

**Directions: You are required to complete a negotiation based on the following situation.**

Situation: Donald Williams, Marketing Manager of Novozymes, is meeting with You (Deng Liang), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. in your office. You have settled the price, quality and quantity on the commodity of Purple Speckled Kidney Beans. Now you are talking about the terms of payment.

**You are required to finish the following tasks:**

- Give greetings;
- Ask about terms of payment;
- Explain your usual practice (by confirmed and irrevocable letter of credit);
- Insist on payment by L/C;
- Stress L/C is the only term of payment to be accepted;
- Ask for L/C at sight;
- Accept 30 days L/C only for this transaction;
- Urge the L/C shall reach in early May;

A: Donald Williams (the importer)                      B: You, Deng Liang (the exporter)

A: Good morning, Mr. Deng. It is great we settled the price, quality and quantity yesterday.

B:

A: So shall we move on to terms of payment?

B :

A: I suppose D/P or D/A should be adopted as the payment terms this time.

B:

A: Could you make an exception this time? It would help us greatly if you would accept it.

B: \_\_\_\_\_.

A: In order to conclude the business, I hope you' ll meet me half way. What about 50% by L/C and the balance by D/P?

B: \_\_\_\_\_.

A: OK. Is the credit at sight or after sight?

B: \_\_\_\_\_.

A: Could you accept a Usance L/C, say 30 days or 60 days after sight?

If you cannot be more flexible, we won't accept your terms of payment.

B: \_\_\_\_\_.

A: OK, thank you for your kindness.

B: \_\_\_\_\_.

A: We will take care.

## Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with **no less than 80** words. (Note: Your letter should **adopt block style**.)

Situation: As the Purchasing Manager of Novozymes, you are going to write to the Sales Manager from Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., to ask for the amendment of terms of payment for the deal of Purple Speckled Kidney Beans. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

Indicate **the salutation, the date, the complimentary close and the signature**;

Provide the previous terms of payment---confirmed, irrevocable letter of credit; State the situation ---tie-up of funds for three or four months owing to this term; State the difficulties of payment under this term---tight money condition and high bank interest;

Propose either "Cash against Documents on arrival of goods" or "Drawing on us at three months' sight".

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容		配分	考核点	备注
作品 (60分)	付 款 方 式 谈 判 对 话 设 计 (30分)	8分	英语表达通顺, 语法、句法使用正确记8分; 单词、句型错误每3处扣1分	
		5分	应对得体, 对话流转合理记5分;	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分	
		12分	理解题目要求, 信息点完整记12分; 信息点每缺失一处扣1分。	
	付 款 方 式 函 电 撰 写 (30分)	5分	字数达到要求记5分, 每少10词扣1分。	
		5分	函电格式完全正确记5分, 日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
		10分	语言表达通顺, 语法、句型使用正确记10分; 单词、语法每错3处扣1分。	
		10分	理解题目要求, 信息点完整记10分; 信息点每缺失一处扣1分。	

## 7. 试题编号:2-7 建立贸易关系

### (1) 任务描述

#### A、建立贸易关系对话设计:

了解谈判双方背景, 熟悉外贸业务流程和专业术语, 灵活运用谈判策略, 合理补充谈判对话, 语言表达到位, 交流畅通, 环节紧凑;

#### B、建立贸易关系函电撰写:

理解命题要求, 确定函电性质; 函电格式正确, 字数达标; 表达流畅, 文字通顺, 逻辑合理。

### 考试资料

#### 1、出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	<a href="http://www.hunancof.com/yw/index.asp">http://www.hunancof.com/yw/index.asp</a>
Office Address	No. 2 Zhuyuan RD, Changsha, Hunan, China
Zip code	410001
E-mail	webmaster@hunancof.com

#### 2、进口方基本情况

Company	Kraft Foods( Canada Branch)
Url	<a href="http://www.kraftfoodscompany.com/home/index.aspx">http://www.kraftfoodscompany.com/home/index.aspx</a>
Office	135 Longway Street, Montreal 15122, Canada

Address	
Phone	1-416-441-5000
Toll-free	1-847-646-4538.

### 3、出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. , Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB¥1.184 billion and the net assets amounted to RMB¥753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various businessdeveloping.

#### 抽考试题

#### Section I 外贸业务谈判

(30%)

**Directions:** You are required to complete a negotiation based on the following situation.

Situation: You (Andrew Smith), Marketing Manager of Kraft Foods (Canada Branch), are meeting with Deng Liang, Marketing manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. in Mr. Deng's office. You are discussing the items of the contract, including the quantity, specification, price, terms of payment, insurance, packing, shipment, etc.

**You are required to finish the following tasks:**

- Give greetings and suggest talking about the contract;
- Suggest going over other terms and conditions of the transaction;
- Stress that food must be well protected and can stand rough handling;
- Stress the goods to be shipped not later than June;

----Ask about the terms of payment;  
----Agree on the term of payment;  
----Agree on the validity of the L/C and ask about the inspection and claim;  
----Ask when the contract can be ready for signature.

A: You, Andrew Smith (the importer)      B: Deng Liang (the exporter)

A:

B: OK. 100M/T Frozen Snow Peas, specifications as Length: 40-80mm, Width: 10-22mm, at USD1, 050 per M/T, CIF Montreal.

A:

B: All right. As to the packing and shipping marks, we always pack our goods in new strong water-proof bags suitable for long-distance ocean transportation.

A:

B: We' ll see to that.

A: \_\_\_\_\_.

B: There' s no problem about that.

A: \_\_\_\_\_.

B: We hope the payment would be made by Sight L/C, and the L/C should be opened 15 to 20 days prior to the date of delivery.

A: \_\_\_\_\_.

B: We' d like to add the condition that the letter of credit shall be valid until the 15th day after shipment. This will give us more leeway.

A: \_\_\_\_\_.

B: None whatsoever.

A: \_\_\_\_\_.

B: I' ll have it ready in a couple of days.

## Section II 外贸英语函电撰写 (30%)

**Directions:** You are required to write a letter based on the following situation with **no less than 80** words. (Note: Your letter should **adopt block style**.)

Situation: As the Purchasing Manager of Kraft Foods (Canada Branch), you are going to write to the Marketing Manager from Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., to place an order. (More information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate **the salutation, the date, the complimentary close and the signature;**

Clarify the specifications of products—100 MT Frozen Snow Peas (Length: 40-80mm, Width: 10-22mm, t<5.5mm);

Accept the 6% discount offered and the terms of payment---confirmed

irrevocable letter of credit payable at sight;

Require no substitutes if the seller have no stock of the products;

Ask for delivery within next 5 months;

Enclose the Order Form No. LY412.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	建立 贸易 关系 谈判 对话 设计 (30 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
		5 分	应对得体, 对话流转合理记 5 分;	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
		12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	
	建立 贸易 关系 函电 撰写 (30 分)	5 分	字数达到要求记 5 分, 每少 10 词扣 1 分。	
		5 分	函电格式完全正确记 5 分, 日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。	
		10 分	语言表达通顺, 语法、句型使用正确记 10 分; 单词、语法每错 3 处扣 1 分。	
		10 分	理解题目要求, 信息点完整记 10 分; 信息点每缺失一处扣 1 分。	

8. 试题编号: 2-8 投诉与索赔谈判

### (1) 任务描述

#### A、投诉与索赔谈判对话设计：

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；

#### B、投诉与索赔谈判函电撰写：

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

### (三) 考试资料

#### 1、出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	<a href="http://www.hunancof.com/yw/index.asp">http://www.hunancof.com/yw/index.asp</a>
Office Address	No. 2 Zhuyuan RD, Changsha, Hunan, China
Zip code	410001
E-mail	webmaster@hunancof.com

#### 2、进口方基本情况

Company	Whole Foods Market
Url	<a href="http://www.wholefoodsmarket.com/">http://www.wholefoodsmarket.com/</a>
Office Address	105 Mason Street, Austin TE 15002, U.S.A
Phone	+1-202-328 2516
Fax	+1-202-328 2515

#### 3、出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. , Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB¥1.184 billion and the net assets amounted to RMB¥753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property

management and export agency service, initially located in well-situation with various business developing.

抽考试题

**Section I 外贸业务谈判 (30%)**

**Directions: You are required to complete a negotiation based on the following situation.**

Situation: Mr. Miller, Purchasing Manager of Whole Foods Market, is calling You (Deng Liang), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. Mr. Miller is complaining to you of the short shipment and water damage on the commodity of Sushi Rice, and demand compensation.

**You are required to finish the following tasks:**

- Answer the phone;
- Greet and offer help;
- Show your attitude and inquire the problem;
- Promise to solve the problem after a close investigation;
- Suggest selling the damaged goods at a lower price;
- Agree to ship the same damaged quantity in early January;
- Agree to compensate according to the contract;
- Show your appreciation and end the call.

A: Mr. Miller (the importer)

B: You (the exporter)

A: Hello, I'd like to speak to Mr. Deng.

B:

A: Hello, Mr. Deng. This is Miller. How are you?

B:

A: I'm calling to tell you that we are dissatisfied with the state of the goods of

Sushi Rice.

B: A: We placed an order for Sushi Rice for 500MT, but when we received them, we found there was a short shipment of 50 bags. And still 10 bags are water damaged.

B: \_\_\_\_\_

A: I'm afraid you should compensate us by 3% of the total amount according to the

contract and ship those damaged rice back and refund the payment.

B: \_\_\_\_\_

A: You mean we'll dispose of those inferior goods in Austin, don't you?

B: \_\_\_\_\_

A: You have to make it clear at what price we'll sell them. I think the price should be at least half of the original.

B: \_\_\_\_\_



A: That's good. Let's settle then.

B: \_\_\_\_\_.

A: Bye.

**Section II 外贸英语函电撰写 (30%)**

**Directions:** You are required to write a letter based on the following situation with **no less than 80 words**. (Note: Your letter should **adopt block style**.)

Situation: As the Purchasing Manager of Whole Foods Market, you are going to write to the Marketing Manager from Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., lodging a claim for the damage of 100 bags of Sushi Rice under the order HCOF-11108, which has been shipped per S/S "Princess" from Guangzhou. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate **the salutation, the date, the complimentary close and the signature;**

Provide basic information about the shipment of goods being received;

Provide detailed situations of the damage of the goods—rice being dampened and even mildewed owing to broken packages;

State the probable reason of the damage—improper packing;

Provide the survey report to illustrate more information about the damage;

Require the rice to be replaced or will lodge a claim;

Demand immediate attention to this matter

**(2) 实施条件**

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

**(3) 考核时量:**

考核时间: 90 分钟

(4) 评分标准

评价内容		配分	考核点	备注
作品 (60分)	投诉与索赔谈判对话设计 (30分)	8分	英语表达通顺, 语法、句法使用正确记8分; 单词、句型错误每3处扣1分	
		5分	应对得体, 对话流转合理记5分;	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分	
		12分	理解题目要求, 信息点完整记12分; 信息点每缺失一处扣1分。	
	投诉与索赔函电撰写 (30分)	5分	字数达到要求记5分, 每少10词扣1分。	
		5分	函电格式完全正确记5分, 日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
		10分	语言表达通顺, 语法、句型使用正确记10分; 单词、语法每错3处扣1分。	
		10分	理解题目要求, 信息点完整记10分; 信息点每缺失一处扣1分。	

9. 试题编号:2-9 建立贸易关系

(1) 任务描述

A、建立贸易关系对话设计:

了解谈判双方背景, 熟悉外贸业务流程和专业术语, 灵活运用谈判策略, 合理补充谈判对话, 语言表达到位, 交流畅通, 环节紧凑;

B、建立贸易关系函电撰写:

理解命题要求, 确定函电性质; 函电格式正确, 字数达标; 表达流畅, 文字通顺, 逻辑合理。

考试资料

1、出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export GroupCorp. Ltd.
Url	<a href="http://www.hunancof.com/yw/index.asp">http://www.hunancof.com/yw/index.asp</a>
Office Address	No. 2 Zhuyuan RD, Changsha, Hunan, China
Zip code	410001
E-mail	webmaster@hunancof.com

2、进口方基本情况

Company	Charoen Pokphand Group
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Url	http://www.cpthailand.com/
Office Address	75 Changkaichi Street, Bangkok 002, Thailand
Phone	(66 2) 625 8000 ext. 8127-8130
Fax	(66 2) 638 2741
E-mail	cp@cpthailand.com

### 3、出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp., Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB¥1.184 billion and the net assets amounted to RMB¥753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various business developing.

抽考试题

#### Section I 外贸业务谈判 (30%)

**Directions:** You are required to complete a negotiation based on the following situation.

Situation: You (Andrew Smith), Marketing Manager of Charoen Pokphand Group, are meeting Deng Liang, Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. You want to act as the sole agent of Mr. Deng's company by telling your advantages. Deng Liang is illustrating the requirements.

**You are required to finish the following tasks:**

- Express your wish to act as the sole agent;
- Ask about the condition to be a sole agent;
- Explain the advantages you have;

----Confirm selling directly to shops;  
-----Answer the question and promise to increase annual order if the terms are favorable;  
---State your promotion plans;  
----Express your expectation about the commission;  
---Agree to the requirement.

A: You (the importer)                      B: Deng Liang (the exporter)

A:

B: Thank you. But we think it premature for us to discuss the matter.

A:

B: When your annual turnover is over \$ 600,000, we' ll certainly be glad to sign an agency agreement with you. Well, if you have any particular advantages, maybe we can reconsider it.

A:

B: Do you sell directly to shops?

A: \_\_\_\_\_.

B: What' s the annual order you can guarantee?

A: \_\_\_\_\_.

B: Certainly. Terms for our agents are usually the best ones. What' s your plan for promoting our products?

A: \_\_\_\_\_.

B:Not a bad idea. What commission would you expect?

A: \_\_\_\_\_.

B: We can' t go as far as that. We generally allow our agents in this line a commission of 8%.

A: \_\_\_\_\_.

B:OK. Please come to my office tomorrow to discuss details.

## Section II 外贸英语函电撰写 (30%)

**Directions:** You are required to write a letter based on the following situation with **no less than 80** words. (Note: Your letter should **adopt block style**.)

Situation: As the Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., who met the Purchasing Manager from Charoen Pokphand Group the last day, you are going to write to him to authorize the sole agency for Sunflower seeds in Thailand on the terms and conditions agreed. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate **the salutation ,the date, the complimentary close and the signature;**

Confirm to offer an appointment as your sole agent for Sunflower seeds in Thailand; Give basic terms and information—a trial period of 12

months and a commission of 7% on the net value of all sales;  
 State that you are able to facilitate quick delivery, and will send full range of samples for showrooms;  
 Ask for immediate confirmation of this letter so as to get a formal agreement; Promise to provide a circular for announcement of sole agency to your customers after signing.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	建立 贸易 关系 谈判 对话 设计 (30 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
		5 分	应对得体, 对话流转合理记 5 分;	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
		12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	
	建立 贸易 关系 函电 撰写 (30 分)	5 分	字数达到要求记 5 分, 每少 10 词扣 1 分。	
		5 分	函电格式完全正确记 5 分, 日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。	
		10 分	语言表达通顺, 语法、句型使用正确记 10 分; 单词、语法每错 3 处扣 1 分。	

		10分	理解题目要求，信息点完整记10分；信息点每缺失一处扣1分。	
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10. 试题编号:2-10 价格谈判

(1) 任务描述

A、价格谈判对话设计：

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

B、价格谈判函电撰写：

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

考试资料

1、出口方基本情况

Company	BROAD Air Quality Technology Group
Url	<a href="http://www.broad.com/">http://www.broad.com/</a>
Office Address	Yuanda Town Yuanda 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

2、进口方基本情况

Company	Innovair Corporation
Url	<a href="http://www.innovair.com/">http://www.innovair.com/</a>
Office Address	Av. paeo de La Reforma No. 350, Piso 11 Colonia Juarez, Mexico
Phone	(55) 9171-8465
Fax	(55) 9171-8465
E-mail	info@innovair.com

3、出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth.

BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

BROAD Energy Utilization Co. Ltd. provides energy management contract service, district cooling-heating-power system (CHP) investment, building and operation.

BROAD Sustainable Building Technology Co. Ltd. provides factory-made

sustainable building with level 9 earthquake resistances, with 6 times material less, 5- time energy efficient, and 20 times air purification.

BROAD Air Quality Technology Group headquartered in Changsha, China, has already exported products to more than 70 countries.

#### **Company Development Path**

On June 5, 1988, using USD 3,000 the company was registered in Chenzhou, Hunan to develop heating equipment.

In 1992, the company relocated to Changsha to start producing large scale non-electric central air conditioning chillers and equipment.

In 1998 the company's non-electric air conditioners entered into the international market.

In 1999 the company began producing packaged central air conditioning systems.

In 2005 the company began producing air quality products, which are now sold in more than 60 countries around the world.

#### **Products**

The complete set of Central Air Conditioning Equipment (Including hot water, to automate a building)

#### **Services**

After Sales Service, Trusteeship Service, EMC (Engineering Design Consulting) **Value**

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

“BROAD non-electric air conditioning is the Circular Economy.”

BROAD is not a common company which has made a special contribution to the country.

抽考试题

**Section I 外贸业务谈判 (30%)**

**Directions:** You are required to complete a negotiation based on the following situation.

**Situation:** You (Edward Bush), Purchasing Manager of Innovair Corporation visit Wang Jun, Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. You are interested in the items of BY50, BY300 and BY1000.

