



湖南现代物流职业技术学院
HUNAN MODERN LOGISTICS COLLEGE

2021 级商务英语专业
技能考核题库

试题库说明

根据专业调查研究和广泛征求意见，参照国家相关职业技能等级证书和标准，结合本专业人才培养方案，本技能考核标准以测试学生对所学的专业基本技能和专业核心技能掌握情况为目标，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、商务文书翻译、商务英语谈判、外贸单证缮制、跨境电商运营等 5 个技能考核模块，下设 19 个考核项目，220 道大题，共 80 套试卷。后续将根据商务英语的发展变化和技能抽考要求不断修订试题内容，扩充试题数量。

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第一部分 专业基本技能

1. 试题编号: J1 国际商务信息检索及商务文书翻译 1

模块一: 国际商务信息检索

试题编号: J1-1

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-1

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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., 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.

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 商务文书英译汉

(20 分)

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!

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40分)	关键词检索 (20分)	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。
	商务文书英译汉(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。
		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: J2 国际商务信息检索及商务文书翻译 2

模块一: 国际商务信息检索

试题编号: J1-2

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-2

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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. 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 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.

<p>TJ Morris Ltd. Profile</p> <p>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___</p>

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 商务文书英译汉

(20 分)

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 for the first charging.
9. Warning: Please don't put the battery into the fire nor store it in the high temperature environment.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40分)	关键词检索 (20分)	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。
	商务文书英 译汉(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。
		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。

3. 试题编号: J3 国际商务信息检索及商务文书翻译 3

模块一: 国际商务信息检索

试题编号: J1-3

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-3

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉

(20 分)

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 needs 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.

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，40-50 台计算机，并安装	必备

	Office 办公软件，配置局域网。	
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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索 (20 分)	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 英译汉 (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。
		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。

4. 试题编号: J4 国际商务信息检索及商务文书翻译 4

模块一: 国际商务信息检索

试题编号: J1-4

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-4

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉

(20 分)

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 400-123-455.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索 (20 分)	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 英译汉 (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。
		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。

5. 试题编号: J5 国际商务信息检索及商务文书翻译 5

模块一: 国际商务信息检索

试题编号: J1-5

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-5

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉

(20 分)

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

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，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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三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词 检索 (20 分)	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 英译汉 (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。
		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。

6. 试题编号: J6 国际商务信息检索及商务文书翻译 6

模块一: 国际商务信息检索

试题编号: J1-6

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-6

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉 (20 分)

Direction: Translate the following advertisement into Chinese.

Tide Washing Powder

Product dimensions: 5×5×5 inches
 Weight: 2.64 pounds
 Product Description: Does not irritate sensitive skin; Non-toxic and safe
 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.

二、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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配 分	考核点
作品(40分)	关键词检索 (20分)	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 英译汉 (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。
		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。

7. 试题编号: J7 国际商务信息检索及商务文书翻译 7

模块一: 国际商务信息检索

试题编号: J1-7

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-7

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉

(20 分)

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!

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，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	必备

	际贸易工作经验或三年以上商务英语实践教学指导经验。	
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三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品（40 分）	关键词检索 (20 分)	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 英译汉 (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。
		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。

8. 试题编号: J8 国际商务信息检索及商务文书翻译 8

模块一: 国际商务信息检索

试题编号: J1-8

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-8

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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 Rene 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 Rene 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.

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 商务文书英译汉

(20 分)

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.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40分)	关键词检索 (20分)	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。
	商务文书英 译汉 (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。
		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。

9. 试题编号: J9 国际商务信息检索及商务文书翻译 9

模块一: 国际商务信息检索

试题编号: J1-9

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-9

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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 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.

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 商务文书英译汉

(20 分)

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.

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，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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三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品（40 分）	关键词检索 （20 分）	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。
	商务文书英译汉 （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。
		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。

10. 试题编号: J10 国际商务信息检索及商务文书翻译 10

模块一:国际商务信息检索

试题编号:J1-10

项目名称:关键词检索

模块二:商务文书翻译

试题编号:J2-10

项目名称:商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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. 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

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

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

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

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

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

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

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.

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 商务文书英译汉

(20 分)

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.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配 分	考核点
作品(40 分)	关键词检索 (20 分)	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 英译汉	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。
		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

	(20分)		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。

11. 试题编号: J11 国际商务信息检索及商务文书翻译 11

模块一: 国际商务信息检索

试题编号: J1-11

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-11

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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 Pricelists

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.

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 商务文书英译汉

(20 分)

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!

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40分)	关键词检索 (20分)	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 英译汉 (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。
		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。

12. 试题编号: J12 国际商务信息检索及商务文书翻译 12

模块一: 国际商务信息检索

试题编号: J1-12

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-12

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 _____.

Section II 商务文书英译汉

(20 分)

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.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配 分	考核点
作品（40 分）	关键词检 索 （20 分）	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 英译汉 （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。
		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。

13. 试题编号: J13 国际商务信息检索及商务文书翻译 13

模块一: 国际商务信息检索

试题编号: J1-13

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-13

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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 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.

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 商务文书英译汉

(20 分)

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: From June 8th 2019 to August 31st 2019.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40 分)	关键词检索 (20 分)	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。
	商务文书英译汉 (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。
		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。

14. 试题编号: J14 国际商务信息检索及商务文书翻译 14

模块一: 国际商务信息检索

试题编号: J1-14

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-14

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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.

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 商务文书英译汉

(20 分)

Direction: Translate the following product description into Chinese.

Features of product
Luxury wide door series. No 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.

二、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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品(40分)	关键词检索 (20分)	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。
	商务文书英译汉 (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。
		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。

15. 试题编号: J15 国际商务信息检索及商务文书翻译 15

模块一: 国际商务信息检索

试题编号: J1-15

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-15

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

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 buildings 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.

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 商务文书英译汉

(20 分)

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.