**You are required to finish the following tasks:**

- Greet and express your desire to see the latest products;
- Show your interest in the items of BY50, BY300 and BY1000;
- State your order (three sets of BY50, five sets of BY300 and five sets of BY1000) and ask for the lowest price;
- Suggest bringing down the price at least by 10%;





Type	specification	quantity	Unit price
BY50 type	pumpset for 582kW/165Rt chillers	3 sets	USD 4,200.00
BY300 type	pumpset for 3489kW/992Rt chillers	5 sets	USD 4,700.00
BY1000 type	pumpset for 11630kW/3307Rt chillers	5 sets	USD5,200.00

Emphasize that the shipment should be effected before the end of June 2016 from Shanghai to Mexico with partial shipment and transshipment not allowed;

State the terms and the conditions of terms of payment, date of delivery for reference.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
	5 分	应对得体, 对话流转合理记 5 分;	
	5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
	12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	
	5 分	字数达到要求记 5 分, 每少 10 词扣 1 分。	

价格谈判函电撰写 (30分)	5分	函电格式完全正确记5分，日期、称呼语、结尾敬语、签名、排版每错2处扣1分。
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错3处扣1分。
	10分	理解题目要求，信息点完整记10分；信息点每缺失一处扣1分。

### 11. 试题编号:2-11 包装与运输方式谈判

#### (1) 任务描述

##### A、包装与运输方式谈判对话设计：

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

##### B、包装与运输方式谈判函电撰写：

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

#### 考试资料

##### 1、出口方基本情况

Company	BROAD Air Quality Technology Group
Url	<a href="http://www.broad.com/">http://www.broad.com/</a>
Office Address	Yuanda Town Yuanda 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

##### 2、进口方基本情况

Company	Clima Tech Corporation
Url	<a href="http://www.clima-tech.com/tiki-index.php?page=HomePage">http://www.clima-tech.com/tiki-index.php?page=HomePage</a>
Office Address	5308 56th Commerce Park Boulevard, Tampa, U.S.A.
Phone	1- 323 -355 2121
Fax	1- 323 -355 2122
E-mail	sales@clima.com

##### 3、出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the

environment of the earth.

BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

BROAD Energy Utilization Co. Ltd. provides energy management contract service, district cooling-heating-power system (CHP) investment, building and operation.

BROAD Sustainable Building Technology Co. Ltd. provides factory-made sustainable building with level 9 earthquake resistances, with 6 times material less, 5- time energy efficient, and 20 times air purification.

BROAD Air Quality Technology Group headquartered in Changsha, China, has already exported products to more than 70 countries.

### **Company Development Path**

On June 5, 1988, using USD 3,000 the company was registered in Chenzhou, Hunan to develop heating equipment.

In 1992, the company relocated to Changsha to start producing large scale non-electric central air conditioning chillers and equipment.

In 1998 the company's non-electric air conditioners entered into the international market.

In 1999 the company began producing packaged central air conditioning systems.

In 2005 the company began producing air quality products, which are now sold in more than 60 countries around the world.

### **Products**

The complete set of Central Air Conditioning Equipment (Including hot water, to automate a building)

### **Services**

After Sales Service, Trusteeship Service, EMC (Engineering Design Consulting) **Value**

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

“BROAD non-electric air conditioning is the Circular Economy.”

BROAD is not a common company which has made a special contribution to the country.

抽考试题

### **Section I 外贸业务谈判 (30%)**

**Directions:** You are required to complete a negotiation based on the following situation.

**Situation:** You (David House), Purchasing Manager of Clima Tech Corporation visit Zhang Hua, Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. You are talking about shipment for there's no direct shipment to the destination. The exporter suggests transshipment.

**You are required to finish the following tasks:**

- Ask the availability of direct shipment;
- Suggest contacting other shipping companies;
- Enquire about the reason (two vessels sailing to the port of destination each month);
- Suggest adapting tramps;
- Expect to deliver the goods right away in other ways;
- Express your worry on transshipment; (risks of pilferage and damage)
- Wonder if the goods will arrive on time;
- State that you' ll fax home and tell B the decision tomorrow.

A: You (the importer)                      B: Zhang Hua (the exporter)

A:

B: I' m sorry we can' t do that, because all the shipping space till the end of November has been booked up.

A:

B: We' ve done it, but to our disappointment, there' s no direct ship from here to your port in these two months.

A:

B: There is a great demand at present and the bad climate prevents some direct routes.

A: \_\_\_\_\_.

B: Yes, I can, but I' m not sure whether there would be enough tonnage to make a full cargo, even if a tramp could be obtained.

A: \_\_\_\_\_.

B: Yes. If you could consider transshipment, we can have the goods transshipped at Hong Kong.

A: \_\_\_\_\_.

B: That' s true, but I still suggest you consider the transshipment. We' ll have the goods covered under Risk of Breakage and TPND.

A: \_\_\_\_\_.

B: We cannot assure you, but we will try our best.

A: \_\_\_\_\_.

B: OK.

**Section II 外贸英语函电撰写 (30%)**

**Directions: You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)**

**Situation:** As a sales representative of BROAD Air Quality Technology Group, you are going to write to a client from Clima tech Corporation to inform him about the transshipment of goods. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the salutation, the date, the complimentary close and the signature;

Inform the importer Air Condition Indoor Units would be delivered by transshipment; Emphasize that there are six sailings monthly from Shanghai to USA;

Recommend Far East Marine Transport Co. to deliver the goods who has two sailings on the 10 and 20 respectively per month, from Shanghai to USA, shipping space will be booked through their agency in Wuhan;

Enclose a document to show the rate of the freight for the shipment;

Put forward your request that sight L/C must reach you before the shipment month if the importer wants the goods to be transshipped at Shanghai because you need to book shipping space with Wuhan agent;

Ask the importer when they want you to arrange the shipment.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
	5 分	应对得体, 对话流转合理记 5 分;	
	5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
	12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	

包装与运输方式函电撰写 (30分)	5分	字数达到要求记5分,每少10词扣1分。
	5分	函电格式完全正确记5分,日期、称呼语、结尾敬语、签名、排版每错2处扣1分。
	10分	语言表达通顺,语法、句型使用正确记10分;单词、语法每错3处扣1分。
	10分	理解题目要求,信息点完整记10分;信息点每缺失一处扣1分。

## 12. 试题编号:2-12 保险条款谈判

### (1) 任务描述

#### A、保险条款谈判对话设计:

了解谈判双方背景,熟悉外贸业务流程和专业术语,灵活运用谈判策略,合理补充谈判对话,语言表达到位,交流畅通,环节紧凑;

#### B、保险条款谈判函电撰写:

理解命题要求,确定函电性质;函电格式正确,字数达标;表达流畅,文字通顺,逻辑合理。

### 考试资料

#### 1、出口方基本情况

Company	BROAD Air Quality Technology Group
Url	<a href="http://www.broad.com/">http://www.broad.com/</a>
Office Address	Yuanda Town Yuanda 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

#### 2、进口方基本情况

Company	Galaxy Refrigeration Private Limited Co.
Url	<a href="http://www.galaxyintl.com/">http://www.galaxyintl.com/</a>
Office Address	No. D-8, Shanti Kunj, Near Church, Vasant Kunj New Delhi, India
Phone	+(91)-(11)-26130435
Fax	+(91)-(11)-26130436
E-mail	chanderkumar@hotmail.com

#### 4、出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the

environment of the earth.

BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

BROAD Energy Utilization Co. Ltd. provides energy management contract service, district cooling-heating-power system (CHP) investment, building and operation.

BROAD Sustainable Building Technology Co. Ltd. provides factory-made sustainable building with level 9 earthquake resistances, with 6 times material less, 5-time energy efficient, and 20 times air purification.

BROAD Air Quality Technology Group headquartered in Changsha, China, has already exported products to more than 70 countries.

### **Company Development Path**

On June 5, 1988, using USD 3,000 the company was registered in Chenzhou, Hunan to develop heating equipment.

In 1992, the company relocated to Changsha to start producing large scale non-electric central air conditioning chillers and equipment.

In 1998 the company's non-electric air conditioners entered into the international market.

In 1999 the company began producing packaged central air conditioning systems.

In 2005 the company began producing air quality products, which are now sold in more than 60 countries around the world.

### **Products**

The complete set of Central Air Conditioning Equipment (Including hot water, to automate a building)

### **Services**

After Sales Service, Trusteeship Service, EMC (Engineering Design Consulting) **Value**

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

“BROAD non-electric air conditioning is the Circular Economy.”

BROAD is not a common company which has made a special contribution to the country.

抽考试题

### **Section I 外贸业务谈判(30%)**

**Directions:** You are required to complete a negotiation based on the following situation.

<p><b>Situation:</b> David Bush (the importer), Purchasing Manager of Galaxy Refrigeration Private Limited visits you (Liu Dongmei), trade representative of BROAD Air Quality Technology Group. You are discussing the insurance about WPA, the Risk of Breakage, and so on.</p>
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**You are required to finish the following tasks:**

- Extend greetings and offer help;
- Show your willingness and ask if there are questions;
- Consider WPA( basing on CIF);
- Give a positive answer, but refuse to bear extra premium;
- State the procedure for claim (Provide a survey report and claim after the arrival of the consignment);
- State the period for the claim (within 60 days after the arrival of the goods);
- Inform your usual practice for insurance value (110%) and can not bear extra premium;
- Express your willingness of cooperation.

A: David Bush (the importer)                      B: You (the exporter)

A: Good morning, Mr. Liu.

B:

A: Last time we discussed the terms of payment. Shall we talk about the terms of insurance today?

B:

A: Yes. I' d like to know what kind of insurance coverage you have in mind for the goods we ordered.

B: A: Could you cover the Risk of Breakage for us?

B: \_\_\_\_\_.

A: I see. By the way, in the event of loss of or damage to my goods, what is the procedure for filing a claim?

B: \_\_\_\_\_.

A: How long is the availability period to claim?

B: \_\_\_\_\_.

A: That' s understood. One more thing here, we' d like to have the goods insured for 130% of the invoice value. Can that be arranged?

B: \_\_\_\_\_.

A: You can rest assured that we' ll pay for the extra premium above 110% of the invoice value.

B: \_\_\_\_\_.

A: I hope so.

**Section II 外贸英语函电撰写 (30%)**

**Directions:** You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

**Situation:** As a sales representative of BROAD Air Quality Technology Group, you are going to write to a client of Galaxy Refrigeration Private Limited Co. to introduce the insurance terms for X Vacuum Boiler. (For more information about the two parties, please refer to the background information given above.)



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**The following aspects should be included in the letter:**

Indicate the salutation, the date, the complimentary close and the signature;

Indicate the L/C No., value and issuing bank;

Show regret for the buyer's request for covering TPND and SRCC in addition to FPA and War Risk;

Emphasize that the additional insurance terms were not agreed upon by both parties; State the usual practice of the seller for the nature of the contracted goods and explain the reason;

Agree to cover the excessive risks at the buyer's cost;

Suggest amending the L/C to cover the extra premium

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	保险 条款 谈判 对话 设计 (30 分)	8 分	英语表达通顺, 语法、句法使用正确记 8 分; 单词、句型错误每 3 处扣 1 分	
		5 分	应对得体, 对话流转合理记 5 分;	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分	
		12 分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1 分。	

保险 条款 函电 撰写 (30分)	5分	字数达到要求记5分,每少10词扣1分。	
	5分	函电格式完全正确记5分,日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
	10分	语言表达通顺,语法、句型使用正确记10分;单词、语法每错3处扣1分。	
	10分	理解题目要求,信息点完整记10分;信息点每缺失一处扣1分。	

### 13. 试题编号:2-13 价格谈判

#### (1) 任务描述

##### A、价格谈判对话设计:

了解谈判双方背景,熟悉外贸业务流程和专业术语,灵活运用谈判策略,合理补充谈判对话,语言表达到位,交流畅通,环节紧凑;

##### B、价格谈判函电撰写:

理解命题要求,确定函电性质;函电格式正确,字数达标;表达流畅,文字通顺,逻辑合理。

#### 考试资料

##### 1、出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	<a href="http://www.hnhlc.com">http://www.hnhlc.com</a>
Office Address	N0.251, 2nd Section, Furong(M) Road, Changsha, Hunan, China
Zip code	410007
Phone	86-731-85357829
Fax	86-731-85357977
E-mail	sh600731@sina.com

##### 2、进口方基本情况

Company	Devidayal (Sales) Limited
Url	<a href="http://www.devidayalagro.com/">http://www.devidayalagro.com/</a>
Office Address	1stFloor Devidayal Estate, Reay Road, Mumbai 400 010, India
Phone	+91-22-23714913/ 23734871
Fax	+91-22-23742708
E-mail	bombay@devidayalagro.com

##### 3、出口方信息

Hunan Haili Chemical Industry Co., Ltd. (Hunan Haili) is one of the hi-tech listing enterprises in China, which is mainly formed by Hunan Research Institute of Chemical Industry. Hunan Haili mainly devotes

itself to development, production and trade of pesticides and fine chemicals, transportation of dangerous chemicals, installation of chemical facilities. Hunan Haili is fully reinforced at R & D and production of pesticides, which becomes State Pesticide Development & Engineering Technology Research Center and State Carbamate Pesticide Industry Pilot Base.

Hunan Haili has built up the largest production facilities in Asia with annual capacity over 10,000 tons for Carbamate pesticides such as Carbofuran, BPMC, Carbaryl, Carbosulfan, Propoxur, Isoprocarb, Methomyl, MTMC, etc. Hunan Haili has also built up the largest production facilities in Asia with annual capacity over 10,000 tons for alkylation production, such as Benzofuranol, OSBP, o-isopropyl phenol and o-isopropoxy phenyl, etc. Hunan Haili has built up facilities with annual capacity over 10,000 tons for organ phosphorus pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10,000MT and 5,000MT, Hunan Haili has developed isocyanates, chloroformates, carbonates, urea phosgene derivatives and also undertaken chemicals processing.

Carbamate pesticides, Dimethoate pesticides and alkylphenol intermediates with Haili Brand are the famous products in Hunan Province. Haili Brand is the famous brand in Hunan Province. Since listed in 1996, Hunan Haili has achieved sound and rapid progress, which has held and annexed five domestic enterprises. Hunan Haili has been ISO9001:2000 and ISO14001:2004 certified and passed certification of GB/T28001-2001 in China.

Main Products:

- Insecticides
- Fungicides
- Phosgene Derivatives
- Intermediates
- Amino-protecting agents
- Special Chemicals
- Formulation Productions
- Seed coating agent

抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation.

**Situation:** You (Edward Green), Purchasing Manager of Devidayal (Sales) Limited, along with Don Smith, your assistant and David Brown, an accountant, visit Huang Songjun (the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd. You are holding a negotiation on the price.

**You are required to finish the following tasks:**

- Introduce your colleagues;
- Show interest in the monosultap of HLC and ask for more details;
- Inquire about the unit price;
- Ask for 5% discount;
- Suggest D/P and explain the reason;
- Ask about the commission;
- Suggest a commission of 4%;
- Suggest discussing the details tomorrow.

A: You (the importer)                      B: Huang Songjun(the exporter)

A:

B: How do you do, Mr. Smith. How do you do? Mr. Brown.

A:

B: I'd be happy to answer any questions you may have.

A:

B: Sure, We usually offer a unit price of USD80 per bag. If you can have larger size, you can have a discount of 2%.

A: \_\_\_\_\_.

B: I' m sorry, but that is a little too high. Our standard policy on discounts of over 4% is payment of irrevocable L/C at sight.

A: \_\_\_\_\_.

B: I am sorry we can't make it.

A: \_\_\_\_\_.

B: Usually, we give a commission of 2% to our agents.

A: \_\_\_\_\_.

B: If you sell US\$ 2 million annually, we can allow 3% commission.

A: \_\_\_\_\_.

B: No problem.

**Section II 外贸英语函电撰写 (30%)**

**Directions:** You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

**Situation:** As the Purchasing Manager of Devidayal (Sales) Limited, you are going to write to the Sales Manager of Hunan Haili Chemical Industry Co. Ltd. , to ask for 10% price reduction of its insecticide---Monosultap after trial use of the samples sent on March 8. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the salutation, the date, the complimentary close and the signature;

State that customers are satisfied with the insecticide but are still hesitating;

Introduce the market situations — various providers are promoting insecticides with strong efficacy and reasonable prices;  
Provide information that the prices of some brands of insecticides are 10% less; Indicate that price advantage is still necessary in occupying the market.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量：

考核时间：90 分钟

(4) 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	价格谈判 对话设计 (30 分)	8 分	英语表达通顺，语法、句法使用正确记 8 分；单词、句型错误每 3 处扣 1 分
		5 分	应对得体，对话流转合理记 5 分；
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1 分。
	价格谈判 函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。
		5 分	函电格式完全正确记 5 分，日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错 3 处扣 1 分。
		10 分	理解题目要求，信息点完整记 10 分；信息点每缺失一处扣 1 分。

14. 试题编号:2-14 保险条款谈判

(1) 任务描述

A、保险条款谈判对话设计

了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

B、保险条款谈判函电撰写

理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

考试资料

1、出口方基本情况

Company	Sany Group
Url	<a href="http://www.sanygroup.com/group/en-us/">http://www.sanygroup.com/group/en-us/</a>
Office Address	Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China
Phone	0086-21-20271802
E-mail	crd@sany.com.cn

2、进口方基本情况

Company	KK P. L. C.
Url	<a href="http://www.kkethiopia.com/">http://www.kkethiopia.com/</a>
Office Address	Lideta Kifle Ketema, Kebele 13, House No. 895 P. O. Box 702, Addis Ababa, Ethiopia
Phone	251 115 15 90 15
Fax	251 115 51 99 49
E-mail	kk.plc@ethionet.et

3、出口方信息

Sany Group began in 1989 as a small welding material factory. Its founders are Liang Wengen, Tang Xiuguo, Mao Zhongwu and Yuan Jinhua. Now it has grown into a global corporation with five industrial parks in China, four R&D and manufacturing bases in America, Germany, India and Brazil, and 24 sales companies around the world. Currently, Sany Group employs over 60,000 people in more than 120 countries.

At Sany Group, we believe that developing and manufacturing of quality, industry-leading products is always a top priority. Each year, Sany Group re-invests 5-7% of its sales revenue into the R&D, making it possible to expand its product lines to concrete, road, port, hoisting, pile driving, excavating machineries and wind energy products. Now as one of the most successful enterprises in China, Sany Group is also the world's largest concrete machinery manufacturer and ranks 6th among the top 50 global construction machinery manufacturers.

Besides constantly improving the quality of our products, Sany Group is also committed to providing customers with all-round and

efficient services. 15 logistics centers and spare parts warehouses have been set up with logistics and service systems all over the world.

抽考试题

**Section I 外贸业务谈判 (30%)**

**Directions:** You are required to complete a negotiation based on the following situation.

**Situation:** John Black (the importer), Purchasing Manager of KK P. L. C. , is visiting Sany Group. You (Lin Xiong), Marketing Manager of Sany Group, are negotiating with him. After discussing other items, you will talk about the problem of insurance for pump and motor parts.