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, 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

三、考核时量

考核时间: 60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索 (20 分)	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 英译汉 (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。
		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。

16. 试题编号: J16 国际商务信息检索及商务文书翻译 16

模块一: 国际商务信息检索

试题编号: J1-16

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-16

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

Directions: Read the following brief introduction to Galaxy Refrigeration Private Limited Co. from the official website of the company.

A Brief Introduction to Galaxy Refrigeration Private Limited Co.

Established in the year 2003, we, Galaxy Refrigeration Private Limited Co., are engaged in the sphere of importing and supplying a wide range of white westing house chillers, white westing house dishwasher, white westing house dryers and white westing house microwaves. These are procured from one of the most reliable home appliances company, White Westinghouse of USA. Apart from this company, we are also associated with various other original manufacturers such as Sony, Compaq, Yamaha, JVC, Sanyo, IBM, HP, Canon, Samsung, Nokia, Bosch, and Olympus, from where we procure these products and supply to our clients spread all over the world.

The entire range is manufactured at advanced laboratories that are equipped with latest equipment ensuring optimum performance of the refrigerators, ventilation systems, commercial ventilation systems, chilling units, commercial chilling units and others units. Already checked at manufacturers end, we also check the quality of these White westing house Refrigerators, White westing house Freezer, White westing house Microwave, White westing house Air Care and White westing house Washer & Dryer at our end and provide defect free products to our clients.

Being a client centric organization, we ensure trouble free functioning of these products and hence, we provide prompt after sale service to them. Under the able guidance of our owner, Mr. Naresh Kapoor and Mr. Chandar Kumar, who have been in this business for 20 years, we have touched new heights of success in the industry.

Our Associate

We take pride in being associated with White Westinghouse that is one of the leading home appliances companies of USA. The company was formed by the acquisition of the Westinghouse Electric Corporation's Appliance Unit by white consolidated industries in 1975. Later on the company entered into the Appliance Industry and acquired COPEMAN Electric Stove Company in 1917.

It started manufacturing electric products that included automatic washing machines, frost-free refrigeration and other that have been appreciated all over the world by global clients for low power consumption and low maintenance. These products are engineered with superior technology by using quality raw material and

components that ensure durable performance & high functionality. We are a prominent importer of various electronic items from different companies such as:

- Sony
- Compaq
- Yamaha
- JVC
- Sanyo
- IBM
- HP
- Canon
- Samsung
- Nokia
- Bosch
- Olympus
- White Westinghouse

Quality Assurance

We are a quality conscious organization and ensure that our electric appliances such as ventilation systems, commercial ventilation systems, chilling units, commercial chilling units, automatic washing machines, stainless steel refrigerators, commercial washing machines, etc, are up to the mark and provide great level of satisfaction to our clients. Even being a supplier, we ensure that the entire range of products, we procure from renowned vendors and manufacturers are tested on various quality parameters so that our clients face no trouble in using these products.

With an aim towards offering maximum client satisfaction, we test our Refrigerators, Chilling Units & Ventilation and Washer & Dryer rigidly and follow stringent quality measures. We test our cooling and refrigeration solutions on the following parameters:

- Noise level
- Temperature and corrosion resistance
- Functionality

- Robust construction

Warehousing

In our unit we have a large warehousing facility to store our Refrigerators, Chilling Units & Ventilation and Washer & Dryer. The unit is managed by expert and efficient warehousing professionals, who manage proper inventory and helps us in storing the above mentioned range systematically. The warehouse is segregated into various sections, so that we can store the products separately ensuring fast retrieval of the same, when needed. Further, the products are stored after proper labeling and packaging. We use high quality of packaging material to protect our products from dust, water and heat. Our warehousing professionals maintain a proper inventory to ensure systematic arrangements of every consignment.

Wide Distribution Network

Over the period of time, we have developed a wide distribution network all over the country that has helped us in creating large clientele. Our distributors have rich industrial experience and market knowledge that assist us in serving our clients in best possible manner.

They understand the market dynamics that enable us to procure desired products from our associates and fulfill the requirements of the clients within committed time frame. Further, due to our expert procurement agents, we have been able to source reliable ventilation systems, commercial ventilation systems, chilling units, commercial chilling units, automatic washing machines, stainless steel refrigerators, commercial washing machines, refrigerators, chilling units & ventilation and washer & dryer for our valued clients. Further, we have also tied up with various C&F Agents, who assists us in ensuring quick delivery.

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

Galaxy Refrigeration Private Limited Co. Profile

Galaxy Refrigeration Private Limited Co. specializes in importing & supplying of a wide range of White Westinghouse _____ 1 _____, which are procured from an _____ 2 _____ home appliances company, White Westinghouse. The company also _____ 3 _____ from various other original _____ 4 _____ and _____ 5 _____ to the clients all over the world. With an aim towards offering maximum _____ 6 _____, the company _____ 7 _____ the products rigidly and follows _____ 8 _____ quality measures. The company has a large warehousing facility to _____ 9 _____ the products. It has developed a wide _____ 10 _____ all over the country that helps to create large clientele.

Section II 商务文书英译汉

(20 分)

Direction: Translate the following product description into Chinese.

Your cellphone is a product of superior design and craftsmanship and should be treated with care. To obtain the best performance, please read the following instructions carefully.

- Keep the cellphone dry.
- Do not use or store the cellphone in dusty, dirty areas.
- Do not attempt to open the cellphone other than as instructed in this guide.
- Do not drop, knock, or shake the device.
- Use chargers indoors.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40分)	关键词检索 (20分)	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 英译汉 (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
		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。

17. 试题编号: J17 国际商务信息检索及商务文书翻译 17

模块一: 国际商务信息检索

试题编号: J1-17

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-17

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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

(四) **Section I** 国际商务信息检索 (20 分)

(五) **Directions:** Read the following brief introduction to Devidayal (Sales) Limited from the official website of the company.

A Brief Introduction to Devidayal (Sales) Limited

The company Devidayal (Sales) Limited established in 1949 is part of a reputed and respected business house in India marketing its products under the brand name'

Devidayal Agrochemicals(农用化学品)'. Starting with the business of mining various ores and exporting to Japan, to export of BHC for locust (蝗虫) control to Russia in the 60's, today the company is an emerging leader in the business of Agrochemicals / Pesticides(杀虫剂) in India. In 2000, Devidayal (Sales) Ltd. was granted ISO 9002 certification and in 2004, the company updated it to ISO 9001. In 2005, DSL was deemed a one "STAR" Export House. The company believes in Total Quality Management. Having its registered office at Mumbai, the company has a modern manufacturing plant at Kalol (卡罗尔)(Dist. Panchmahal-Gujarat, Western India) backed by a strong R&D and excellent Quality Control Systems. The domestic market is catered to from its 15 Branch offices and 25 Stock Points spread all over the Country. Besides having a substantial domestic market share, the company exports its products to around 35 countries covering Europe, South America, the Far East, Asia Pacific, Africa and the Middle East. 25% of its turnover is attributed to Exports. The Company has registered over 75 of their products overseas. The Company offers both Technical grade pesticides as well as Formulations(配方). Its formulations include Emulsifiable Concentrates (EC), Suspension Concentrates (SC) Wettable Powders (WP), Granules (GR) and Dusting Powders (DP) of Insecticides, Fungicides(杀菌剂)and Herbicides(除草剂).

Strength

- 56 Years Experience in serving farmers.
- More than 150 Products registered in India.
- Strong domestic market presence with more than 6,000 dealers
- Wide product Range, Attractive Packing, Timely supplies and Competitive Pricing.

- Policy of Long Term Relationship with its Customers, Suppliers & Employees.
- Good Business Ethics and a Satisfied Customer Base
- Quality products as per BIS/FAO/ International standards
- Stool Export house - Star Export house

Manufacturing Facilities

The company has a modern plant at Kalol and is spread over an area of 200,000 sq.ft. and employs more than 400 employees. Its laboratory is well equipped with sophisticated instruments and maintains stringent quality control measures.

Customer service

The company provides Dossiers for product registrations overseas. Excellent support provided for product promotion. With its strong R&D facilities, it is capable of meeting customers' requirements on product specifications. Can supply products packed with Clients labels or in Neutral packing with switch B/L facility.

Products

Insecticides

Insects like caterpillars(毛虫) and aphids(蚜虫) can significantly reduce crop yields and quality. Insecticides help minimize this damage by controlling insect pests. The largest insecticide markets are in fruit and vegetables, cotton, rice and corn.

In addition to their use in agriculture, insecticides play an important role in public health programs to control diseases such as malaria. It also helps to protect children and families from insects and pests such as cockroaches, fire ants, wasps, mosquitoes, rats and mice.

Fungicides

Fungicides prevent and cure diseases which can have severe adverse effects on crop yields and quality. The main markets are fruit and vegetables, cereals and rice.

Plant diseases are caused by a great variety of pathogens(病菌). Accordingly, this requires many products used singularly or in combination to control the full range of diseases in ways that minimize the chance of resistance building up.

Herbicides

Weeds are undesirable plants growing within a crop and they compete for resources such as nutrients, water and light. Without weed control, crop yields can be significantly reduced. Weeds can also cause further problems by harboring pests and diseases, interfering with harvest operations, and increasing costs of cleaning and drying the crop produce.

Selective herbicides have been derived from a wide range of different chemical

classes with varying modes of action that have enabled the yield improvement in key crops such as corn, rice, soybeans and wheat.

Non-Selective herbicides eliminate all plants (if absorbed by green tissue) and are used primarily in plantation crops such as rubber, oil palm, orchards and vines. They are applied on weeds growing between the trees to facilitate passage in tropical crops, save moisture in vines and orchards, and to reduce erosion.

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

Devidayal (Sales) Limited Profile

Devidayal (Sales) Limited, founded in 1949, is an _____ 1 _____ in the business of agrochemicals and _____ 2 _____ in India. It began exporting BHC to Russia in the _____ 3 _____. Its _____ 4 _____ is located in Mumbai, India and its manufacturing plant in _____ 5 _____. The company _____ 6 _____ products to about 35 countries and has _____ 7 _____ more than 75 of its products overseas. The DSL Products range comprises: _____ 8 _____ for control of insect pests which reduce crop yields and quality, Fungicides against diseases which can have _____ 9 _____ on crop yields and quality, and _____ 10 _____ for control of weed affecting crops.

Section II 商务文书英译汉

(20 分)

Direction: Translate the following job wanted into Chinese.

Job Wanted

Marketing Assistant
Responsibility:

1. Responsible for the local management of marketing and sales activities according to the instruction from the head office.
2. Collect related information to the head office.
3. Provide assistance to the marketing manager for routine work
4. Responsible for file management and client receiving

Requirements:

1. College diploma and above
2. Good English and computer skills
3. Related working experience in the international organization

二、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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索 (20 分)	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 英译汉 (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。
		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。

18. 试题编号: J18 国际商务信息检索及商务文书翻译 18

模块一: 国际商务信息检索

试题编号: J1-18

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-18

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

Directions: Read the following brief introduction to MainPlus Chemicals Ltd. from the official website of the company.

A Brief Introduction to MainPlus Chemicals Ltd.

MainPlus Chemicals Ltd. is a privately owned, UK-based company with over 30 years' experience in the manufacture, packaging and exporting of agricultural,

environmental health, industrial and veterinary(兽医的) products. We supply our products to over 90 countries worldwide and enjoy a reputation for supplying competitively-priced products of superior quality to agricultural, veterinary hygiene(保健) and environmental health industries.

Mainplus has a wealth of industry knowledge and experience throughout its various departments. A close working environment and excellent department interaction helps to ensure a seamless, effective working process which ultimately leads to satisfied stakeholders. Mainplus has both French and Spanish speaking staff and welcome any enquires in either language.

Mainplus's history: the story so far.

First created in 1979, as then named, Mostyn Chemicals Company, the company began trading from a spare bedroom with three members of staff. The company grew from strength to strength, scooping the Queen's Award for Export and the Export Award for Small Businesses along the way.