**You are required to finish the following tasks:**

- Greet and ask to discuss insurance details;
- State the insured amount is a bit excessive;
- Suggest the importer to cover the insurance for 110% of the CIF value;
- Explain you cover FPA and War Risks;
- Explain the reason for refusal to breakage;
- Explain the premium will be deducted from the commission of 5% payable to the buyer;
- Promise to insure after loading the goods;
- Show appreciation and end the conversation.

**A: John Black (the importer)      B: You (the exporter)**

A: Mr. Lin, glad to see you again.

B: \_\_\_\_\_

A: Yes, please. We requested an insured amount of twenty- five percent above the invoice value last time we met.

B: \_\_\_\_\_

A: What' s your usual practice?

B: \_\_\_\_\_

A: Then what risks do you usually cover for pump and motor parts?

B: \_\_\_\_\_

A: Does the risk cover the breakage?

B: \_\_\_\_\_

A: I see. How will the premium be paid?

B: \_\_\_\_\_

A: That sounds reasonable. When can you make the insurance?

B: \_\_\_\_\_

A: Great. We' ve settled the problem of the insurance.

B: \_\_\_\_\_

**Section II 外贸英语函电撰写**

**(30%)**

Directions: You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

**Situation:** As the Purchasing Manager of KK P. L. C. , you are going to write to the Marketing Manager from Sany Group, to ask for insurance arrangement for 8,500 pieces of pump and motor parts in Order No. SY11605. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

Indicate the inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

State that the original contract was made on CIF basis;

State the reason for requiring insurance arrangement—large distance, potential risks, etc;

Ask for insurance against All Risks and War Risks for 110% of the total invoice value;

Promise to refund the premium upon receipt of the debit note and the covering insurance policy;

Express your expectation from the addressee.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60分)	保险 条款 谈判 对话 设计 (30分)	8分	英语表达通顺, 语法、句法使用正确记 8分; 单词、句型错误每 3 处扣 1 分。	
		5分	应对得体, 对话流转合理记 5 分。	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分。	
		12分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1.5 分。	



保险 条款 谈判 函电 撰写 (30分)	5分	字数达到要求记5分,每少10词扣1分。	
	5分	函电格式完全正确记5分,日期、称呼语、结尾敬语、签名、排版每错2处扣1分。	
	10分	语言表达通顺,语法、句型使用正确记10分;单词、语法每错3处扣1分。	
	5分	理解题目要求,信息点完整记10分;信息点每缺失一处扣1分。	

15. 试题编号:2-15 投诉与索赔谈判

(1) 任务描述

A、投诉与索赔谈判对话设计:

了解谈判双方背景,熟悉外贸业务流程和专业术语,灵活运用谈判策略,合理补充谈判对话,语言达到位,交流畅通,环节紧凑;

B、投诉与索赔谈判函电撰写:

理解命题要求,确定函电性质;函电格式正确,字数达标;表达流畅,文字通顺,逻辑合理。

考试资料

1、出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	<a href="http://pandafireworks.com/">http://pandafireworks.com/</a>
Office Address	NO.271, Liuyang Avenue, Liuyang, Hunan, China
Zip code	410304
Phone	086- 0731-83943609
Fax	086- 0731-83940528

2、进口方基本情况

Company	Exhibit Company
Url	<a href="http://exhibitcompany.com/">http://exhibitcompany.com/</a>
Office Address	1920 Goodyear Suite E, Ventura CA 93003,U. S. A.
Phone	805 658 1991
Fax	805 642 2108
Toll free	1 800 576 0018

5、出口方信息

Panda Fireworks Group Co., Ltd, established in 1989, is one of the largest fireworks producers in China, and was the tender winner of the extravagant fireworks for the 2008 Summer Olympics and Paralympics in Beijing. We manufacture, distribute and own all Panda Fireworks brands and also other popular brands in North America as seen below. In addition, we are a one-stop shop for everything related to fireworks. This includes

services ranging from procurement to working with customers to tailor their own products.

### **Devoting to Fireworks Industry, Expecting brighter future**

Panda Fireworks Group Co., Ltd boasts several high-class and professional fireworks and firecrackers production factories as well as large-scale production bases in Liuyang City of Hunan Province and Wanzai City of Jiangxi Province. With more than hundred large and medium-sized fireworks production enterprises at home and abroad, close strategic partnerships have been established, as well as long-term purchasing relationships with more than 300 fireworks production enterprises. The fireworks & firecrackers we have produced and distributed cover a wide range with more than a variety of 300 products for both consuming and professional uses. In order to provide our Chinese and overseas consumers with novel, delicate, more environment-friendly and safer fireworks products, we are committing technological negotiation and close cooperation with some universities and scientific research institutions at home and abroad to build the first-class research center to create new materials, new arts and crafts and new products of fireworks & firecracker in China, also with quality inspection laboratories.

### **Global strategy with eyes on global market**

With eyes on the global market, Panda Fireworks Group Co., Ltd has a precise understanding of the market needs and have established its own sales company, distribution network and strategic partnerships in some major consuming nations of fireworks in the world (such as U. K., Sweden, Denmark, U. S. A., Germany and Italy), through a series of highly efficient overseas marketing and acquisition strategies. With its top stature on product quality, Panda Fireworks has been dedicated priority to providing fireworks and services to all consumers and gained the favor of customers at home and abroad. All the brands as “Panda Fireworks”, “Panda”, “Winda”, “Bright Star” and “Liu-Flower” enjoy high market quota and prestigious reputation in the key fireworks consuming markets. Panda Fireworks has already become one of the largest fireworks exporter in China and one of the largest fireworks producers and traders in the world with the Brand “Panda”.

(四) 抽考试题

### **Section I 外贸业务谈判**

**(30%)**

**Directions: You are required to complete a negotiation based on the following situation.**

**Situation: You** (Jordan Carter), Purchasing Manager of the Exhibit Company visit Hua Shan (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co. Ltd. You tell Hua Shan that the goods you received were not in

line with what they ordered as: Flying Dragon Rocket Fireworks of the specification JSD029 49 shots and JSD030 138 shots. Hua Shan agrees to

replace the wrong goods and to be responsible for the related expense.

**You are required to finish the following tasks:**

- Complain about the wrong goods;
- State the problem and show the survey report;
- Emphasize the result of the problem;
- Inquire about the solution to the problem;
- Ask for the time to replace the goods;
- Inquire about how to deal with the wrong goods;
- Insist that the exporter be responsible for the expense;
- Express your satisfaction of solving this problem.

**A: You, Jordan Carter (the importer)                      B: Hua Shan (the exporter)**

A: \_\_\_\_\_  
B: Mr. Carter, What happened? Can you tell me more details?  
A: \_\_\_\_\_  
B: Let me see. The wrong articles were dispatched. It might be caused by our packing department.  
A: \_\_\_\_\_  
B: We are really sorry for the inconvenience we' ve brought to you.  
A: \_\_\_\_\_  
B: We' ll send you the right products to replace the wrong ones.  
A: \_\_\_\_\_  
B: We can assure you that the goods will be shipped to you by the end of this month.  
A: \_\_\_\_\_  
B: Will you please send them back by the next available ship?  
A: \_\_\_\_\_  
B: You can rest assured we' ll pay for all the expense arising out of this incident. A: \_\_\_\_\_  
B: Thank you for your understanding.

**Section II 外贸英语函电撰写                      (30%)**

**Directions:** You are required to write a letter based on the following situation with no less than 80 words. (Note: Your letter should adopt block style.)

**Situation:** As a sales representative of Panda Fireworks Group Co. Ltd. , you are going to write to a client from the Exhibit Company in U. S. A. , who claimed for short delivery. (For more information about the two parties, please refer to the background information given above.)

**The following aspects should be included in the letter:**

Indicate the inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Indicate the importer claimed for 25 Cartons of 138 shots Flying Dragon Rocket Fireworks;

Explain the reason for short delivery is caused by staff' s negligence;

Take some measures to make up;

Express the regrets for the inconvenience caused by the shortage.

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量:

考核时间: 90 分钟

(4) 评分标准

评价内容	配分	考核点	备注	
作品 (60分)	投诉 与 索赔 谈判 对话 设计 (30分)	8分	英语表达通顺, 语法、句法使用正确记 8分; 单词、句型错误每 3 处扣 1 分。	
		5分	应对得体, 对话流转合理记 5 分。	
		5分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分。	
		12分	理解题目要求, 信息点完整记 12 分; 信息点每缺失一处扣 1.5 分。	
	投诉 与 索赔 谈判 函电 撰写 (30分)	5分	字数达到要求记 5 分, 每少 10 词扣 1 分。	
		5分	函电格式完全正确记 5 分, 日期、称呼语、结尾敬语、签名、排版每错 2 处扣 1 分。	
		10分	语言表达通顺, 语法、句型使用正确记 10 分; 单词、语法每错 3 处扣 1 分。	
		5分	理解题目要求, 信息点完整记 10 分; 信息点每缺失一处扣 1 分。	

## (二)、外贸单证缮制模块

### 1. 试卷编号：3-1 合同审核、商业发票缮制、提单缮制、汇票缮制

#### (1) 任务描述

##### 1.1 合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

##### 1.2 商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

##### 1.3 提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

##### 1.4 汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

#### 考试资料

#### 1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

#### 2、进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

#### 3、谈判备忘录

Minutes of a Meeting	
<b>TIME:</b>	FEB. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)

**SUMMARY OF THE MEETING**

After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 10000 PCS Men's T-shirt. A brief summary of the meeting is as follows:

1. Product Name: MEN'S T-SHIRT
2. Quantity: 10000PCS
3. Unit Price: USD 50/PC CIF SYDNEY, AUSTRALIA
4. Amount: USD500,000.00
5. Specification: COLOR: GREY, FABRIC CONTENT: 100% COTTON
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 20pcs/carton, packed in 500 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against F. P. A., T. P. N. D. and WAR RISK.
11. Documents required:
  - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
  - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
  - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
  - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
  - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 ZHONGSHANG ROAD, CHANGSHA, HUNAN, CHINA				
<b>SALES CONTRACT</b>				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	<b>No.</b>	CON021	
		<b>Date:</b>	2019-02-15	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
<b>Commodity &amp; Specification</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [ MELBOURNE, AUSTRALIA]	
MEN'S T-SHIRT COLOR: GREY, FABRIC CONTENT: 100% COTTON	10000	PCS	USD 50	USD 500,000.00
<b>Total:</b>	10000	PCS		USD 500,000.00
<b>Say Total:</b>	USD FIVE HUNDRED THOUSAND ONLY			
<b>Payment:</b>	L/C AT SIGHT			

<b>Packing</b>	40pcs/carton packed in 600 cartons	
<b>Port of Shipment:</b>	Ningbo, China	
<b>Port of Destination:</b>	Sydney, Australia	
<b>Shipment:</b>	To be shipped from Shanghai, China to Sydney, Australia by vessel no later than April 15, 2019 with partial shipment and transshipment not allowed.	
<b>Shipping Mark:</b>	N/M	
<b>Quality:</b>	As per the sample submitted by the seller.	
<b>Insurance:</b>	To be covered by the seller for 110% of the invoice value against All risks, and strike risk.	
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.	
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.		
<b>BUYERS</b>	<b>SELLERS</b>	
(Signature)	(Signature)	

5、相关资料

(1)PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
                  4                            3.6                            0.008

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000021

INVOICE DATE: MARCH 05, 2019

PACKING LIST NO. : PL0000021

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China





<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:  中国远洋运输公司 <b>CHINA OCEAN SHIPPING</b>  ORIGINAL	
<b>Consignee or order</b>			
<b>Notify Party</b>			
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>		
<b>Ocean Vessel Voy. No.</b>	<b>Port of Loading</b>		
<b>Port of discharge</b>	<b>*Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross weight</b>	<b>Measurement m3</b>

3、请根据以上资料缮制提单。（本题共 15 分）

（注：合同的信息必须是修正后的正确信息）

<b>TOTAL PACKAGES(IN WORDS)</b>	
<b>Freight and charges</b>	
	<b>Place and date of issue</b>
	<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Exchange for \_\_\_\_\_  
 At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the Order of \_\_\_\_\_  
 the sum of \_\_\_\_\_  
 Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Issued By \_\_\_\_\_  
 To: \_\_\_\_\_  
 (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位, 每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机, 并安装 office 办公软件, 配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误；	合同审核 每题共 8 处错误， 每处 2 分，找出 错误计 1 分，修正 错误计 1 分。
作品 (60 分)	2 分	进口商名称和地址：拼写准确无误。	商业发票 缮制部分 每个空白 栏目按其 规定的分 值计算赋 分，未填、 错填每 3 处扣 1 分，扣完 本份商业 发票的分 数为止。
	3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
	3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。	
商业发票缮制 (14 分)	4 分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	
提单 缮制 (15 分)	2 分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每 3 处 扣 1 分， 扣完本份 提单的分 数为止。
	3 分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2 分	毛重条款：计算准确无误，单位描述正确。	
	2 分	体积条款：计算准确无误，单位描述正确。	
	6 分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	
汇	3 分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制 部分每个 空白栏目

票 缮 制  (15 分)	3分	收款人：信用证项下以议付行为受款人；托收 汇票，以托收行（出口地银行）为受款人；信 息完整无误，拼写正确。	按其规定的分值计 算赋分， 未填、错 填每3处 扣1分， 扣完本份 汇票的分 数为止。
	3分	金额及币种：币种与金额必须与信用证保持一 致，拼写准确无误。	
	6分	其他栏目：（出票地点及出票日期、汇票号码、 付款期限、付款人、出票人等栏目）：信息完 整无误、拼写正确。	

## 2. 试卷编号：3-2 合同审核、商业发票缮制、提单缮制、汇票缮制

### (1) 任务描述

#### 1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

#### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

#### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

#### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

### (三) 考试资料

#### 1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

#### 2、进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

#### 3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China

<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)

**SUMMARY OF THE MEETING**

After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 6000 Sets Men's Pajamas. A brief summary of the meeting is as follows:

1. Product Name: MEN'S PAJAMAS
2. Quantity: 6000 SETS
3. Unit Price: USD 40/SET CIF SYDNEY, AUSTRALIA
4. Amount: USD240,000.00
5. Specification: COLOR: HEALTHER GREY, FABRIC CONTENT: 100% COTTON
6. Payment: L/C AT SIGHT
7. Packing: 20sets/carton, packed in 300 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than APRIL 01, 2019. Transshipment is allowed, but partial shipment is not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
11. Documents required:
  - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
  - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".
  - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
  - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
  - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA MILLENNIUM TRADING COMPANY			
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA			
<b>SALES CONTRACT</b>			
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, SYDNEY, AUSTRALIA	<b>No.</b>	CON022
		<b>Date:</b>	2019-02-15
Dear sirs:			
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;			

Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[FOB] [ SYDNEY, AUSTRALIA]	
MEN'S PAJAMAS COLOR: HEALTHER GREY FABRIC CONTENT: 100% COTTON	6000	SETS	USD 40	USD 240,000.00
<b>Total:</b>	6000	SETS		USD 240,000.00
<b>Say Total:</b>	USD TWENTY FOUR THOUSAND ONLY			
<b>Payment:</b>	L/C AT SIGHT			
<b>Packing</b>	20pcs/carton packed in 300 cartons			
<b>Port of Shipment:</b>	Shanghai, China			
<b>Port of Destination:</b>	MELBOURNE, Australia			
<b>Shipment:</b>	To be shipped from Shanghai, China to Sydney, Australia by vessel no later than April 1, 2019 with partial shipment and transshipment not allowed.			
<b>Shipping Mark:</b>	N/M			
<b>Quality:</b>	As per the sample submitted by the seller.			
<b>Insurance:</b>	To be covered by the seller for 120% of the invoice value against All Risks and War Risk.			
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.				
<b>BUYERS</b>			<b>SELLERS</b>	
(Signature)			(Signature)	

## 5、相关资料

### (1)PACKING:

G. W. : ( KGS/CARTON) N. W. : ( KGS/CARTON) MEAS. : ( CBM/CARTON)

6

5.5

0.016

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000022

INVOICE DATE: MARCH 04, 2019

PACKING LIST NO. : PL0000022

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO. 123 William Avenue, Melbourne, Australia

(5) Issuing Date of L/C: FEBRUARY 20, 2019

L/C NO. : 38438/02

(6) B/L NO. : ASCS190362

(7) B/L DATE: MARCH 29, 2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3)审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE
TO:		

			DATE	
<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:  中国远洋运输公司 <b>CHINA OCEAN SHIPPING</b>  ORIGINAL		
<b>Consignee or order</b>				
<b>Notify Party</b>				
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>			
<b>Ocean Vessel Voy. No.</b>	<b>Port of Loading</b>			
<b>Port of discharge</b>	<b>*Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>	
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross weight NO.</b>	<b>Measurement m3</b>	
		IV0000022		
<b>TRANSPORT DETAILS:</b>		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
		[ ]		
		Total: [ ] [ ]		
SAY TOTAL: _____				

3、请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)



<b>TOTAL PACKAGES(IN WORDS)</b>			
<b>Freight and charges</b>			
			<b>Place and date of issue</b>
			<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Exchange for \_\_\_\_\_

At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of \_\_\_\_\_

the sum of \_\_\_\_\_

Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued By \_\_\_\_\_

To: \_\_\_\_\_

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备

设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注	
作品 (60 分)	合同审核	16 分	10、 买卖双方的名称与地址是否有误； 11、 品名、规格、数量、重量、单价是否有误； 12、 货物包装、体积是否有误； 13、 使用的贸易术语是否有误； 14、 合同金额和币种是否有误； 15、 合同中溢短装条款是否有误； 16、 唛头是否有误； 17、 起运港和目的港是否有误； 18、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	合同审核 每题共 8 处错误， 每处 2 分，找出 错误计 1 分，修正 错误计 1 分。
	商业 发票 缮制 (14 分)	2 分 3 分 3 分 2 分 4 分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。 其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	商业发票 缮制部分 每个空白 栏目按其 规定的分 值计算赋 分，未填、 错填每 3 处扣 1 分，扣完 本份商业 发票的分 数为止。
	提单 缮制	2 分 3 分 2 分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。	提单缮制 部分每个 空白栏目 按其规定 的分值计 算赋分，

	(15分)	2分 6分	体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款导尿管栏目)：信息完整无误，拼写正确。	未填、错填每3处扣1分，扣完本份提单的分数的为止。
	汇票缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。 收款人：信用证项下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份汇票的分数的为止。

### 3. 试卷编号：3-3 合同审核、商业发票缮制、提单缮制、汇票缮制

#### (1) 任务描述

##### 1.1、信用证审核

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

##### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

##### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

##### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

#### (三) 考试资料

##### 1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	<a href="http://ccn.mofcom.gov.cn/923748">http://ccn.mofcom.gov.cn/923748</a>
Office Address	NO.4 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-0731-82287135
Fax	86-0731-82287136
E-mail	hnqgyp-123@163.com

## 2、进口方基本情况

Company	ALDI GROUP COMPANY
Url	http://aldi.com.au/index.htm
Office Address	MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA
Tollfree	2800-426-0818
Phone	02-9675-9000
Fax	02-9675-9001

## 3、合同

### 销售合同

#### SALES CONTRACT

**SELLER:** HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 WUYI ROAD, CHANGSHA, HUNAN, CHINA  
**NO.:** HLIP-05128  
**DATE:** MAR. 26, 2018  
**SIGNED IN:** CHANGSHA, CHINA

**BUYER:** ALDI GROUP COMPANY  
MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA

This contract is made by and agreed between the BUYER and the SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
			CIF SYDNEY
3W GU10 LED SPOT BASE GU10, INPUT AC100-240V, POWER 1*3W, WEIGHT 52G, BEAN ANGLE 30° /45° /CREE25° /45°	100,000PCS	USD 0.8/PC	USD 80,000.00
Total:	100,000PCS		USD 80,000.00

**5. Total Value** SAY US DOLLARS EIGHTY THOUSAND ONLY.

**6. Packing** 100 PCS/CTN  
SIZE OF CARTON 300X240X500MM  
PACKED IN 1000 CARTONS

**7. Shipping Marks** N/M

**8. Time of Shipment & Means of Transportation**  
TO BE EFFECTED BEFORE THE END OF APRIL 2018 FROM SHANGHAI TO SYDNEY WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

**9. Port of Loading & Destination** FROM: SHANGHAI  
TO: SYDNEY

**10. Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED 1/1/1981

11. Terms of Payment: TO BE MADE BY SIGHT L/C.

12. Remarks

**The Buyer**  
ALDI GROUP COMPANY

**The Seller**  
HUNAN PROVINCIAL LIGHT INDUSTRIAL  
PRODUCTS I/E CORP.

(signature)

(signature)

4. 信用证

27: SEQUENCE OF TOTAL 1/1  
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE  
20: DOCUMENTARY CREDIT NUMBER 4238/03  
31C: DATE OF ISSUE 180330  
31D: DATE AND PLACE OF EXPIRY 180521 CHINA  
50: APPLICANT ALDI GROUP COMPANY  
MINCHINBURY REGION, LOCKED BAG 56,  
ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA  
59: BENEFICIARY  
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 WUYI ROAD, CHANGSHA, HUNAN, CHINA  
32B: AMOUNT USD80,000.00  
39B: CREDIT AMT NOT EXCEEDING  
41D: AVAILABLE WITH BY ANY BANK IN CHINA  
42C: DRAFTS AT 30 DAYS AFTER SIGHT  
42D: DRAWEE CITY BANK SYDNEY BRANCH  
43P: PARTIAL SHIPMENT ALLOWED  
43T: TRANSSHIPMENT ALLOWED  
44A: LOADING ON BOARD SHANGHAI, CHINA  
44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA  
44C: LATEST DATE OF SHIPMENT 180430  
45A: DESCRIPTION OF GOODS  
3W GU10 LED SPOT  
BASE GU10, INPUT AC100-240V, POWER 1\*3W, WEIGHT 52G, BEAN ANGLE  
30° /45° /CREE25° /45°  
USD 0.8/PC CFR SYDNEY  
46A: DOCUMENTS REQUESTED  
+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
+PACKING LIST IN TRIPLICATE.  
+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER  
OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO  
ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT  
PREPAID" AND NOTIFY APPLICANT.  
+FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK

ENDORSED FOR 120 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE AUSTRALIA ARE FOR ACCOUNT OF APPLICANT

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

### 5. 相关资料

- (1) INVOICE NO. : CS54691
- (2) INVOICE DATE: APRIL 04, 2018
- (3) PACKING

G. W. (KGS/CARTON)	N. W (KGS/CARTON)	MEAS (CBM/CARTON)
5.8	5.2	0.036

100PCS/CTN

PACKED IN 1000 CARTONS

TOTAL ONE 40' CONTAINER

- (4) VESSEL: YANGFAN V. 279
- (5) B/L NO. : ASCS1281861
- (6) B/L DATE: APRIL 19, 2018
- (7) POLICY NO. : SH160417
- (8) REFERENCE NO. : 20180316

#### (四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

NO. 4 WUYI ROAD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO. :		
		INVOICE DATE:		
		S/C NO. :		
FROM:		L/C NO. :		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No. :  中国远洋运输公司 CHINA OCEAN SHIPPING  ORIGINAL		
Consignee or order				
Notify Party				
*Pre carriage by	*Place of receipt			
Ocean Vessel Voy. No.	Port of Loading			
Port of discharge	Final destination	Freight payable at	Number original Bs/L	

Marks and Numbers	Number and kind of packages; Description	Gross Weight	Measurement m <sup>3</sup>
TOTAL PACKAGES (IN WORDS)			
Freight and charges			Place and date of issue
			Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....

L/C No. ....

Dated .....

No. .... Exchange for ..... Changsha, China. .... at

Sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of .....

The sum of .....

To .....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好	必备



设备	每个商务英语实训室配有1台服务器、50-60台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：60分钟

(4) 评分标准

评价内容	分值	考核点	备注	
作品 (60分)	信用证审核	16分	19、 买卖双方的名称与地址是否有误； 20、 品名、规格、数量、重量、单价是否有误； 21、 货物包装、体积是否有误； 22、 使用的贸易术语是否有误； 23、 合同金额和币种是否有误； 24、 合同中溢短装条款是否有误； 25、 唛头是否有误； 26、 起运港和目的港是否有误； 27、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	信用证审核 每题共8处 错误，每处 2分，找出 错误计1 分，修正错 误计1分。
	商业 发票 缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		2分	总价文字描述：大写数字英文表述准确无误。	
	提单 缮	4分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	
		2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。		

	制 (15分)	2分	体积条款：计算准确无误，单位描述正确。	填、错填(包括拼写、大小写、标点符号错误) 每处扣1分，扣完本份商业发票的分数为止。
		6分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款(尿管栏目)：信息完整无误，拼写正确。	
	汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填(包括拼写、大小写、标点符号错误) 每处扣1分，扣完本份汇票的分数为止。
		3分	收款人：信用证项下以议付行为受款人；托收汇票，以托收行(出口地银行)为受款人；信息完整无误，拼写正确。	
		3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
		6分	其他栏目：(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目)：信息完整无误、拼写正确。	

#### 4. 试卷编号：3-4 合同审核、商业发票缮制、提单缮制、汇票缮制

##### (1) 任务描述

##### 1.1、信用证审核

熟悉UCP600相关条款；读懂外贸合同条款；读懂并审核L/C各条款；修改L/C中的问题条款。

##### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

##### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

##### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

##### (三) 考试资料

#### 1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	<a href="http://cen.mofcom.gov.cn/923748">http://cen.mofcom.gov.cn/923748</a>
Office Address	NO.4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001

Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp-123@163.com

## 2、进口方基本情况

Company	TJ MORRIS LTD.
Url	http://www.tjmorris.co.uk
Office Address	AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 OJA, U.K.
Tollfree	I 800-423-5489
Phone	0151 530 2920
Fax	0151 530 2922

## 3、合同

### 销售合同

#### SALES CONTRACT

**SELLER:** HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA  
**NO.:** HLIP-05273  
**DATE:** MAR. 20, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUYER:** TJ MORRIS LTD  
 AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 OJA, U.K.

This contract is made by and agreed between the BUYER and the SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
			CIF LIVEPOOL
HOUYAR ELECTRIC SWITCH 86MM*86MM; WHITE; PC, COPPER; MAX. CURRENT: 10A; MAX. VOLTAGE: 250V; CERTIFICATES: CE, ISO9001 CERIFICATE	600,000PCS	USD 1/PC	USD 600,000.00
Total:	600,000PCS		USD 600,000.00

**5. Total Value** SAY US DOLLARS SIX HUNDRED THOUSAND ONLY.

**6. Packing** 100 PCS/CTN  
 SIZE OF CARTON 300X240X500MM  
 PACHED IN 6000 CARTONS

**7. Shipping Marks** N/M

**8. Time of Shipment & Means of Transportation**  
 TO BE EFFECTED BEFORE THE END OF APRIL 2016 FROM SHANGHAI TO LIVERPOOL WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

**9. Port of Loading & Destination** FROM: SHANGHAI

TO: LIVERPOOL

10. **Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED 1/1/1981

11. **Terms of Payment:** TO BE MADE BY SIGHT L/C.

12. **Remarks**

**The Buyer**  
TJ MORRIS LTD

**The Seller**  
HUNAN PROVINCIAL LIGHT  
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

(signature)

4. 信用证

27: SEQUENCE OF TOTAL 1/1  
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE  
20: DOCUMENTARY CREDIT NUMBER 89738/08  
31C: DATE OF ISSUE 160330  
31D: DATE AND PLACE OF EXPIRY 160210 U. K.  
50: APPLICANT TJ MORRIS LTD  
AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE  
L11 0JA, U. K.  
59: BENEFICIARY  
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA  
32B: AMOUNT USD600,000.00  
39B: CREDIT AMT NOT EXCEEDING  
41D: AVAILABLE WITH BY ANY BANK IN CHINA  
42C: DRAFTS AT AT SIGHT  
42D: DRAWEE CITY BANK COLCHESTER BRANCH  
43P: PARTIAL SHIPMENT NOT ALLOWED  
43T: TRANSSHIPMENT NOT ALLOWED  
44A: LOADING ON BOARD SHANGHAI, CHINA  
44B: FOR TRANSPORTATION TO MERSEYSIDE U. K.  
44C: LATEST DATE OF SHIPMENT 160430  
45A: DESCRIPTION OF GOODS  
60,000 PCS HOUYAR ELECTRIC SWITCH  
86MM\*86MM; WHITE; PC, COPPER;  
MAX. CURRENT: 10A; MAX. VOLTAGE: 250V;  
CERTIFICATES: CE, ISO9001 CERIFICATE  
USD 10/PC CIF LIVERPOOL  
46A: DOCUMENTS REQUESTED  
+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
+PACKING LIST IN TRIPLICATE.  
+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER

OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
 +FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.  
 +FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS.  
 +SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.  
 +COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

- 71B: CHARGES ALL BANKING CHARGES OUTSIDE U. K. ARE FOR ACCOUNT OF BENEFICIARY
- 48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5. 相关资料

- (1) INVOICE NO. : CS57271
  - (2) INVOICE DATE: APRIL 04, 2016
  - (3) PACKING
- |                          |                   |                   |
|--------------------------|-------------------|-------------------|
| G. W. (KGS/CARTON)       | N. W (KGS/CARTON) | MEAS (CBM/CARTON) |
| 12                       | 10                | 0.036             |
| TOTAL FOR 40' CONTAINERS |                   |                   |
- (4) VESSEL: FENJING V. 023
  - (5) B/L NO. : UKCS2386861
  - (6) B/L DATE: APRIL 19, 2016
  - (7) POLICY NO. : SH160418
  - (8) REFERENCE NO. : 20160317

(四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票

COMMERCIAL INVOICE

TO:		INVOICE		
		NO. :		
		INVOICE		
FROM:		DATE:		
		S/C NO. :		
TO:		L/C NO. :		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order		B/L No. :	
Notify Party		中国远洋运输公司	
		CHINA OCEAN SHIPPING	
		ORIGINAL	
*Pre carriage by	*Place of Receipt		
Ocean	Port of Loading		

Vessel Voy.No.			
Port of discharge	Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross Weight	Measurement m <sup>3</sup>
TOTAL PACKAGES (IN WORDS)			
Freight and charges			Place and date of issue
			Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....

L/C No. ....

Dated .....

No. ....Exchange for .....Changsha, China. ....at  
Sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of .....

The sum of .....

To .....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

### (2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

### (3) 考试时量

考核时间：60 分钟

### (4) 评分标准

评价内容	分值	考核点	备注	
作品 (60 分)	信用证审核	16 分	28、 买卖双方的名称与地址是否有误； 29、 品名、规格、数量、重量、单价是否有误； 30、 货物包装、体积是否有误； 31、 使用的贸易术语是否有误； 32、 合同金额和币种是否有误； 33、 合同中溢短装条款是否有误； 34、 唛头是否有误； 35、 起运港和目的港是否有误； 36、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	信用证审核 每题共 8 处 错误，每处 2 分，找出 错误计 1 分，修正错 误计 1 分。
	商业 发票 缮制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份商业发票的分数为止。
		3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3 分	货物总价：计算准确无误，货币名称正确。	
		2 分	总价文字描述：大写数字英文表述准确无误。	
4 分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）			



提单缮制 (15分)	2分	收货人条款:根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分,未填、错填(包括拼写、大小写、标点符号错误)每处扣1分,扣完本份商业发票的分数为止。
	3分	货物描述条款:包括货物的总称、包装的总数量等,填写准确无误。	
	2分	毛重条款:计算准确无误,单位描述正确。	
	2分	体积条款:计算准确无误,单位描述正确。	
	6分	其他栏目:托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款(尿管栏目):信息完整无误,拼写正确。	
汇票缮制 (15分)	3分	出票条款:包括开证行完整名称、信用证号码和开证日期,拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分,未填、错填(包括拼写、大小写、标点符号错误)每处扣1分,扣完本份汇票的分数为止。
	3分	收款人:信用证项下以议付行为受款人;托收汇票,以托收行(出口地银行)为受款人;信息完整无误,拼写正确。	
	3分	金额及币种:币种与金额必须与信用证保持一致,拼写准确无误。	
	6分	其他栏目:(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目):信息完整无误、拼写正确。	

## 5. 试卷编号: 3-5 合同审核、商业发票缮制、提单缮制、汇票缮制

### (1) 任务描述

#### 1.1、信用证审核

熟悉UCP600相关条款;读懂外贸合同条款;读懂并审核L/C各条款;修改L/C中的问题条款。

#### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款;准确缮制商业发票;确保缮制的商业发票与谈判备忘录的条款一致。

#### 1.3、提单缮制

分析谈判备忘录的装运条款;准确缮制提单;确保缮制的提单与谈判备忘录的条款一致。

#### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款;准确缮制汇票;确保缮制的汇票与谈判备忘录的条款一致。

### (三) 考试资料

#### 1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://cen.mofcom.gov.cn/923748
Office Address	NO.4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp-123@163.com

## 2、进口方基本情况

Company	FOREMOST INTERNATIONAL LTD.
Url	http://www.foremostgroups.com/
Office Address	5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, CANADA
Tollfree	888-256-7551
Phone	905-507-2005
Fax	905-507-2006

## 3、合同

### 销售合同

#### SALES CONTRACT

**SELLER:** HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

**NO.:** HLIP-02798  
**DATE:** MAR. 20, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUTER:** FOREMOST INTERNATIONAL LTD.

5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, CANADA

This contract is made by and agreed between the BUYER and the SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
			CIF TORONTO
BIODEGRADABLE PLASTIC CUP DIAMETER OF TOP: 93MM; HEIGHT: 106MM DIAMETER OF BOTTOM: 52MM; MATERIAL: BIODEGRADABLEPP; VOLUME: 350ML/12OZ	100,000PCS	USD 0.5/PC	USD 50,000.00
Total:	100,000PCS		USD 50,000.00

**5. Total Value** SAY US DOLLARS FIFTY THOUSAND ONLY.

**6. Packing** 100 PCS/CTN  
SIZE OF CARTON 300X240X500MM  
PACHED IN 6000 CARTONS

**7. Shipping Marks** N/M

**8. Time of Shipment & Means of Transportation**

TO BE EFFECTED BEFORE THE END OF APRIL 2016 FROM  
SHANGHAI TO TORONTO WITH PARTIAL SHIPMENT NOT  
ALLOWED AND TRANSSHIPMENT ALLOWED.

9. **Port of Loading & Destination** FROM: SHANGHAI  
TO: TORONTO

10. **Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR  
RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE  
RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED 1/1/1981

11. **Terms of Payment:** TO BE MADE BY SIGHT L/C.