In 1991, the company took a new direction as MainPlus Chemicals Ltd., and since 1991, our business has strengthened and expanded to serve over 90 countries worldwide.

2009 has brought Mainplus to new heights, from our rebrand to winning Excellence in International Trade award. We celebrated our 30th anniversary this July and are continuously striving to make a world of difference in agriculture, public health and veterinary care in more and more countries worldwide.

Our Mission

Our products safeguard the health of crops, people and animals everywhere. Our mission has traditionally been to produce quality products, and as we have grown over the years, so has our mission, to provide protection and reliability on a worldwide scale.

Today, we are striving to grow our business in a sustainable way, making a world of difference to agriculture, animal health, public health and industry in more and more countries worldwide.

Our Values

- To provide high quality products and excellent service to all of our stakeholders. In addition to our factory's ISO 9001 quality assurance, the manufacture of many of our products in the United Kingdom ensures that our products are produced to an exceptionally high standard.

- To provide protection and reliability on a worldwide scale by supplying high quality products through a network of local agents and distributors in countries all over the world.

- To ensure that our bespoke product range meets individual customers' packaging, labeling, concentration, formulation and ease of use requirements. Multiple manufacturing locations enable us to provide greater flexibility on price, availability and order times so that we can process your order as efficiently as possible.

- To ensure that large stocks of active ingredients and packaging materials are held at production facilities to enable quick order response timing.

- To utilise our vast industry experience, product knowledge and language capabilities to help our partners all over the world. Our in-house registrations department also has extensive experience in gaining product approvals for sale; creating product files for many products.

- To maintain a high standard with an excellent, efficient and reliable service, available in English, French or Spanish.

Our products

Mainplus supplies a wide range of chemical products for use in Agriculture, Public Health and Veterinary Hygiene, specializing in the supply of insecticides(杀虫剂) for all applications worldwide.

Searching the world for the best raw materials, we ensure that our products are of superior quality and competitively-priced. We manufacture our products to meet each and every customer's individual requirements, offering technical pesticides(杀虫剂), concentrates for local dilution and ready-formulated and packed products, including product labels prepared to client specifications.

Crop Protection

Agriculture forms the core of our business, and we work with each and every client to understand and supply the products they need because we know that no country is the same. We make all of our products to meet your country's agricultural needs. We specialise in bespoke manufacture, formulation and packaging of a range of pesticides for use on a wide variety of crops, in over 90 different countries all over the world.

Public Health

We specialise in bespoke pesticides for public health purposes, supplying many governments, NGOs and anti-malaria programmes with products that they need.

Veterinary care

The protection of livestock from insect pests such as ticks, lice, mites, fleas, and nuisance flies is an essential factor in the promotion and maintenance of good animal health. We can offer a range of insecticides supplied as formulated products, for direct application to animals, or for treatment of their housing.

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

MainPlus Chemicals Ltd Profile

MainPlus Chemicals Ltd was _____ 1 _____ in 1979. _____ 2 _____ in UK, the company specializes in manufacturing, _____ 3 _____ agricultural, _____ 4 _____, veterinary and industrial products used in over 90 countries worldwide. The company's _____ 5 _____ is to provide protection and reliability worldwide. The company's factory is _____ 6 _____ quality assured. In _____ 7 _____, the company won Excellence in International Trade award. MainPlus specializes in the supply of insecticides for all _____ 8 _____ worldwide. It supplies a range of _____ 9 _____ for use on a wide variety of crops and for _____ 10 _____ purposes.

Section II 商务文书英译汉

(20 分)

Direction: Translate the following letter into Chinese.

With reference to your letter of August 18th, we are glad to know that the cargo was delivered promptly.

We regret, however, that case No.24 did not contain the goods you ordered. We have made investigation on the matter and found that we did make a mistake in loading.

We have arrange for the correct goods to be dispatched to you at once. The relevant documents will be mailed to you once they are ready.

We apologize for causing you a good deal of inconvenience.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40 分)	关键词检索 (20 分)	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 英译汉 (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。
		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。

19. 试题编号: J19 国际商务信息检索及商务文书翻译 19

模块一: 国际商务信息检索

试题编号: J1-19

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-19

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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: 表达专业、术语准确, 符合商务文体特征; 内容完整, 逻辑严谨, 衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20 分)

Directions: Read the following brief introduction to MH&W International Corp. from the official website of the company.

A Brief Introduction to MH&W International Corp.

MH&W International Corp. is a highly specialized sales and engineering

organization in the United States, Canada and Mexico. Founded in 1968, MH&W has evolved into a technologically advanced company with two separate yet integrated operating divisions: Production Machining and Railroad Products. Within these divisions, MH&W can handle all your manufacturing needs. From design and prototyping, to high volume manufacturing and back to service parts, MH&W can and will meet your company's tooling and machining requirements and surpass your expectations.

We know having the state-of-the art technology alone is not enough. MH&W prides itself on delivering a quality product that meets your high standards every time. Our ISO Certified Quality Assurance System ensures that your job is inspected every step of the way.

With sales offices and warehouses in key cities throughout North America, MH&W is ready to serve its customers quickly and efficiently. In addition to providing high-quality reliable products, MH&W operates as an exclusive engineering and marketing interface between several major global manufacturers and its American, Canadian and Mexican customers.

Equipment

MH&W has made major investments to keep our production facilities on the cutting edge. Our latest additions, four Mazak machine centers with palletechs, are state-of-the-art machines. They give MH&W a competitive advantage because of the large-size range of parts they can machine.

Our production facility handles average lot sizes from 50 to 500 units. Annual volumes range from 1000 units to more than 40,000 units.

MH&W has 50 modern machining centers; many equipped with palletechs, 4-Axis or Live Tooling that help reduce or eliminate setup time and speed processing time.

In addition, we have a wide array of grinding and hobbing equipment. They are all supported by the latest quality assurance hardware, and computer systems such as AutoCAD, AutoCAD Inventor, SMART CAM, SolidWorks and Virtual Gibbs CAM Systems.