12. **Remarks**

**The Buyer**  
FOREMOST INTERNATIONAL LTD.

(signature)

**The Seller**  
HUNAN PROVINCIAL LIGHT  
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

4. **信用证**

27: SEQUENCE OF TOTAL 1/1  
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE  
20: DOCUMENTARY CREDIT NUMBER 89372/04  
31C: DATE OF ISSUE 160330  
31D: DATE AND PLACE OF EXPIRY 160521 CHINA  
50: APPLICANT FOREMOST INTERNATIONAL LTD.  
5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO,  
CANADA  
59: BENEFICIARY  
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA  
32B: AMOUNT USD5,000.00  
39B: CREDIT AMT NOT EXCEEDING  
41D: AVAILABLE WITH BY ANY BANK IN CHINA  
42C: DRAFTS AT 90 DAYS AFTER SIGHT  
42D: DRAWEE CITY BANK TORONTO BRANCH  
43P: PARTIAL SHIPMENT NOT ALLOWED  
43T: TRANSSHIPMENT ALLOWED  
44A: LOADING ON BOARD SHANGHAI, CHINA  
44B: FOR TRANSPORTATION TO TORONTO, U. S. A.  
44C: LATEST DATE OF SHIPMENT 160328  
45A: DESCRIPTION OF GOODS  
100,000 PCS BIODEGRADABLE PLASTIC CUP  
DIAMETER OF TOP: 93MM; HEIGHT: 106MM  
DIAMETER OF BOTTOM: 52MM;  
MATERIAL: BIODEGRADABLEPP;  
VOLUME: 350ML/12OZ

USD 0.5/PC CIF TORONTO

46A: DOCUMENTS REQUESTED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 120 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CANADA ARE FOR ACCOUNT OF BENEFICIARY

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

## 5. 相关资料

(1) INVOICE NO. : CS56489

(2) INVOICE DATE: APRIL 04, 2016

(3) PACKING

G. W. (KGS/CARTON)

N. W (KGS/CARTON)

MEAS (CBM/CARTON)

6.5

6

0.063

100 PCS/CTN

PACKED IN 1000 CARTONS

TOTAL TWO 20' CONTAINERS

(4) VESSEL: WEIXIAO V. 056

(5) B/L NO. : CACS1436861

(6) B/L DATE: APRIL 19, 2016

(7) POLICY NO. : ST160418

(8) REFERENCE NO. : 20160319

### (四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4, 指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票

COMMERCIAL INVOICE

TO:		INVOICE		
		NO. :		
		INVOICE		
FROM:		DATE:		
		S/C NO. :		
TO:		L/C NO. :		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper	BILL OF LADING B/L No. :  中国远洋运输公司
Consignee or order	

Notify Party		CHINA OCEAN SHIPPING	
		ORIGINAL	
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy.No.	Port of Loading		
Port of discharge	Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross Weight	Measurement m <sup>3</sup>
TOTAL PACKAGES (IN WORDS)			
Freight and charges		Place and date of issue	
		Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩	

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....

L/C No. ....

Dated .....

No. .... Exchange for ..... Changsha, China. .... at  
Sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of .....

The sum of .....

To .....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：60 分钟

(4) 评分标准

评价内容	分值	考核点	备注	
信用证审核	16 分	37、 买卖双方的名称与地址是否有误；	信用证审核 每题共 8 处 错误，每处 2 分，找出 错误计 1 分，修正错 误计 1 分。	
		38、 品名、规格、数量、重量、单价是 否有误；		
		39、 货物包装、体积是否有误；		
		40、 使用的贸易术语是否有误；		
		41、 合同金额和币种是否有误；		
		42、 合同中溢短装条款是否有误；		
		43、 唛头是否有误；		
		44、 起运港和目的港是否有误；		
		45、 分批装运和转运是否有误；		
		10、 保险险别、保险金额是否有误；		
		11、 最迟装运期是否有误；		
		12、 汇票的付款期限是否有误；		
作品 (60 分)	商业 发票 缮制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	商业发票缮 制部分每个 空白栏目按 其规定的分 值计算赋 分，未填、 错填（包括 拼写、大小
		3 分	货物描述：品名拼写正确，规格信息填写准 确无误。	
		3 分	货物总价：计算准确无误，货币名称正确。	
		2 分	总价文字描述：大写数字英文表述准确无 误。	
		4 分	其他栏目（发票号码、发票日期、运输路线、	

		货物唛头、货物单价及单位、价格术语等)	写、标点符号错误) 每处扣 1 分, 扣完本份商业发票的分数为止。
提单缮制 (15 分)	2 分	收货人条款: 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分, 未填、错填(包括拼写、大小写、标点符号错误) 每处扣 1 分, 扣完本份商业发票的分数为止。
	3 分	货物描述条款: 包括货物的总称、包装的总数量等, 填写准确无误。	
	2 分	毛重条款: 计算准确无误, 单位描述正确。	
	2 分	体积条款: 计算准确无误, 单位描述正确。	
	6 分	其他栏目: 托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款(尿管栏目): 信息完整无误, 拼写正确。	
汇票缮制 (15 分)	3 分	出票条款: 包括开证行完整名称、信用证号码和开证日期, 拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分, 未填、错填(包括拼写、大小写、标点符号错误) 每处扣 1 分, 扣完本份汇票的分数为止。
	3 分	收款人: 信用证项下以议付行为受款人; 托收汇票, 以托收行(出口地银行)为受款人; 信息完整无误, 拼写正确。	
	3 分	金额及币种: 币种与金额必须与信用证保持一致, 拼写准确无误。	
	6 分	其他栏目: (出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目): 信息完整无误、拼写正确。	

## 6. 试卷编号: 3-6 合同审核、商业发票缮制、提单缮制、汇票缮制

### (1) 任务描述

#### 1.1、信用证审核

熟悉 UCP600 相关条款; 读懂外贸合同条款; 读懂并审核 L/C 各条款; 修改 L/C 中的问题条款。

#### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款; 准确缮制商业发票; 确保缮制的商业发票与谈判备忘录的条款一致。

#### 1.3、提单缮制

分析谈判备忘录的装运条款; 准确缮制提单; 确保缮制的提单与谈判备忘录



的条款一致。

#### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

#### (三) 考试资料

#### 1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	<a href="http://ccn.mofcom.gov.cn/923748">http://ccn.mofcom.gov.cn/923748</a>
Office Address	NO.4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp-123@163.com

#### 2、进口方基本情况

Company	SEOW KHIM POLYTHELENE CO PTE LTD.
Url	<a href="http://www.partyware.com.sg/index.htm">http://www.partyware.com.sg/index.htm</a>
Office Address	28 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINHAPORE
Tollfree	无
Phone	(+65) 6545 2828
Fax	(+65) 6542 1200

#### 3、合同

##### 销售合同

##### SALES CONTRACT

**SELLER:** HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA  
**NO.:** HLIP-45037  
**DATE:** JAN. 06, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUYER:** SEOW KHIM POLYTHELENE CO PTE LTD.  
28 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINHAPORE

This contract is made by and agreed between the BUYER and the SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
CIF SINGAPORE			
PORCELAIN DINNER SET WWWD0004 20-PIECE DINNERWARE SET	800 SETS	USD 4.4/SET	USD 3,532.00
WWWD0004 47-PIECE DINNERWARE SET	1000 SETS	USD 10.34/SET	USD 10,340.00
Total:	1,800 SETS		USD 13,872.00

**5. Total Value** SAY US DOLLARS THIRTEEN THOUSAND EIGHT HUNDRED AND

SEVENTY TWO ONLY.

- 6. Packing** WWW0004 20-PIECE: PACKED IN ONE OF TWO SETS EACH  
WWW0004 47-PIECE: PACKED IN ONE OF ONE SETS EACH  
TOTAL: 1,400 CARTONS
- 7. Shipping Marks** N/M
- 8. Time of Shipment & Means of Transportation**  
TO BE EFFECTED BEFORE THE END OF FEBURARY 2016 FROM  
TO SINGAPORE WITH PARTIAL SHIPMENT AND TRANSSHIPMENT  
NOT ALLOWED.
- 9. Port of Loading & Destination** FROM: SHANGHAI  
TO: SINGAPORE
- 10. Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST W. P. A. AND  
CLASH & BREAKAGE & WAR RISK FOR 110% OF THE TOTAL  
INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO  
OF P. I. C. C. DATED 1/1/1981
- 11. Terms of Payment:** TO BE MADE BY SIGHT L/C.
- 12. Remarks**

**The Buyer**  
SEOW KHIM POLYTHELENE CO PTE LTD.

**The Seller**  
HUNAN PROVINCIAL LIGHT  
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

(signature)

**4. 信用证**

- 27: SEQUENCE OF TOTAL 1/1
- 40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
- 20: DOCUMENTARY CREDIT NUMBER 31173
- 31C: DATE OF ISSUE 160114
- 31D: DATE AND PLACE OF EXPIRY 160321 SINGAPORE
- 50: APPLICANT SEOW KHIM POLYTHELENE CO PTE LTD.  
27 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINHAPORE
- 59: BENEFICIARY  
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
- 32B: AMOUNT USD 13,872.00
- 39B: CREDIT AMT NOT EXCEEDING
- 41D: AVAILABLE WITH BY ANY BANK IN CHINA
- 42C: DRAFTS AT 30 DAYS AFTER SIGHT
- 42D: DRAWEE CITY BANK SINGAPORE BRANCH
- 43P: PARTIAL SHIPMENT NOT ALLOWED
- 43T: TRANSSHIPMENT ALLOWED
- 44A: LOADING ON BOARD NINGBO, CHINA
- 44B: FOR TRANSPORTATION TO SINGAPORE
- 44C: LATEST DATE OF SHIPMENT 160228

- 45A: DESCRIPTION OF GOODS  
 500SETS WWWD0004 20-PIECE USD 4.40/SET  
 1000 SETS WWWD0004 47-PIECE USD10.34/SET  
 CIF SINGAPORE
- 46A: DOCUMENTS REQUESTED  
 +SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
 +PACKING LIST IN TRIPLICATE.  
 +CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
 +FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.  
 +FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING W. P. A. AND CLASH.  
 +SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.  
 +COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.
- 71B: CHARGES ALL BANKING CHARGES OUTSIDE SINGAPORE ARE FOR ACCOUNT OF BENEFICIARY
- 48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

## 5. 相关资料

- (1) INVOICE NO. : JCS04860  
 (2) INVOICE DATE: JANUARY 24, 2016  
 (3) PACKING

	G. W. (KGS/CARTON)	N. W (KGS/CARTON)
MEAS (CBM/CARTON)		
20-PIECE DINNERWARE SET:	8	0.045
47-PIECE DINNERWARE SET:	12	0.070

PACKED IN 1,400 CARTONS

TOTAL TWO 40' CONTAINERS

- (4) VESSEL: GOLDEN GATE BRIDGE V. 10W  
 (5) B/L NO. : COSU66089083  
 (6) B/L DATE: FEBURARY 05, 2016  
 (7) POLICY NO. : FR160206  
 (8) REFERENCE NO. : 20160207

### (四) 抽考试题

- 1、请根据考试资料中的合同 3 审核错误的信用证 4, 指出不符之处并修正。(本

题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注: 信用证的信息必须是修正后的正确信息)

**湖南轻工产品进出口公司**

**HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.**

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票

**COMMERCIAL INVOICE**

<b>TO:</b>		<b>INVOICE</b>		
		<b>NO. :</b>		
		<b>INVOICE</b>		
<b>FROM:</b>		<b>DATE:</b>		
		<b>S/C NO. :</b>		
<b>TO:</b>		<b>L/C NO. :</b>		
<b>TO:</b>		<b>L/C DATE:</b>		
<b>Marks</b> <b>and</b> <b>Numbers</b>	<b>Description</b> <b>of Goods</b>	<b>Quantity</b>	<b>Unit</b> <b>Price</b>	<b>Amount</b>
<b>Total:</b>				

SAY TOTAL:

**HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.**

**湖南轻工产品进出口公司**

李明远

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

<b>Shipper</b>	<b>BILL OF LADING</b> <b>B/L No. :</b>
<b>Consignee or order</b>	

		中国远洋运输公司 CHINA OCEAN SHIPPING		
Notify Party		ORIGINAL		
*Pre carriage by	*Place of Receipt			
Ocean Vessel Voy.No.	Port of Loading			
Port of discharge	Final destination	Freight payable at	Number original Bs/L	
Marks and Numbers	Number and kind of packages;Description	Gross Weight	Measurement m <sup>3</sup>	
TOTAL PACKAGES (IN WORDS)				
Freight and charges			Place and date of issue	
			Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩	

\*Applicable only when document used as a Through Bill of Lading

- 4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....

L/C No. ....

Dated .....

No. ....Exchange for .....Changsha, China. ....at

Sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of .....

The sum of .....

To .....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：60 分钟

(4) 评分标准

评价内容	分值	考核点	备注	
信用证审核	16 分	46、 买卖双方的名称与地址是否有误；	信用证审核 每题共 8 处 错误，每处 2 分，找出 错误计 1 分，修正错 误计 1 分。	
		47、 品名、规格、数量、重量、单价是否有误；		
		48、 货物包装、体积是否有误；		
		49、 使用的贸易术语是否有误；		
		50、 合同金额和币种是否有误；		
		51、 合同中溢短装条款是否有误；		
		52、 唛头是否有误；		
		53、 起运港和目的港是否有误；		
		54、 分批装运和转运是否有误；		
		10、 保险险别、保险金额是否有误；		
		11、 最迟装运期是否有误；		
		12、 汇票的付款期限是否有误；		
作品 (60)	商业 发票	2 分	进口商名称和地址：拼写准确无误。	商业发票缮 制部分每个 空白栏目按 其规定的分
		3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3 分	货物总价：计算准确无误，货币名称正确。	

分)	缮制 (14分)	2分	总价文字描述：大写数字英文表述准确无误。	值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		4分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	
提单缮制 (15分)		2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	
		6分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	
汇票缮制 (15分)		3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份汇票的分数为止。
		3分	收款人：信用证项下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
		3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
		6分	其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	

## 7. 试卷编号：3-7 合同审核、商业发票缮制、提单缮制、汇票缮制

### (1) 任务描述

#### 1.1、信用证审核

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

#### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

## (三) 考试资料

### 1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	<a href="http://ccn.mofcom.gov.cn/923748">http://ccn.mofcom.gov.cn/923748</a>
Office Address	NO.4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp-123@163.com

### 2、进口方基本情况

Company	NASEEB INTERNATIONAL CORP.
Url	<a href="http://www.naseebintl.com">http://www.naseebintl.com</a>
Office Address	1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, CANADA
Tollfree	无
Phone	416-917-7344
Fax	416-292-9943

### 3、合同

#### 销售合同

#### SALES CONTRACT

**SELLER:** HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

**NO.:** HLIP-03726  
**DATE:** APR. 03, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUTER:** NASEEB INTERNATIONAL CORP.  
1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, CANADA

This contract is made by and agreed between the BUYER and the SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
CIF VANCOUVER			
FUXIA LEATHER PLATFOEM SANDLES BIAN-1002	1,500 PAIRS	USD 27.40/PAIR	USD 41,100.00
Total:	1,500 PAIRS		USD



			41,100.00
--	--	--	-----------

5. **Total Value** SAY US DOLLARS FORTY ONE THOUSAND ONE HUNDRED ONLY.
6. **Packing** BIAN-1002: PACKED IN ONE BOX ONE PAIR EACH AND ONE  
CARTON OF 12 BOXES EACH.  
TOTAL: 125 CARTONS
7. **Shipping Marks** VANCOUVER  
TG503726  
NO. 1-125
8. **Time of Shipment & Means of Transportation**  
TO BE EFFECTED NO LATER THAN THE END OF MAY FROM  
SHANGHAI TO VANCOUVER WITH PARTIAL SHIPMENT AND  
TRANSSHIPMENT NOT ALLOWED.
9. **Port of Loading & Destination** FROM: SHANGHAI  
TO: VANCOUVER
10. **Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS  
AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS  
PER THE RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED  
1/1/1981
11. **Terms of Payment:** TO BE MADE BY SIGHT L/C.
12. **Remarks**

**The Buyer**  
NASEEB INTERNATIONAL CORP.

(signature)

**The Seller**  
HUNAN PROVINCIAL LIGHT  
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

4. 信用证

- 27: SEQUENCE OF TOTAL 1/1
- 40A: FORM OF DOCUMENTARY CREDIT REVOCABLE
- 20: DOCUMENTARY CREDIT NUMBER 807705
- 31C: DATE OF ISSUE 160413
- 31D: DATE AND PLACE OF EXPIRY 160621 CHINA
- 50: APPLICANT NASEEB INTERNATIONAL CORP.  
1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, CANADA
- 59: BENEFICIARY  
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
- 32B: AMOUNT USD 41,000.00
- 39B: CREDIT AMT NOT EXCEEDING
- 41D: AVAILABLE WITH BY ANY BANK IN CHINA
- 42C: DRAFTS AT AT SIGHT
- 42D: DRAWEE CITY BANK ONTARIO BRANCH
- 43P: PARTIAL SHIPMENT ALLOWED
- 43T: TRANSSHIPMENT ALLOWED

- 44A: LOADING ON BOARD SHANGHAI, CHINA  
 44B: FOR TRANSPORTATION TO SCARBOROUGH, CANADA  
 44C: LATEST DATE OF SHIPMENT 160531  
 45A: DESCRIPTION OF GOODS  
 1,500 PAIRS FUXIA LEATHER PLATFOEM SANDLES BIAN-1002  
 USD 27.40/PAIR CIF VANCOUVER  
 46A: DOCUMENTS REQUESTED  
 +SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
 +PACKING LIST IN TRIPLICATE.  
 +CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF  
 COMNERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
 +FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LOADING, MADE OUT TO ORDER  
 OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND  
 NOTIFY APPLICANT.  
 +FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK  
 ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS & WAR RISK.  
 +SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT  
 ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL  
 GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING,  
 DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.  
 +COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON  
 NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS  
 SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.  
 71B: CHARGES ALL BANKING CHARGES OUTSIDE CANADA ARE FOR ACCOUNT  
 OF BENEFICIARY  
 48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15  
 DAYS AFTER THE DATE OF SHIPMENT BUT  
 WITHIN THE VALIDITY OF THE CREDIT.

## 5. 相关资料

(1) INVOICE NO.: TYH0076

(2) INVOICE DATE: APRIL 23, 2016

(3) PACKING

	G. W. (KGS/CARTON)	N. W (KGS/CARTON)	MEAS (CBM/CARTON)
BIAN-1002:	12	10	0.8

PACKED IN 125 CARTONS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: HONGHE V. 188

(5) B/L NO.: JUC112709

(6) B/L DATE: MAY 08, 2016

(7) POLICY NO.: FW160501

(8) REFERENCE NO.: 20160429

### (四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4, 指出不符之处并修正。(本

题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注: 信用证的信息必须是修正后的正确信息)

**湖南轻工产品进出口公司**

**HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.**

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票

**COMMERCIAL INVOICE**

<b>TO:</b>		<b>INVOICE</b>		
		<b>NO. :</b>		
		<b>INVOICE</b>		
<b>FROM:</b>		<b>DATE:</b>		
		<b>S/C NO. :</b>		
<b>TO:</b>		<b>L/C NO. :</b>		
<b>TO:</b>		<b>L/C DATE:</b>		
<b>Marks</b> <b>and</b> <b>Numbers</b>	<b>Description</b> <b>of Goods</b>	<b>Quantity</b>	<b>Unit</b> <b>Price</b>	<b>Amount</b>
<b>Total:</b>				

SAY TOTAL:

**HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.**

**湖南轻工产品进出口公司**

李明远

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

<b>Shipper</b>	<b>BILL OF LADING</b> <b>B/L No. :</b>
<b>Consignee or order</b>	

		中国远洋运输公司 CHINA OCEAN SHIPPING	
Notify Party		ORIGINAL	
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy.No.	Port of Loading		
Port of discharge	Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages;Description	Gross Weight	Measurement m <sup>3</sup>
TOTAL PACKAGES (IN WORDS)			
Freight and charges			Place and date of issue
			Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩

\*Applicable only when document used as a Through Bill of Lading

- 4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....