Quality

As an industry leader, MH&W has a responsibility to uphold our commitment to quality assurance. Our Production, Short Run and Railroad Divisions are all certified to ISO 9001:2008 and MH&W places high value on ethical business practices, emphasizing integrity, trust and dependability. MH&W not only offers top-quality products and workmanship, but also backs them up with outstanding commitment and service. With a sincere attitude towards service, and the confidence to firmly stand behind our products, we've become quite flexible over the years. This flexibility allows us to maintain an ideal position in the industry: one that you can count on every time.

Engineering

At MH&W, we design all of our fixtures in house, to ensure the precision our customers deserve. Our design process begins with a new job startup committee, in which prints are reviewed by our tooling engineers, process engineers, and quality engineers. Preliminary fixture designs are then submitted to our management review team for approval.

MH&W utilizes Solidworks CAD with 3-D modeling capabilities and can import 3-D models from other CAD software programs. We use 3-D models to design fixtures and tooling for our CNC equipment. MH&W also uses Gibbs CAM software to produce tool paths for our machine tools.

MH&W actively participates in customer design review meetings. We help customers during the design process to eliminate costs up front. We also provide services such as rapid prototyping, CNC manufacturability recommendations, and FMEA's.

Our engineers closely collaborate with the factory and our customer's design engineers to support their designs, analyze their applications, anticipate problems, and recommend possible solutions. Applying the latest technology and modern research tools, our engineers are able to respond promptly to complex tasks. The engineers strive to anticipate future trends so that new products will be available in a timely fashion.

Field Sales Representatives and Engineers

With a network of highly knowledgeable Field Sales Representatives based in organizations strategically placed across the United States, Canada and Mexico, MH&W is poised to provide competitive prices, quick reliable deliveries and unparalleled engineering assistance.

Six Sigma (六西格玛)

Companies need world class suppliers in today's competitive marketplace. MH&W continues to invest in the resources to meet our customers' demands of consistent quality, just-in-time delivery and constant improvement in the cost area.

MH&W has a full-time Six Sigma Black Belt training our employees in lean manufacturing principles. That's been the case for years. We also have dozens of Six Sigma Green Belts on staff. Using Six Sigma raises our company standards by adopting kaizen, lean manufacturing, cost improvement, structured new product development and project-based process changes both on the shop floor and in the MH&W offices.

Our efficiency is your cost advantage.

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

MH&W International Corp. Profile

_____ 1 _____ in 1968, MH&W is a sales and engineering organization in the United States, Canada and _____ 2 _____. The company consists of two operating _____ 3 _____: _____ 4 _____ and Railroad Products. It can meet its customers' tooling and machining requirements and _____ 5 _____ their expectations. MH&W not only offers _____ 6 _____ products and workmanship, but also _____ 7 _____ with outstanding commitment and service. Besides, it operates as an exclusive _____ 8 _____ interface between several major global manufacturers and its _____ 9 _____. It offers _____ 10 _____ to its employees and raises its company standards by using it.

Section II 商务文书英译汉

(20 分)

Direction: Translate the following agenda into Chinese.

MH&W International Corp. Meeting of the Board of Directors

Date: December 11, 2018

Time: 9:00 a.m.-11:00 a.m.

Location: Conference Room, 7th Floor MIT Building.

Agenda

1. Financial report --Mr. Lee (Vice President of Finance)
Report on last year's performance.
2. Business plan--Mr. Blake (Vice President of Marketing)
Analysis of business plan for 2014, including income, budget, and new clients.
3. New business--Mr. Smith (CEO)
Discussion of future cooperation with Sany Group.
4. Travel policy--Mr. Smith (CEO)
Discussion of what and how employees are paid when travel for purposes.

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点
作品 (40分)	关键词检索 (20分)	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 英译汉 (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。
		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。

20. 试题编号: J20 国际商务信息检索及商务文书翻译 20

模块一: 国际商务信息检索

试题编号: J1-20

项目名称: 关键词检索

模块二: 商务文书翻译

试题编号: J2-20

项目名称: 商务文书英译汉

一、任务描述

(一) 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。

(二) 考试要求

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 分)

Directions: Read the following brief introduction to Merco Trading Co. from the official website of the company.

A Brief Introduction to Merco Trading Co.

Merco Trading Co., established in the year 2006, is one of the most acclaimed manufacturer and supplier of high quality and precision engineered General Hardware

Materials, Steel Materials and Engineering Goods. Being a sole proprietorship firm, we have always worked hard to achieve one of the best positions in the market hence offer our clients with a huge range of products that includes Forged & Rolled Bars, MS Fasteners, SS Fasteners, Drills / Taps / Reamers & Machine Tools, Ferrous Alloys, Non Ferrous Metals, Hardware Material & Engineering Goods and many more.

In all these years of strong presence in the industry, we have successfully crafted a niche for ourselves in the industry and meet original requirements of people. People working with us are really hard working and believe in making efforts to take the company ahead on the paths of success. Belonging to different core domains all these people have something in common and that is enthusiasm and zeal to do something great and different by serving the clients to the highest level of their satisfaction.

Product Portfolio

We are one of the leading names in supplying general hardware materials and engineering products that include MS Structural Steels, MS Plates & Profiles, MS Seamless & ERW Pipes, MS Fasteners, Mild Steel Fasteners and Ferrous Alloys. We also offer Forged & Rolled Round Bars, SS Plates & Profiles, SS Fasteners, Non Ferrous Metals, Drills & Taps & Reamers & Machine Tools and Customized Hardware Material & Engineering Goods. To ensure maximum client satisfaction, we offer all these products in various specifications as per the requirements of our clients. Apart from this, we also cater for any special requirements in Ferrous & Non Ferrous metals.

Further, to ensure superior quality, we procure these products from reliable vendors and also arrange inspection of the materials at our end prior to dispatch either by the customer or any third party inspection agency.

Key features:

Corrosion resistant

Durable

Long functional life

Available in various specifications

Resistant to chemicals

Quality Assurance

We are a quality-centric organization and try to maintain the highest standards of quality of our products at each level of product development. Our manufacturing abilities allow us to cater for the requirement of our clients in national and international markets. Products offered by us pass through stringent quality tests at each stage of product development. These quality tests are conducted by highly qualified quality experts working with us, who have years of experience in this domain. We have designed set parameters for quality testing our products. To ensure standards of our products we offer certifications of Original Mill Test and are certified from NABL approved laboratory.

Industries Catered to

Our presence in the market has helped us in catering solutions of General Hardware Materials, Steel Materials and Engineering Goods. The expertise in manufacturing and exporting a range of these products has helped us in meeting requirements of our clients.

Industries that we cater to include:

Engineering related industry

Sugar industry

Metal industry

Petrochemical industry

Pumps industry

Plant & machine manufacturing industry

Vendor Base

Being distinguished supplier, we play a crucial role between manufacturers and our clients. Our association with reliable vendors has enabled us to supply superior range of general hardware materials and engineering products from reliable vendors. We select our vendors after thorough assessment on various factors.

Our selection process is based on following criteria:

Cost effectiveness

Quality range

Ethical business practices

Timely delivery

Further, to ensure optimum quality of products, our procurement agents test the quality of materials at their premises, then we again test the quality at our end prior to dispatch either by the customer or any third Party inspection agency. Our rich vendor base allows us to avoid any delay in delivering our product range and thereby maintaining our market credibility and trust of our clients.

Warehousing & Packaging

Being an able manufacturer, exporter and supplier of a wide assortment of General Hardware Materials, Steel Materials and Engineering Goods and for storing these products, we have developed a spacious and well segregated warehouse at our place. Segregation of the warehouse enables us to store the products easily and maintain their standards of quality at all times. Built on a large area, the warehouse is well connected to all major roads, rails and sea routes of the country.

To pack our products to ensure their quality standards at time of delivery at clients end, we use raw materials of superior quality and engage professionally trained packaging experts. The packaging and warehousing works being practiced by us are supervised by packaging and warehouse supervisors.

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

Merco Trading Co. Profile
Merco Trading Co. is a manufacturer and _____ 1 _____ of engineered General Hardware Materials, _____ 2 _____ and Engineering Goods. The company procures from reliable _____ 3 _____ and also arranges inspection of _____ 4 _____ at its end. Products offered by it pass through stringent quality tests at each stage of _____ 5 _____. The company's _____ 6 _____ with reliable vendors has enabled it to supply superior range of products. And its _____ 7 _____ vendor base allows it to avoid _____ 8 _____ in delivering its product range. The company has developed a spacious and well _____ 9 _____ warehouse. It uses raw materials of _____ 10 _____ and engages

professionally trained packaging experts to pack the products.

Section II 商务文书英译汉

(20 分)

Direction: Translate the following letter into Chinese.

Dear Sirs,

Enclosed is our new price list which will come into effect from the end of this month. You will see that we have increased our prices on most models as we are paying 10% more for our raw materials than we were paying last year. As you know, we take great pride in our reputation for high-quality products. We will not compromise that reputation because of rising costs.

We hope you will understand our position and look forward to your orders.

Yours faithfully,

Lin Ying

Sales Manager

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，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

三、考核时量

考核时间：60 分钟

四、评分标准

评价内容		配 分	考核点
作品 (40分)	关键词检 索 (20分)	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 英译汉 (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。
		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。

第二部分 岗位核心技能

模块一 商务英语谈判模块

1. 试题编号：H1-1 商务英语谈判模块 1

模块一：商务英语谈判模块

试题编号：H1-1

项目名称：建立贸易关系

一、任务描述

（一）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。

（二）考试要求

1、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，语言达到位，交流畅通，环节紧凑；

2、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。

（三）考试资料

1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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)
Office Address	Minchinbury Region, Locked Bag 56, St. Marys Delivery Centre, NSW 2760, Australia
Phone	0061-433694502
Fax	0061-433694502

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, undertaking 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: Let me show you around our booth

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 at 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 100 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.

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、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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	建立	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
	贸易	5 分	应对得体，对话流转合理记 5 分；
	关系	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
	谈判	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。
	对话设计 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。
建立			

	贸易 关系 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。	

2.试题编号：H1-2 商务英语谈判模块 2

模块一：商务英语谈判模块

试题编号：H1-2

项目名称：付款方式谈判

一、任务描述

(一) 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。

(二) 考试要求

1、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；

2、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。

(三) 考试资料

1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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.
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, undertaking 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 with NO LESS THAN 80 WORDS.

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. 不加粗

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 halfway, 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 100 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.

二、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

三、考核时量：

考核时间：60 分钟

四、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：H1-3 商务英语谈判模块 3

模块一：商务英语谈判模块

试题编号：H1-3

项目名称：价格谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip code	410001
Phone	86-731-8 4447135

Fax	86-731-8 4447844
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2、进口方基本情况

Company	Foremost International Ltd.(Canada Branch)
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, undertaking 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 with NO LESS THAN 80 WORDS.

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 biodegradable plastic cup 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 100 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.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

4.试题编号：H1-4 商务英语谈判模块 4

模块一：商务英语谈判模块

试题编号：H1-4

项目名称：投诉与索赔谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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.
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
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, undertaking 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 **with NO LESS THAN 80 WORDS.**

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 100 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 returning the damaged goods;

Express your expectation to the addressee.

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、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

三、考核时量：

考核时间：60 分钟

四、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：H1-5 商务英语谈判模块 5

模块一：商务英语谈判模块

试题编号：H1-5

项目名称：包装与运输方式谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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.
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, undertaking 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 **with NO LESS THAN 80 WORDS.**

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 100 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 of 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

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、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

三、考核时量：

考核时间：60 分钟

四、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：H1-6 商务英语谈判模块 6

模块一：商务英语谈判模块

试题编号：H1-6

项目名称：付款方式谈判

一、任务描述

（一）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。

（二）考试要求

1、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，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；

2、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。

（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.
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
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.

(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 with NO LESS THAN 80 WORDS.