L/C No. ....

Dated .....

No. ....Exchange for .....Changsha, China. ....at

Sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the order of .....  
 The sum of .....  
 To .....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.  
 湖南轻工产品进出口公司  
 李明远  
 (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：60 分钟

(4) 评分标准

评价内容	分值	考核点	备注	
信用证审核	16 分	55、 买卖双方的名称与地址是否有误；	信用证审核 每题共 8 处 错误，每处 2 分，找出 错误计 1 分，修正错 误计 1 分。	
		56、 品名、规格、数量、重量、单价是否有误；		
		57、 货物包装、体积是否有误；		
		58、 使用的贸易术语是否有误；		
		59、 合同金额和币种是否有误；		
		60、 合同中溢短装条款是否有误；		
		61、 唛头是否有误；		
		62、 起运港和目的港是否有误；		
		63、 分批装运和转运是否有误；		
		10、 保险险别、保险金额是否有误；		
		11、 最迟装运期是否有误；		
		12、 汇票的付款期限是否有误；		
作品 (60)	商业 发票	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分
		3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3 分	货物总价：计算准确无误，货币名称正确。	

分)	缮制 (14分)	2分	总价文字描述：大写数字英文表述准确无误。	值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。	
		4分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）		
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。	
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。		
		2分	毛重条款：计算准确无误，单位描述正确。		
		2分	体积条款：计算准确无误，单位描述正确。		
	汇票缮制 (15分)	6分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份汇票的分数为止。	
		3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。		
		3分	收款人：信用证项下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。		
		3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。		
			6分	其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	

8. 试卷编号：3-8 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

## (三) 考试资料

### 1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO.26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

### 2、进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

### 3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
<b>SUMMARY OF THE MEETING</b>	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 20000 PCS GIRL' S COTTON KNIT PULLOVER. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> <li>1. Product Name: GIRL' S COTTON KNIT PULLOVER</li> <li>2. Quantity: 20,000 PCS</li> <li>3. Unit Price: USD 30/PC CIF SYDNEY, AUSTRALIA</li> <li>4. Amount: USD600,000.00</li> </ol>	

5. Specification: COLOR: YELLOW, FABRIC CONTENT: 100% COTTON
6. Payment: By sight L/C
7. Packing: 20pcs/carton, packed in 1000 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
  - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
  - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
  - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
  - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA					
<b>SALES CONTRACT</b>					
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 18 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON023		
		Date:	2019-02-15		
Dear sirs:					
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;					
<b>Commodity &amp; Specification</b>		<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [SYDNEY, AUSTRALIA]		
BOY' S COTTON KNIT PULLOVER COLOR: YELLOW FABRIC CONTENT: 100% COTTON		20000	PCS	USD 30	USD 600,000.00
<b>Total:</b>		20000	PCS	USD 60,000.00	
<b>Say Total:</b>		USD SIX HUNDRED THOUSAND ONLY			
<b>Payment:</b>		D/P at sight			
<b>Packing</b>		20pcs/carton packed in 1000 cartons			
<b>Port of Shipment:</b>		Guangzhou, China			
<b>Port of Destination:</b>		Sydney, Australia			
<b>Shipment:</b>		To be shipped from Shanghai, China to Sydney, Australia by vessel no later than May1, 2019 with partial shipment and transshipment not allowed.			



<b>Shipping Mark:</b>	SYDNEY G. W. : 4KGS N. W. : 3.6KGS ORIGIN: CHINA	
<b>Quality:</b>	As per the sample submitted by the seller.	
<b>Insurance:</b>	To be covered by the seller for 110% of the invoice value against all risks.	
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.	
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.		
<b>BUYERS</b>	<b>SELLERS</b>	
(Signature)	(Signature)	

5、相关资料

(1)PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
                  4                            3.6                            0.008

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000023

INVOICE DATE: MARCH 05, 2019

PACKING LIST NO. : PL0000023

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO. 123 William Avenue, Melbourne, Australia

(5) Issuing Date of L/C: FEBRUARY 20, 2019

L/C NO. : 38438/02

(6) B/L NO. : ASCS190363

(7) B/L DATE: MARCH 30, 2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3)审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE		
TO:		NO. IV0000022	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
[ ]				
Total: [ ] [ ]				
SAY TOTAL: _____				

<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:  中国远洋运输公司 <b>CHINA OCEAN SHIPPING</b>  ORIGINAL	
<b>Consignee or order</b>			
<b>Notify Party</b>			
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>		
<b>Ocean Vessel Voy. No.</b>	<b>Port of Loading</b>		
<b>Port of discharge</b>	<b>*Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross weight</b>	<b>Measurement m3</b>
<b>TOTAL PACKAGES(IN WORDS)</b>			
<b>Freight and charges</b>			
			<b>Place and date of issue</b>

3、请根据以上资料缮制提单。(本题共 15 分)  
 (注: 合同的信息必须是修正后的正确信息)

	<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Exchange for \_\_\_\_\_  
 At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the Order of \_\_\_\_\_  
 the sum of \_\_\_\_\_  
 Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Issued By \_\_\_\_\_  
 To: \_\_\_\_\_ (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
合同	16 分	64、 买卖双方的名称与地址是否有误； 65、 品名、规格、数量、重量、单价是否有误； 66、 货物包装、体积是否有误； 67、 使用的贸易术语是否有误； 68、 合同金额和币种是否有误；	合同审核 每题共 8 处错误， 每处 2 分，找出

作品 (60分)	审核		69、 合同中溢短装条款是否有误； 70、 唛头是否有误； 71、 起运港和目的港是否有误； 72、 分批装运和转运是否有误； 10、 保险险别、 保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	错误计 1 分，修正错误计 1 分。
	商业 发票 缮制 (14分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份商业发票的分数为止。
	提单 缮制 (15分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份提单的分数为止。
	汇票 缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。 收款人：信用证项下以议付行为受款人；托收汇票，以托收行（出口地银行）为受款人；信息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份汇票的分数为止。

9. 试卷编号：3-9 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

2、进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)

**SUMMARY OF THE MEETING**

After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 8000 PCS WOOL SQUARES. A brief summary of the meeting is as follows:

1. Product Name: WOOL SQUARES
2. Quantity: 8000PCS
3. Unit Price: USD 40/PC CIF SYDNEY, AUSTRALIA
4. Amount: USD320,000.00
5. Specification: MATERIAL:20% SILK,80% WOOL,COLOR:BLACK AND WHITE,SIZE:135×135CM
6. Payment: By sight L/C
7. Packing: 10pcs/carton, packed in 800 cartons.
8. Shipment: To be shipped from SHANGHAI,CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01,2019 with partial shipment and transshipment not allowed.
9. Shipping marks: SYDNEY  
G. W. :5.5KGS  
N. W. :5KGS  
ORIGIN:CHINA
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
11. Documents required:
  - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
  - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
  - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
  - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
  - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 16 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA					
<b>SALES CONTRACT</b>					
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON024		
		Date:	2019-02-15		
Dear sirs:					
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;					
<b>Commodity &amp; Specification</b>		<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CFR] [SYDNEY, AUSTRALIA]		
WOOL SQUARES MATERIAL: 20% SILK, 80% WOOL,		8000	PCS	USD 40	USD 320,000.00

COLOR: BLACK, SIZE: 135×135CM				
<b>Total:</b>	8000	PCS	USD 320,000.00	
<b>Say Total:</b>	USD THIRTY TWO THOUSAND ONLY			
<b>Payment:</b>	D/P after sight			
<b>Packing</b>	10pcs/carton packed in 800 cartons			
<b>Port of Shipment:</b>	Shanghai, China			
<b>Port of Destination:</b>	Sydney, Australia			
<b>Shipment:</b>	To be shipped from Shanghai, China to Sydney, Australia by vessel no later than April 11, 2019 with partial shipment and transshipment allowed.			
<b>Shipping Mark:</b>	N/M			
<b>Quality:</b>	As per the sample submitted by the seller.			
<b>Insurance:</b>	To be covered by the seller for 120% of the invoice value against All Risks and War Risk.			
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.				
<b>BUYERS</b>		<b>SELLERS</b>		
(Signature)		(Signature)		

5、相关资料

(1) PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
5.5                            5                            0.018

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000024

INVOICE DATE: MARCH 03, 2019



PACKING LIST NO. : PL0000024

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch  
NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch  
NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C: FEBRUARY 20,2019

L/C NO. : 38438/02

(6) B/L NO. :ASCS190364

(7) B/L DATE: MARCH 30,2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3) 审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE	
TO:		NO. IV0000022	DATE
TRANSPORT DETAILS:		S/C NO.	L/C NO.



<b>TOTAL PACKAGES(IN WORDS)</b>			
<b>Freight and charges</b>			
			<b>Place and date of issue</b>
			<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Exchange for \_\_\_\_\_

At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of \_\_\_\_\_

the sum of \_\_\_\_\_

Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued By \_\_\_\_\_

To: \_\_\_\_\_

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备

测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备
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(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注	
作品 (60分)	合同审核	16分	73、 买卖双方的名称与地址是否有误； 74、 品名、规格、数量、重量、单价是否有误； 75、 货物包装、体积是否有误； 76、 使用的贸易术语是否有误； 77、 合同金额和币种是否有误； 78、 合同中溢短装条款是否有误； 79、 唛头是否有误； 80、 起运港和目的港是否有误； 81、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	合同审核 每题共 8 处错误， 每处 2 分，找出 错误计 1 分，修正 错误计 1 分。
	商业 发票 缮制 (14 分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	商业发票 缮制部分 每个空白 栏目按其 规定的分 值计算赋 分，未填、 错填每 3 处扣 1 分，扣完 本份商业 发票的分 数为止。
	提单 缮制 (15 分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	提单缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每 3 处 扣 1 分， 扣完本份 提单的分

				数为止。
汇 票 缮 制 (15 分)	3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份汇票的分数为止。	
	3分	收款人：信用证项下以议付行为受款人；托收汇票，以托收行（出口地银行）为受款人；信息完整无误，拼写正确。		
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。		
	6分	其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。		

10. 试卷编号：3-10 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

2、进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	MAR. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
<b>SUMMARY OF THE MEETING</b>	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 10000 BOXES SHORTBREAD COOKIES. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> <li>1. Product Name: SHORTBREAD COOKIES</li> <li>2. Quantity: 10,000 BOXES</li> <li>3. Unit Price: USD 12/BOX CIF SYDNEY, AUSTRALIA</li> <li>4. Amount: USD120,000.00</li> <li>5. Specification: INGREDIENTS: WHEAT FLOUR, VEGETABLE OIL, SUGAR, 9% BUTTER, CORN STARCH, WEIGHT: 59G/BOX</li> <li>6. Payment: By sight L/C</li> <li>7. Packing: 100boxes/carton, packed in 100 cartons.</li> <li>8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment not allowed and transshipment allowed.</li> <li>9. Shipping marks: N/M</li> <li>10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.</li> <li>11. Documents required: <ul style="list-style-type: none"> <li>+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.</li> <li>+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .</li> <li>+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.</li> <li>+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.</li> <li>+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.</li> </ul> </li> </ol>	

#### 4、合同

CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
<b>SALES CONTRACT</b>

Messrs:	AUSTRALIA MOON BAY TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	<b>No.</b>	CON025
		<b>Date:</b>	2019-03-15

Dear sirs:

we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;

Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
SHORTBREAD COOKIES INGREDIENTS:WHEAT FLOUR, VEG ETABLE OIL, SUGAR, 9% BUTTER, CORN STARCH, WEIGHT: 70G/BOX	10000	BOXES	USD 10	USD 120,000.00
<b>Total:</b>	10000	BOXES		USD 120,000.00
<b>Say Total:</b>	USD ONE HUNDRED AND TWENTY THOUSAND ONLY			
<b>Payment:</b>	By sight L/C			
<b>Packing</b>	100boxes/carton packed in 120 cartons.			
<b>Port of Shipment:</b>	Shanghai, China			
<b>Port of Destination:</b>	Melbourne, Australia			
<b>Shipment:</b>	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment allowed and transshipment not allowed.			
<b>Shipping Mark:</b>	SYDNEY G. W. : 7KGS N. W. : 5.9KGS ORIGIN: CHINA			
<b>Quality:</b>	As per the sample submitted by the seller.			
<b>Insurance:</b>	To be covered by the seller for 110% of the invoice value against T.P.N.D. and War Risk.			
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			

Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.

<b>BUYERS</b>	<b>SELLERS</b>
(Signature)	(Signature)

5、相关资料

(1)PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
                   7                    5.9                    0.03

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000025

INVOICE DATE: APRIL 05,2019

PACKING LIST NO. : PL0000025

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C: MARCH 30,2019

L/C NO. : 38438/02

(6) B/L NO. :ASCS190365

(7) B/L DATE: APRIL 30,2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3) 审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_







4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Exchange for \_\_\_\_\_

At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of \_\_\_\_\_

the sum of \_\_\_\_\_

Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued By \_\_\_\_\_

To: \_\_\_\_\_ (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
合同审核	16 分	82、 买卖双方的名称与地址是否有误； 83、 品名、规格、数量、重量、单价是否有误； 84、 货物包装、体积是否有误； 85、 使用的贸易术语是否有误； 86、 合同金额和币种是否有误； 87、 合同中溢短装条款是否有误； 88、 唛头是否有误； 89、 起运港和目的港是否有误； 90、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	合同审核 每题共 8 处错误， 每处 2 分，找出 错误计 1 分，修正 错误计 1 分。
			商业发票 缮制部分

作品 (60分)	商业 发票 缮制 (14分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份商业发票的分数为止。
	提单 缮制 (15分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份提单的分数为止。
	汇票 缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。 收款人：信用证项下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份汇票的分数为止。

10. 试卷编号：3-10 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

## (三) 考试资料

### 1、出口方基本情况

Company	CHINA MILLENNIUM TRADING COMPANY
Office Address	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282735
Fax	86-0731-82282736
E-mail	Millennium66@163.com

### 2、进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9006
Fax	02-9675-9008
E-mail	ALICE66@gmail.com

### 3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	MAR. 12-15, 2019
<b>PLACE:</b>	Conference Room of Huatian Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Zhanghua (Party A: Sales Manager of China Millennium Trading Company)
<b>PRESENT:</b>	Mr. Smith (Party B: Purchasing Manager of Australia Sunshine Trading Company)
<b>SUMMARY OF THE MEETING</b>	
After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 150000 PCS ELECTRIC SWITCH. A brief summary of the meeting is as follows: 1. Product Name: ELECTRIC SWITCH 2. Quantity: 150000 PCS 3. Unit Price: USD 5/PC CIF SYDNEY, AUSTRALIA 4. Amount: USD750,000.00 5. Specification: 86MM*86MM; WHITE; PC, COPPER; MAX. CURRENT: 10A; MAX. VOLTAGE: 250V.	

6. Payment: By sight L/C  
7. Packing: 100pcs/carton, packed in 1500 cartons  
8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment not allowed and transshipment allowed.  
9. Shipping marks: N/M  
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.  
11. Documents required:  
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.  
+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".  
+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.  
+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.  
+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
<b>SALES CONTRACT</b>				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 28 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON026	
		Date:	2019-03-15	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
<b>Commodity &amp; Specification</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [SYDNEY, AUSTRALIA]	
ELECTRIC SWITCH 86MM*86MM; WHITE; PC, COPPER; MAX. CURRENT: 10A; MAX. VOLTAGE: 250V.	150000	PCS	USD 5	USD 750,000.00
<b>Total:</b>	150000	PCS	USD 75,000.00	
<b>Say Total:</b>	USD SEVEN HUNDRED AND FIFTY THOUSAND ONLY			
<b>Payment:</b>	By sight L/C			
<b>Packing</b>	100pcs/box packed in 1500 cartons.			
<b>Port of Shipment:</b>	Shanghai, China			
<b>Port of Destination:</b>	Melbourne, Australia			
<b>Shipment:</b>	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment allowed and transshipment not allowed.			