Situation: Mr. Miller (the importer), Purchasing Manager of Whole Foods Market, comes to visit **You** (Deng Liang), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.. You have a negotiation about the terms of payment on the goods of Sushi Rice. At last, you come to an agreement of Sight L/C.

You are required to finish the following tasks:

- Only accept L/C because of the big total amount;
- Insist on L/C;
- Express regret, require only L/C;
- Adhere to your customary practice---only L/C;
- Ask to indicate that the L/C is negotiable in the exporter's country;
- Agree to consider the importer's request;
- Say a month before the time when the goods are delivered;
- Inform that the expiry date is 15 days after the date of shipment.

A: Mr. Miller (the importer)

B: You (the exporter)

A: Shall we have a talk about terms of payment today? Since we are old friends, I suppose D/P or D/A should be adopted this time as the terms of payment.

B: _____.

A: For such a large amount, if we settle the payment by L/C, it would cost a lot. Besides, it ties up my money. All this adds to my cost. Could you make an exception and accept D/P or D/A?

B: _____.

A: If you agree to accept D/P, we can compromise on other terms.

B: _____.

A: In order to conclude the business, I hope you'll meet me halfway. What about 50%

by L/C and the balance by D/P?

B: _____.

A: Well, I can understand. I'll arrange for the L/C to be opened in your favor as soon as possible.

B: _____.

A: We'd like you to accept D/P for future transactions.

B: _____.

A: Thanks. By the way, when do I open the L/C if I want the goods to be delivered in June?

B: _____.

A: What should be the validity of the L/C?

B: _____.

A: That'll be fine.

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As a sales representative of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd., you are going to write to the chief importer, Whole Foods Market, to decline his requesting for easier payment terms. (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;

Decline his request for a change in payment terms in his letter of March 28;

Indicate your current payment terms for Sushi Rice is reasonable;

Express your regrets for not meeting his request.

二、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

三、考核时量：

考核时间：60 分钟

四、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。	

7.试题编号：H1-7 商务英语谈判模块 7

模块一：商务英语谈判模块

试题编号：H1-7

项目名称：建立贸易关系

一、任务描述

（一）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。

（二）考试要求

1、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，语言达到位，交流畅通，环节紧凑；

2、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。

（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.
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)
Office Address	135 Longway Street, Montreal 15122, Canada
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 business developing.

(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 with NO LESS THAN 80 WORDS.

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 100 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.

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、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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	建立	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
	贸易	5 分	应对得体，对话流转合理记 5 分；
	关系	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
	谈判	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。
	对话设计 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。

	贸易 关系 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。	

8. 试题编号：H1-8 商务英语谈判模块 8

模块一：商务英语谈判模块

试题编号：H1-8

项目名称：投诉与索赔谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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.
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
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.

(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 with NO LESS THAN 80 WORDS.

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 100 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.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

	投诉 与 索赔 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。	

9.试题编号：H1-9 商务英语谈判模块 9

模块一：商务英语谈判模块

试题编号：H1-9

项目名称：建立贸易关系

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（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.
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
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.

(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 with NO LESS THAN 80 WORDS.

Situation: You (Andrew Smith), Marketing Manager of Charoen Pokphand Group, are meeting with 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 100 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 with 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.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

	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。	

10. 试题编号：H1-10 商务英语谈判模块 10

模块一：商务英语谈判模块

试题编号：H1-10

项目名称：价格谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	BROAD Air Quality Technology Group
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
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.

(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 with NO LESS THAN 80 WORDS.

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%;
- Emphasize the price of air condition indoor units is falling;
- Suggest cutting the price respectively;
- Ask about the delivery;
- Indicate that you'll fax home and discuss the details tomorrow morning.

A: You, Edward Bush (the importer) B: Wang Jun (the exporter)

A: _____

B: Good afternoon, Mr. Bush. Would you tell us what items you are interested in?

A: _____

B: What quantity do you require?

A: _____

B: We can offer you USD 4700 per item for the first two and USD 5500 per item for the third.

A: _____

B: Ten percent? That would be difficult. I'm afraid we couldn't accept those terms. As you know, the Broad is one of the best-known brands in China. Every year, we export thousands of them to more than 50 countries and regions.

A: _____.

B: I know the prices of some other air condition indoor units are going down, but ours are selling quite well because of its high quality and good reputation.

A: _____.

B: I suggest we meet each other halfway. I can offer you USD 4200 per item for the first and USD 5200 per item for the third but USD 4700 per item for the second. I hope you can accept that.

A: _____.

B: As a rule, we'll deliver the goods within one month after receiving your letter of credit.

A: _____.

B: Ok. See you tomorrow.

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to make an offer to a client from Innovair Corporation, who made an inquiry concerning your pumps. (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;

Term	CFR Mexico		
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.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

11. 试题编号：H1-11 商务英语谈判模块 11

模块一：商务英语谈判模块

试题编号：H1-11

项目名称：包装与运输方式谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	BROAD Air Quality Technology Group
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
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.

(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 with NO LESS THAN 80 WORDS.

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 100 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.

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、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
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三、考核时量：

考核时间：60 分钟

四、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。	

12. 试题编号：H1-12 商务英语谈判模块 12

模块一：商务英语谈判模块

试题编号：H1-12

项目名称：保险条款谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	BROAD Air Quality Technology Group
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.
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

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.

(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 with NO LESS THAN 80 WORDS.

Situation: 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.

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 cannot 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 100 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.)

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.

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、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
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三、考核时量：

考核时间：60 分钟

四、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：H1-13 商务英语谈判模块 13

模块一：商务英语谈判模块

试题编号：H1-13

项目名称：价格谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Office Address	NO.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
Office Address	1 st Floor 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, BPMP, 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

(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 with NO LESS THAN 80 WORDS.

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 100 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.