<b>Shipping Mark:</b>	SYDNEY G. W. : 12KGS N. W. : 10KGS ORIGIN: CHINA
<b>Quality:</b>	As per the sample submitted by the seller.
<b>Insurance:</b>	To be covered by the seller for 110% of the invoice value against T.P.N.D. and War Risk.
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
<b>BUYERS</b>	<b>SELLERS</b>
(Signature)	(Signature)

5、相关资料

(1) PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
                   12                    10                                    0.036

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000026

INVOICE DATE: APRIL 02, 2019

PACKING LIST NO. : PL0000026

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO. 123 William Avenue, Melbourne, Australia

(5) Issuing Date of L/C: MARCH 30, 2019

L/C NO. : 38438/02

(6) B/L NO. : ASCS190461

(7) B/L DATE: APRIL 20, 2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3)审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE		
TO:		NO. IV0000022	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
[ ]				
Total: [ ] [ ]				
SAY TOTAL: _____				



<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:  中国远洋运输公司 <b>CHINA OCEAN SHIPPING</b>  ORIGINAL			
<b>Consignee or order</b>					
<b>Notify Party</b>					
<b>*Pre carriage by</b>				<b>*Place of Receipt</b>	
<b>Ocean Vessel Voy. No.</b>				<b>Port of Loading</b>	
<b>Port of discharge</b>		<b>*Final destination</b>		<b>Freight payable at</b>	<b>Number original Bs/L</b>
<b>Marks and Numbers</b>		<b>Number and kind of packages; Description</b>		<b>Gross weight</b>	<b>Measurement m3</b>
<b>TOTAL PACKAGES(IN WORDS)</b>					
<b>Freight and charges</b>					
					<b>Place and date of issue</b>

3、请根据以上资料缮制提单。(本题共 15 分)  
 (注: 合同的信息必须是修正后的正确信息)

	Signed for the Carrier

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
 (注: 合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Exchange for \_\_\_\_\_  
 At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the Order of \_\_\_\_\_  
 the sum of \_\_\_\_\_  
 Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Issued By \_\_\_\_\_  
 To: \_\_\_\_\_ (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位, 每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机, 并安装 office 办公软件, 配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间: 90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
合同	16 分	91、 买卖双方的名称与地址是否有误; 92、 品名、规格、数量、重量、单价是否有误; 93、 货物包装、体积是否有误; 94、 使用的贸易术语是否有误; 95、 合同金额和币种是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出

作品 (60分)	审核		<p>96、 合同中溢短装条款是否有误；</p> <p>97、 唛头是否有误；</p> <p>98、 起运港和目的港是否有误；</p> <p>99、 分批装运和转运是否有误；</p> <p>10、 保险险别、 保险金额是否有误；</p> <p>11、 最迟装运期是否有误；</p> <p>12、 汇票的付款期限是否有误；</p>	错误计 1 分，修正错误计 1 分。
	商业 发票 缮制 (14分)	<p>2分</p> <p>3分</p> <p>3分</p> <p>2分</p> <p>4分</p>	<p>进口商名称和地址：拼写准确无误。</p> <p>货物描述：品名拼写正确，规格信息填写准确无误。</p> <p>货物总价：计算准确无误，货币名称正确。</p> <p>总价文字描述：大写数字英文表述准确无误。</p> <p>其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）</p>	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份商业发票的分数为止。
	提单 缮制 (15分)	<p>2分</p> <p>3分</p> <p>2分</p> <p>2分</p> <p>6分</p>	<p>收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。</p> <p>货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。</p> <p>毛重条款：计算准确无误，单位描述正确。</p> <p>体积条款：计算准确无误，单位描述正确。</p> <p>其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。</p>	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份提单的分数为止。
	汇票 缮制 (15分)	<p>3分</p> <p>3分</p> <p>3分</p> <p>6分</p>	<p>出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。</p> <p>收款人：信用证项下以议付行为受款人；托收汇票，以托收行（出口地银行）为受款人；信息完整无误，拼写正确。</p> <p>金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。</p> <p>其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。</p>	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每 3 处扣 1 分，扣完本份汇票的分数为止。

11. 试卷编号：3-11 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容；根据备忘录内容审核合同各条款；指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282882
Fax	86-0731-85582855
E-mail	Carter22@163.com

2、进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-040-3314714
Fax	0049-0401-3315815
E-mail	PETER55@gmail.com

3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 9-12, 2019
<b>PLACE:</b>	Conference Room of Sheraton Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
<b>PRESENT:</b>	Mr. Lee (Party B: Purchasing Manager of Germany Peter Trading Company)

**SUMMARY OF THE MEETING**

After several rounds of negotiation, Party A and Party B come to terms on February 12 over the transaction of 6000 PCS Chinese Painting. A brief summary of the meeting is as follows:

1. Product Name: CHINESE LANDSCAPE PAINTING
2. Quantity: 6000PCS
3. Unit Price: USD 40/PC CIF HAMBURG, GERMANY
4. Amount: USD240,000
5. Specification: TYPE: PRINTED, STYLE: TRADITIONAL, SUBJECTS: SCENERY
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 10pcs/carton, packed in 600cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All risks, War Risk and Strike risk.
11. Documents required:
  - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
  - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
  - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
  - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
  - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS, WAR RISK AND STRIKE RISK.

4、合同

CHINA CARTER TRADING COMPANY				
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA				
<b>SALES CONTRACT</b>				
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	<b>No.</b>	CON001	
		<b>Date:</b>	2019-02-12	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
<b>Commodity &amp; Specification</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [Hamburg, Germany]	
CHINESE LANDSCAPE PAINTING TYPE: PRINTED, STYLE: TRADITIONAL, SUBJECTS: SCENERY	5,000	PCS	USD 40	USD 240,000
<b>Total:</b>	5,000	PCS		USD 240,000

<b>Say Total:</b>	USD TWO HUNDRED AND FORTY THOUSAND ONLY	
<b>Payment:</b>	L/C AT SIGHT	
<b>Packing</b>	40pcs/carton packed in 600 cartons	
<b>Port of Shipment:</b>	Shanghai, China	
<b>Port of Destination:</b>	Hamburg, Germany	
<b>Shipment:</b>	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 12, 2019 with partial shipment and transshipment not allowed.	
<b>Shipping Mark:</b>	N/M	
<b>Quality:</b>	As per the sample submitted by the seller.	
<b>Insurance:</b>	To be covered by the seller for 120% of the invoice value against All Risks, and Strike Risk.	
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS, WAR RISK AND STRIKE RISK.	
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.		
<b>BUYERS</b>	<b>SELLERS</b>	
(Signature)	(Signature)	

5、相关资料

(1) PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)

15 100.099

TOTAL ONE 40' CONTAINER

(2) VESSEL: YANGFAN V. 283

(3) INVOICE NO. : IV0000001

INVOICE DATE: MARCH 1, 2019

B/L No. : ASCS1261818

B/L DATE: MARCH 15, 2019

(4) Negotiating Bank: Bank of China, Hunan Branch  
NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch  
NO. 23 Linken Avenue, Hamburg, Germany

(5) Issuing Date of L/C: FEBRUARY 20, 2019

L/C NO. : 38438/02

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3) 审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE		
TO:		NO. IV0000022	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF		

		PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
		[ ]		
		Total: [ ] [ ]		
SAY TOTAL: _____				

3、请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)



<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:	
<b>Consignee or order</b>			
<b>Notify Party</b>			
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>	<b>ORIGINAL</b>	
<b>Ocean Vessel Voy. No.</b>	<b>Port of Loading</b>		
<b>Port of discharge</b>	<b>*Final destination</b>		
		<b>Freight payable at</b>	<b>Number original Bs/L</b>
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross weight</b>	<b>Measurement m3</b>
<b>TOTAL PACKAGES(IN WORDS)</b>			
<b>Freight and charges</b>			

	<b>Place and date of issue</b>
	<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Exchange for \_\_\_\_\_

At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of \_\_\_\_\_

\_\_\_\_\_ the sum of \_\_\_\_\_

Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued By \_\_\_\_\_

To: \_\_\_\_\_

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
		100、 买卖双方的名称与地址是否有误； 101、 品名、规格、数量、重量、单价是否有误；	合同审核 每题共 8

作品 (60分)	合同审核	16分	102、 货物包装、体积是否有误； 103、 使用的贸易术语是否有误； 104、 合同金额和币种是否有误； 105、 合同中溢短装条款是否有误； 106、 唛头是否有误； 107、 起运港和目的港是否有误； 108、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	处错误， 每处2分，找出 错误计1分，修正 错误计1分。
	商业发票缮制 (14分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确 无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、发票日期、运输路线、 货物唛头、货物单价及单位、价格术语等）	商业发票 缮制部分 每个空白 栏目按其 规定的分 值计算赋 分，未填、 错填每3 处扣1分，扣完 本份商业 发票的分 数为止。
	提单缮制 (15分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的 规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数 量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装 货港、卸货港、最终目的地、提单号码、唛头、 运费条款（导尿管栏目）：信息完整无误，拼写 正确。	提单缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每3处 扣1分， 扣完本份 提单的分 数为止。
	汇票缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码 和开证日期，拼写准确无误。 收款人：信用证项下以议付行为受款人；托收 汇票，以托收行（出口地银行）为受款人；信 息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一 致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、	汇票缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每3处 扣1分，

		付款期限、付款人、出票人等栏目): 信息完整无误、拼写正确。	扣完本份汇票的分数为止。
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12. 试卷编号: 3-12 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容; 根据备忘录内容审核合同各条款; 指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款; 准确缮制商业发票; 确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款; 准确缮制提单; 确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款; 准确缮制汇票; 确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282882
Fax	86-0731-85582855
E-mail	Carter22@163.com

2、进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-040-3314714
Fax	0049-0401-3315815
E-mail	PETER55@gmail.com

3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 20-24, 2019
<b>PLACE:</b>	Conference Room of Sheraton Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
<b>PRESENT:</b>	Mr. Lee (Party B: Purchasing Manager of Germany Peter Trading

	Company)
<b>SUMMARY OF THE MEETING</b>	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 24 over the transaction of 300000 PCS CHINESE KNOT. A brief summary of the meeting is as follows:</p>	
<ol style="list-style-type: none"> <li>1. Product Name: CHINESE KNOT</li> <li>2. Quantity: 300000PCS</li> <li>3. Unit Price: USD 0.65/PC CFR HAMBURG, GERMANY</li> <li>4. Amount: USD 195000</li> <li>5. Specification: MATERIAL: NYLON ROPE, COLOR: YELLOW/BLUE/RED OR OTHER COLOR, SPECIAL: HANDMADE</li> <li>6. Payment: D/P AT SIGHT</li> <li>7. Packing: 150pcs/carton, packed in 2000 cartons.</li> <li>8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 18, 2019 with partial shipment allowed and transshipment not allowed.</li> <li>9. Shipping marks: N/M</li> <li>10. Insurance: To be covered by the buyer.</li> <li>11. Documents required: <ul style="list-style-type: none"> <li>+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.</li> <li>+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".</li> <li>+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.</li> <li>+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.</li> </ul> </li> </ol>	

4、合同

CHINA CARTE TRADING COMPANY				
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA				
<b>SALES CONTRACT</b>				
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	<b>No.</b>	CON002	
		<b>Date:</b>	2019-02-24	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
<b>Commodity &amp; Specification</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [Hamburg, Germany]	
CHINESE KNOT MATERIAL: NYLONROPE, COLOR: YEL LOW/BLUE/RED OR OTHER COLOR, SPECIAL: HANDMADE	300000	PCS	USD 0.65	USD 195000
<b>Total:</b>	300000	PCS	USD 195000	

<b>Say Total:</b>	USD ONE HUNDRED AND NINETY THOUSAND ONLY
<b>Payment:</b>	L/C AT SIGHT
<b>Packing</b>	150 pcs/carton packed in 200 cartons
<b>Port of Shipment:</b>	Shanghai, China
<b>Port of Destination:</b>	Hamburg, Germany
<b>Shipment:</b>	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 12, 2019 with partial shipment and transshipment not allowed.
<b>Shipping Mark:</b>	N/M
<b>Quality:</b>	As per the sample submitted by the seller.
<b>Insurance:</b>	To be covered by the buyer.
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
<b>BUYERS</b>	<b>SELLERS</b>
(Signature)	(Signature)

5、相关资料

(1)PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)

3

2.7

0.012

TOTAL ONE 20' CONTAINER

(2) INVOICE NO. : IV0000002

INVOICE DATE: MARCH 10, 2019

(3) VESSEL: YANGFAN V. 284

(4) B/L No. : ASCS1261819

B/L DATE: APRIL 18, 2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3)审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE		
TO:		NO. IV0000022	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
			[	]
SAY TOTAL:		Total: [            ]            [            ]		

3、请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)





	<b>Place and date of issue</b>
	<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Exchange for \_\_\_\_\_

At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of \_\_\_\_\_

\_\_\_\_\_ the sum of \_\_\_\_\_

Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_

Issued By \_\_\_\_\_

To: \_\_\_\_\_

(Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位，每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机，并安装 office 办公软件，配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
		109、 买卖双方的名称与地址是否有误； 110、 品名、规格、数量、重量、单价是否有误；	合同审核 每题共 8

作品 (60分)	合同审核	16分	111、 货物包装、体积是否有误； 112、 使用的贸易术语是否有误； 113、 合同金额和币种是否有误； 114、 合同中溢短装条款是否有误； 115、 唛头是否有误； 116、 起运港和目的港是否有误； 117、 分批装运和转运是否有误； 10、 保险险别、 保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	处错误， 每处2分，找出 错误计1分，修正 错误计1分。
	商业发票缮制 (14分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确 无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、发票日期、运输路线、 货物唛头、货物单价及单位、价格术语等）	商业发票 缮制部分 每个空白 栏目按其 规定的分 值计算赋 分，未填、 错填每3 处扣1分，扣完 本份商业 发票的分 数为止。
	提单缮制 (15分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的 规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数 量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装 货港、卸货港、最终目的地、提单号码、唛头、 运费条款（导尿管栏目）：信息完整无误，拼写 正确。	提单缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每3处 扣1分， 扣完本份 提单的分 数为止。
	汇票缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码 和开证日期，拼写准确无误。 收款人：信用证项下以议付行为受款人；托收 汇票，以托收行（出口地银行）为受款人；信 息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一 致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、	汇票缮制 部分每个 空白栏目 按其规定 的分值计 算赋分， 未填、错 填每3处 扣1分，

		付款期限、付款人、出票人等栏目): 信息完整无误、拼写正确。	扣完本份汇票的分数为止。
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13. 试卷编号: 3-13 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、合同审核

读懂谈判备忘录的内容; 根据备忘录内容审核合同各条款; 指出合同中的错误条款并改正。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款; 准确缮制商业发票; 确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款; 准确缮制提单; 确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款; 准确缮制汇票; 确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-0731-82282882
Fax	86-0731-85582855
E-mail	Carter22@163.com

2、进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-040-3314714
Fax	0049-0401-3315815
E-mail	PETER55@gmail.com

3、谈判备忘录

<b>Minutes of a Meeting</b>	
<b>TIME:</b>	FEB. 20-24, 2019
<b>PLACE:</b>	Conference Room of Sheraton Hotel, Changsha, Hunan, China
<b>PURPOSE:</b>	To come to an agreement over the transaction of the interested products.
<b>PRESIDING:</b>	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
<b>PRESENT:</b>	Mr. Lee (Party B: Purchasing Manager of Germany Peter Trading

	Company)
<b>SUMMARY OF THE MEETING</b>	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 24 over the transaction of 10000 PCS CHINESE OILED-PAPER UMBRELLA. A brief summary of the meeting is as follows:</p>	
<p>1. Product Name: CHINESE OILED-PAPER UMBRELLA</p>	
<p>2. Quantity: 10000PCS</p>	
<p>3. Unit Price: USD 30/PC FOB SHANGHAI, CHINA</p>	
<p>4. Amount: USD 300000</p>	
<p>5. Specification: MATERIAL: HIGH QUALITY PAULOWNIA, PACKAGING: 40PCS / CARTON</p>	
<p>6. Payment: D/A AT 30 DAYS AFTER SIGHT</p>	
<p>7. Packing: 40pcs/carton, packed in 250 cartons.</p>	
<p>8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 18, 2019 with partial shipment and transshipment allowed.</p>	
<p>9. Shipping marks: N/M</p>	
<p>10. Insurance: To be covered by the buyer.</p>	
<p>11. Documents required:</p>	
<p>+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.</p>	
<p>+ FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT TO COLLECT".</p>	
<p>+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.</p>	
<p>+ CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.</p>	

4、合同

CHINA CARTER TRADING COMPANY				
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA				
<b>SALES CONTRACT</b>				
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	<b>No.</b>	CON003	
		<b>Date:</b>	2019-02-22	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
<b>Commodity &amp; Specification</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>
			[CIF] [SHANGHAI, CHINA]	
CHINESE OILED-PAPER UMBRELLA MATERIAL: HIGH QUALITY PAULOWNIA, PACKAGING: 40PCS/CARTON	10000	PCS	USD 30	USD 300000
<b>Total:</b>	10000	PCS	USD 300000	
<b>Say Total:</b>	USD THIRTY THOUSAND ONLY			

<b>Payment:</b>	D/A AT SIGHT
<b>Packing</b>	40 pcs/carton packed in 200 cartons
<b>Port of Shipment:</b>	Shanghai, China
<b>Port of Destination:</b>	Hamburg, Germany
<b>Shipment:</b>	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 15, 2019 with partial shipment and transshipment not allowed.
<b>Shipping Mark:</b>	N/M
<b>Quality:</b>	As per the sample submitted by the seller.
<b>Insurance:</b>	To be covered by the buyer.
<b>Documents:</b>	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID". 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
<b>BUYERS</b>	<b>SELLERS</b>
(Signature)	(Signature)

5、相关资料

(1) PACKING:

G. W. : ( KGS/CARTON)    N. W. : ( KGS/CARTON)    MEAS. : ( CBM/CARTON)  
35 320.12

TOTAL ONE 20' CONTAINER

(2) INVOICE NO. : IV00000003

INVOICE DATE: MARCH 10, 2019

(3) VESSEL: YANGFAN V. 284

(4) B/L No. : ASCS1261820

B/L DATE: APRIL 18, 2019

(四) 抽考试题

1、请根据考试资料中的谈判备忘录(3) 审核错误的合同(4)，指出不符之处并修



<b>Shipper</b>		<b>BILL OF LADING</b> B/L No.:   中国远洋运输公司 <b>CHINA OCEAN SHIPPING</b>   ORIGINAL	
<b>Consignee or order</b>			
<b>Notify Party</b>			
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>		
<b>Ocean Vessel Voy. No.</b>	<b>Port of Loading</b>		
<b>Port of discharge</b>	<b>*Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross weight</b>	<b>Measurement m3</b>
<b>TOTAL PACKAGES(IN WORDS)</b>			
<b>Freight and charges</b>			
			<b>Place and date of issue</b>

	<b>Signed for the Carrier</b>

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
 (注: 合同的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Exchange for \_\_\_\_\_  
 At \_\_\_\_\_ sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the Order of \_\_\_\_\_  
 \_\_\_\_\_  
 the sum of \_\_\_\_\_  
 Drawn under L/C No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Issued By \_\_\_\_\_  
 To: \_\_\_\_\_ (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 50 个操作台面和座位, 每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机, 并安装 office 办公软件, 配置局域网。	必备
测评专家	以上从事进出口贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间: 90 分钟

(4) 评分标准

评价内容	分值	考核点	备注
合		118、 买卖双方的名称与地址是否有误; 119、 品名、规格、数量、重量、单价是否有误; 120、 货物包装、体积是否有误; 121、 使用的贸易术语是否有误;	合同审核 每题共 8 处错误, 每处 2



作品 (60分)	同审核	16分	122、 合同金额和币种是否有误； 123、 合同中溢短装条款是否有误； 124、 唛头是否有误； 125、 起运港和目的港是否有误； 126、 分批装运和转运是否有误； 10、 保险险别、 保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误；	分，找出错误计1分，修正错误计1分。
	商业发票缮制 (14分)	2分 3分 3分 2分 4分	进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总价：计算准确无误，货币名称正确。 总价文字描述：大写数字英文表述准确无误。  其他栏目（发票号码、 发票日期、 运输路线、 货物唛头、 货物单价及单位、 价格术语等）	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份商业发票的分数为止。
	提单缮制 (15分)	2分 3分 2分 2分 6分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。 货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。 毛重条款：计算准确无误，单位描述正确。 体积条款：计算准确无误，单位描述正确。 其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份提单的分数为止。
	汇票缮制 (15分)	3分 3分 3分 6分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。 收款人：信用证项下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。 金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。 其他栏目：（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误、拼写正确。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填每3处扣1分，扣完本份汇票的分

				数为止。
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14. 试卷编号：3-14 合同审核、商业发票缮制、提单缮制、汇票缮制

(1) 任务描述

1.1、信用证审核

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

(三) 考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.
Url	<a href="http://www.hunancof.com">http://www.hunancof.com</a>
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	PROBIOTEC
Url	<a href="http://www.probiotec.com.au/Probiotec/index.aspx">http://www.probiotec.com.au/Probiotec/index.aspx</a>
Office Address	65 BRISTOL STREET, SYDNEY, AUSTRALIA
Tollfree	无
Phone	0061-02-256 4372
Fax	0061-02-256 4379

3、合同

销售合同

SALES CONTRACT

**SELLER:** HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.  
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

**NO.:** HCOF-13019  
**DATE:** FEB. 5, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUTER:** PROBIOTEC  
65 BRISTOL STREET, SYDNEY, AUSTRALIA

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
CIF SYDNEY			
WHITE GARLIC PURE WHITE SKIN, NICE APPEARANCE SIZE: 4.5CM, 5.0CM, 5.5CM, 6.0CM, 6.5CM AND UP	500 MT	USD 800/MT	USD 400,000.00
Total:	500 MT		USD 400,000.00

With 10% More or less of shipment allowed at the seller's option.

**5. Total Value** SAY US DOLLARS FOUR HUNDRED THOUSAND ONLY.

**6. Packing** G. W. : 50 KGS/BAG  
N. W. : 49 KGS/BAG  
MEAS: 0.2 CBM/BAG  
PACKED IN ONE BAG OF 50 KGS EACH  
PACKED IN 10,000 BAGS

**7. Shipping Marks** N/M

**8. Time of Shipment & Means of Transportation**  
TO BE EFFECTED NO LATER THAN THE END OF APRIL 2016 FROM  
GUANGZHOU TO SYDNEY WITH PARTIAL SHIPMENT ALLOWED AND  
TRANSSHIPMENT ALLOWED.

**9. Port of Loading & Destination** FROM: GUANGZHOU  
TO: SYDNEY

**10. Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS  
AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS  
PER THE RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED  
1/1/1981

**11. Terms of Payment:** TO BE MADE BY SIGHT L/C

**12. Remarks**

**The Buyer**  
PROBIOTEC

**The Seller**  
HUNAN CEREALS, OILS AND FOODSTUFFS  
IMP./EXP.GROUP CORP.LTD.

(signature)

(signature)

**4. 信用证**

27: SEQUENCE OF TOTAL 1/1  
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE  
20: DOCUMENTARY CREDIT NUMBER 67508/01  
31C: DATE OF ISSUE 160305  
31D: DATE AND PLACE OF EXPIRY 160521 CHINA

50: APPLICANT PROBIOTEC  
65 BRISTOL STREET, SYDNEY, AUSTRALIA

59: BENEFICIARY  
HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP.GROUP CORP.LTD.  
NO.2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 400,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE AUSTRALIA NATIONAL BANK

43P: PARTIAL SHIPMENT NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD GUANGZHOU, CHINA

44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA

44C: LATEST DATE OF SHIPMENT 160430

45A: DESCRIPTION OF GOODS  
500MT GARLIC  
PURE WHITE SKIN, NICE APPEARANCE  
SIZE:4.5CM,5.0CM,5.5CM,6.0CM,6.5CM AND UP  
EUR 800/MT CIF NEW YIRK

46A: DOCUMENTS REQUESTED  
+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
+PACKING LIST IN TRIPLICATE.  
+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMNERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LOADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.  
+FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.  
+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO.,PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.  
+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE AUSTRALIA ARE FOR ACCOUNT OF BENEFICIARY

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

## 5. 相关资料

(1) INVOICE NO. : HNLY65435

(2) INVOICE DATE: MARCH 15, 2016

(3) PACKING

G. W. (KGS/CARTON)

N. W. (KGS/CARTON)

MEAS (CBM/CARTON)

50

49

0.2

PACKED IN 10,000 BAGS

TOTAL THIRTY EIGHT 40' CONTAINERS

(4) VESSEL: QIAN JIN 332I

(5) B/L NO. : COC06759392

(6) B/L DATE: APRIL 15, 2016

(7) POLICY NO. : UR159965

(8) REFERENCE NO. : 20160201

(四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP.GROUP CORP.LTD.

NO.2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82280772 FAX: 86-731-82289135

商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO. :		
		INVOICE DATE:		
		S/C NO. :		
FROM:		L/C NO. :		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount

<b>Total:</b>				

SAY TOTAL:

HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.  
 湖南粮油食品进出口集团公司  
 王伶俐  
 (Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)  
 (注: 信用证的信息必须是修正后的正确信息)

<b>Shipper</b>		<b>BILL OF LADING</b> B/L No. :  中国远洋运输公司 CHINA OCEAN SHIPPING  ORIGINAL		
<b>Consignee or order</b>				
<b>Notify Party</b>				
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>			
<b>Ocean Vessel Voy.No.</b>	<b>Port of Loading</b>			
<b>Port of discharge</b>	<b>Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>	
<b>Marks and Numbers</b>	<b>Number and kind of packages; Description</b>	<b>Gross Weight</b>	<b>Measurement m<sup>3</sup></b>	
TOTAL PACKAGES (IN WORDS)				
<b>Freight and charges</b>			<b>Place and date of issue</b>	

	<b>Signed for the carrier</b> SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩
--	--

\*Applicable only when document used as a Through Bill of Lading

4、请根据以上资料缮制汇票。(本题共 15 分)  
 (注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....  
 L/C No. ....  
 Dated .....  
 No. ....Exchange for .....Changsha, China. ....at  
 Sight of this FIRST of Exchange (Second of exchange being unpaid)  
 Pay to the order of .....  
 The sum of .....  
 To .....

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. /EXP. GROUP CORP. LTD.  
 湖南粮油食品进出口集团公司  
 王伶俐  
 (Authorized Signature)

(2) 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好	必备
设备	每个商务英语实训室配有 1 台服务器、50-60 台计算机, 并安装 office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间: 60 分钟

(4) 评分标准

评价内容	分值	考核点	备注
		127、 买卖双方的名称与地址是否有误;	

作品 (60分)	信用证审核	16分	128、品名、规格、数量、重量、单价是否有误； 129、货物包装、体积是否有误； 130、使用的贸易术语是否有误； 131、合同金额和币种是否有误； 132、合同中溢短装条款是否有误； 133、唛头是否有误； 134、起运港和目的港是否有误； 135、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误；	信用证审核每题共8处错误，每处2分，找出错误计1分，修正错误计1分。
	商业发票缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		2分	总价文字描述：大写数字英文表述准确无误。	
		4分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	
		6分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款（导尿管栏目）：信息完整无误，拼写正确。	
	汇票	3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计
3分		收款人：信用证项下以议付行为受款人；托收汇票，以托收行（出口地银行）为受款人；		



缮制 (15分)		信息完整无误，拼写正确。	算赋分，未填、错填(包括拼写、大小写、标点符号错误)每处扣1分，扣完本份汇票的分数为止。
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目：(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目)：信息完整无误、拼写正确。	

### 15. 试卷编号：3-15 合同审核、商业发票缮制、提单缮制、汇票缮制

#### (1) 任务描述

##### 1.1、信用证审核

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

##### 1.2、商业发票缮制

分析谈判备忘录中涉及商业发票缮制的相关条款；准确缮制商业发票；确保缮制的商业发票与谈判备忘录的条款一致。

##### 1.3、提单缮制

分析谈判备忘录的装运条款；准确缮制提单；确保缮制的提单与谈判备忘录的条款一致。

##### 1.4、汇票缮制

分析谈判备忘录中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与谈判备忘录的条款一致。

#### (三) 考试资料

##### 1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com
Office Address	NO.2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

##### 2、进口方基本情况

Company	CHAROEN POKPHAND GROUP
Url	http://www.cpthailand.com/
Office Address	75 CHANGKAISHI STREET, BANGKOK 002, THAILAND
Tollfree	无
Phone	0066-02-562 5672
Fax	0066-02-582 7679

##### 3、合同

销售合同

SALES CONTRACT

**SELLER:** HUNAN CEREALS, OILS AND FOODSTUFFS  
IMP. /EXP. GROUP CORP. LTD.  
NO. 2 ZHUYUAN RD, CHANGSHA,  
HUNAN, CHINA

**NO. :** HCOF-11108  
**DATE:** JAN. 25, 2016  
**SIGNED IN:** CHANGSHA, CHINA

**BUTER:** CHAROEN POKPHAND GROUP  
75 CHANGKAISHI STREET, BANGKOK 002, THAILAND

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit price & Trade Terms	4. Amount
CIF BANGKOK			
SUNFLOWER SEED NEW CROP SUNFLOWER SEEDS AMERICAN TYPE: 5009,5135,118,909 SIZE: 20/64, 22/64, 24/64 MOISTURE: 9.5% ADMIXTURE: MAX 0.5%	500 MT	USD 1,100/MT	USD 550,000.00
Total:	500 MT		USD 550,000.00

With 10% More or less of shipment allowed at the seller's option.

**5. Total Value** SAY US DOLLARS FIVE HUNDRED AND FIFTY THOUSAND ONLY.

**6. Packing** G. W. : 50 KGS/BAG  
N. W. : 49 KGS/BAG  
MEAS: 0.2 CBM/BAG  
PACKED IN ONE BAG OF 50 KGS EACH  
PACKED IN 10,000 BAGS

**7. Shipping Marks** N/M

**8. Time of Shipment & Means of Transportation**  
TO BE EFFECTED NO LATER THAN THE END OF MARCH FROM  
GUANGZHOU TO BANGKOK WITH PARTIAL SHIPMENT NOT  
ALLOWED AND TRANSSHIPMENT ALLOWED.

**9. Port of Loading & Destination** FROM: GUANGZHOU  
TO: BANGKOK

**10. Insurance:** THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS  
AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS  
PER THE RELEVANT OCEAN MARINE CARGO OF P. I. C. C. DATED  
1/1/1981

**11. Terms of Payment:** TO BE MADE BY SIGHT L/C

**12. Remarks**

The Buyer  
CHAROEN POKPHAND GROUP

The Seller  
HUNAN CEREALS, OILS AND FOODSTUFFS

IMP. /EXP. GROUP CORP. LTD.

(signature)

(signature)

#### 4. 信用证

27: SEQUENCE OF TOTAL 1/1  
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE  
20: DOCUMENTARY CREDIT NUMBER 67508/01  
31C: DATE OF ISSUE 160225  
31D: DATE AND PLACE OF EXPIRY 160421 THAILAND  
50: APPLICANT CHAROEN POKPHAND GROUP  
75 CHANGKAISHI STREET, BANGKOK 002, THAILAND  
59: BENEFICIARY  
HUNAN CEREALS, OILS AND FOODSTUFFS IMP. /EXP. GROUP CORP. LTD.  
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA  
32B: AMOUNT USD 55,000.00  
39B: CREDIT AMT NOT EXCEEDING  
41D: AVAILABLE WITH BY ANY BANK IN CHINA  
42C: DRAFTS AT AT SIGHT  
42D: DRAWEE STANDARD CHARTERED BANK  
BANGKOK BRANCH  
43P: PARTIAL SHIPMENT NOT ALLOWED  
43T: TRANSSHIPMENT ALLOWED  
44A: LOADING ON BOARD CHANGSHA, CHINA  
44B: FOR TRANSPORTATION TO BANGKOK, THAILAND  
44C: LATEST DATE OF SHIPMENT 160331  
45A: DESCRIPTION OF GOODS  
500MT SUNFLOWER SEED  
NEW CROP SUNFLOWER SEEDS AMERICAN  
TYPE: 5009,5153,118,909  
SIZE: 20/64, 22/64, 24/64  
MOISTURE: 9.5%  
ADMIXTURE: MAX 0.5%  
USD 2,100/MT CIF BANGKOK  
46A: DOCUMENTS REQUESTED  
+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.  
+PACKING LIST IN TRIPLICATE.  
+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF  
COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.  
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER  
OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND  
NOTIFY APPLICANT.  
+FULL SET OF NEGOCIABLE INSURANCE POLICY OR CERTIFICATE BLANK  
ENDORSED FOR 120 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR

RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OR CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOCIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE THAILAND ARE FOR ACCOUNT OF BENEFICIARY

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

### 5. 相关资料

(1) INVOICE NO. : HNLY97735

(2) INVOICE DATE: MARCH 1, 2016

(3) PACKING

G. W. (KGS/CARTON)	N. W. (KGS/CARTON)	MEAS (CBM/CARTON)
50	49	0.2

PACKED IN 10,000 BAGS

TOTAL THIRTY EIGHT 40' CONTAINERS

(4) VESSEL: JIE FANG 300S

(5) B/L NO. : COC07899392

(6) B/L DATE: MARCH 25, 2016

(7) POLICY NO. : QE153465

(8) REFERENCE NO. : 20160210

#### (四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4, 指出不符之处并修正。(本题共 16 分)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注: 信用证的信息必须是修正后的正确信息)

**湖南粮油食品进出口集团公司**

**HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.**

NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

TEL: 86-731-82280772 FAX: 86-731-82289135

商业发票

**COMMERCIAL INVOICE**

<b>TO:</b>		<b>INVOICE NO. :</b>		
		<b>INVOICE DATE:</b>		
		<b>S/C NO. :</b>		
<b>FROM:</b>		<b>L/C NO. :</b>		
<b>TO:</b>		<b>L/C DATE:</b>		
<b>Marks and Numbers</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
<b>Total:</b>				

**SAY TOTAL:**

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. /EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

<b>Shipper</b>		<b>BILL OF LADING</b> <b>B/L No. :</b>  中国远洋运输公司 CHINA OCEAN SHIPPING  ORIGINAL		
<b>Consignee or order</b>				
<b>Notify Party</b>				
<b>*Pre carriage by</b>	<b>*Place of Receipt</b>			
<b>Ocean Vessel Voy.No.</b>	<b>Port of Loading</b>			
<b>Port of discharge</b>	<b>Final destination</b>	<b>Freight payable at</b>	<b>Number original Bs/L</b>	

Marks and Numbers	Number and kind of packages; Description	Gross Weight	Measurement m <sup>3</sup>
TOTAL PACKAGES (IN WORDS)			
Freight and charges			Place and date of issue
			Signed for the carrier SHANGHAI OCEAN SHIPPING CO. LTD. 丁浩

\*Applicable only when document used as a Through Bill of Lading

- 4、请根据以上资料缮制汇票。(本题共 15 分)  
(注: 信用证的信息必须是修正后的正确信息)

**BILL OF EXCHANGE**

Drawn under .....  
L/C No. ....  
Dated .....  
No. .... Exchange for ..... Changsha, China. .... at  
Sight of this FIRST of Exchange (Second of exchange being unpaid)  
Pay to the order of .....  
The sum of .....  
To .....

HUNAN CEREALS, OILS AND FOODSTUFFS IMP./EXP. GROUP CORP. LTD.  
湖南粮油食品进出口集团公司  
王伶俐  
(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好	必备

设备	每个商务英语实训室配有1台服务器、50-60台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考试时量

考核时间：60分钟

(4) 评分标准

评价内容	分值	考核点	备注	
信用证审核	16分	136、 买卖双方的名称与地址是否有误；	信用证审核 每题共8处 错误，每处 2分，找出 错误计1 分，修正错 误计1分。	
		137、 品名、规格、数量、重量、单价是否有误；		
		138、 货物包装、体积是否有误；		
		139、 使用的贸易术语是否有误；		
		140、 合同金额和币种是否有误；		
		141、 合同中溢短装条款是否有误；		
		142、 唛头是否有误；		
		143、 起运港和目的港是否有误；		
		144、 分批装运和转运是否有误；		
		10、 保险险别、保险金额是否有误；		
11、 最迟装运期是否有误；				
12、 汇票的付款期限是否有误；				
作品 (60分)	商业 发票 缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份商业发票的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		2分	总价文字描述：大写数字英文表述准确无误。	
		4分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等）	
提单缮	2分	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	

	制 (15分)	2分	体积条款：计算准确无误，单位描述正确。	填、错填(包括拼写、大小写、标点符号错误) 每处扣1分，扣完本份商业发票的分数为止。
		6分	其他栏目：托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款(尿管栏目)：信息完整无误，拼写正确。	
	汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号码和开证日期，拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填(包括拼写、大小写、标点符号错误) 每处扣1分，扣完本份汇票的分数为止。
		3分	收款人：信用证项下以议付行为受款人；托收汇票，以托收行(出口地银行)为受款人；信息完整无误，拼写正确。	
		3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
		6分	其他栏目：(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目)：信息完整无误、拼写正确。	

### 三、跨岗位综合技能模块

(一) 技能考核内容(如表3)

表3

技能	模块	项目
跨岗位综合技能	跨境电商操作	17. 产品描述
		18. 店铺活动推广

(二) 侧重跨境电商操作发展方向的学生可以选考此模块，但是专业基础技能模块为必考模块。学生可以选择抽考跨岗位综合技能模块，来替代岗位核心技能模块。

(三) 跨境电商操作模块技能抽考题库正在摸索和探讨过程中，将在今后的教学过程中逐步建立和完善。