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、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

三、考核时量:

考核时间: 60 分钟

四、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：H1-14 商务英语谈判模块 14

模块一：商务英语谈判模块

试题编号：H1-14

项目名称：投诉与索赔谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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 Haili Chemical Industry Co. Ltd.
Office Address	NO.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	MainPlus Chemicals Ltd. (U.K.)
Office Address	145-157 St. John Street, London, EC1V 4PY, U.K.
Phone	+44 20 8816 7120
Fax	+44 70 0602 6085

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

(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 with NO LESS THAN 80 WORDS.

Situation: James Carter (the importer), Purchasing Manager of MainPlus Chemicals Ltd. (U.K.), is calling you (Huang Songjun), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd.. James lodged a claim with you on the wrong goods sent to them the day before by fax. Now James is inquiring about it.

You are required to finish the following tasks:

- Extend greetings and admit having received the fax;
- Inform having investigated and clarified the fault (made by Shipping Department);
- Show deep regret and explain mistakes are inevitable sometimes;

- Admit the fault was due to the poor management;
- Show apology and allow only a claim of 3%;
- Beg to send the goods back, and promise to cover all the cost;
- Promise to send the right shipment soon;
- Show regret and promise to do better.

A: James Carter (the importer)

B: You (the exporter)

A: Good morning, Mr. Huang. This is James Carter speaking. We lodged a claim with you for the wrong shipment yesterday by fax. Have you received it yet?

B: _____

A: Have you found the problem yet?

B: _____

A: Did they check the goods before shipment?

B: _____

A: What annoys us most is that we think the case is made deliberately or intentionally.

B: _____

A: Since these errors on your part caused us to disappoint our important customers, I'm afraid you should compensate us by 5% of the total amount of the contract.

B: _____

A: It is natural that you should be responsible for all the losses resulting from the incorrect shipment.

B: _____

A: OK! As you know, we have been put into a very awkward situation on account of this wrong shipment. Please deliver our goods as soon as possible.

B: _____

A: OK. We will wait for your solution.

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As the Marketing Manager of Hunan Haili Chemical Industry Co., Ltd., you are going to write to the Purchasing Manager from MainPlus Chemicals Ltd.(UK) to settle the claim lodged for your fungicide---Carbendzim after receiving the letter dated February 6, enclosed with a survey report. (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;

Give the reason of the claim from the buyer—the efficacy of the fungicide is inferior to the sample;

Give the reason of refusing 10% price reduction—the advance sample prior to shipment did not receive any contrary voice from the buyer;

State the fact--the products shipped are of good quality and never receive any complaints from customers;

Propose a 5% discount owing to the consideration---longstanding relations and the goods are examined by a Public Surveyor.

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、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
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三、考核时量：

考核时间：60 分钟

四、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。	

15. 试题编号：H1-15 商务英语谈判模块 15

模块一：商务英语谈判模块

试题编号：H1-15

项目名称：建立贸易关系

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Sany Group
Office Address	Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China
Phone	0086-21-20271802

E-mail	crd@sany.com.cn
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2、进口方基本情况

Company	MH&W International Corp.
Office Address	14 Leighton Place Mahwah, NJ 07430-3119, U.S.A
Phone	(201) 891-8800
Fax	(201) 891-0625
E-mail	sales@mhw-intl.com

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.

(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 with NO LESS THAN 80 WORDS.

Situation: You (Jack Stevens), Purchasing Manager of MH&W International Corp., are visiting Sany Group. You express your wishes to establish trade relations with Sany Group. You want to import the commodity of Stainless Steel Helical Gear manufactured by Sany Group. Lin Xiong (the exporter), Manager of Marketing Department of Sany Group, is receiving you.

You are required to finish the following tasks:

- Extend greetings and exchange business cards;
- Express your excitement of this journey (it is your first time to China);
- Introduce your company briefly and extend your wish to establish trade relations;
- Give credit status reference (Citibank or your local chamber of commerce);
- Ask for the latest catalogue;
- Show your interest in Stainless Steel Helical Gear and want to have a look;
- Ask about the distance to the showroom;
- Suggest three o'clock tomorrow afternoon.

A: You (the importer)

B: Lin Xiong (the exporter)

A: _____

B: Nice to meet you, too, Mr. Stevens. Here is my card. I understand this is your first visit to Sany Group.

A: _____

B: That's true. Hope you have a pleasant trip.

A: _____

B: We have the same wish. We believe we will have a bright future through our cooperation.

A: _____

B: Thank you for the information. I can assure you of our best intentions and closest cooperation. We're always willing to develop trade with friends from all over the world.

A: _____.

B: Here is our latest catalogue.

A: _____.

B: Certainly. But they are in the showroom.

A: _____.

B: Not very far. It's only half an hour's car ride. Are you free now?

A: _____.

B: Yes. I'll pick you up at your hotel.

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As the Purchasing Manager of MH&W International Corp., you are going to write to the Sales Manager from Sany Group to introduce your corporation and relevant items, 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;

Give the information channel of contacting the exporter---from Commercial Counselor's Office of the Embassy in U.S.A.;

Make a brief self-introduction;

Show particular interest in importing Stainless Steel Helical Gear from the exporter;

Promise to deal in substantial scale if the seller can provide quality services;

Ask for airmail catalogues, sample books and all necessary information regarding

the product.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

	建立			
	贸易	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。	
	关系	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。	
	函电 撰写 (30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。	

16. 试题编号：H1-16 商务英语谈判模块 16

模块一：商务英语谈判模块

试题编号：H1-16

项目名称：价格谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Sany Group
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	Merco Trading Co.
Office Address	9-11 Harvard Way, Canning Vale 6155, Western Australia, Australia
Phone	+46 (0)40 42106025
Mobile	+46 (0)70642106126
E-mail	info@mercotrading.s24e

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.

(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 with NO LESS THAN 80 WORDS.

Situation: You (Bob Hill), Purchasing Manager of Merco Trading Co., are visiting Sany Group. You are inquiring about the commodity of pipe for engine. Lin Xiong (the exporter), Marketing Manager of Sany Group, is negotiating with you.

You are required to finish the following tasks:

- Extend greetings and state your purpose (discuss the details);
- Ask for the price list and catalogues of pipe for engine;
- Show interest in R130(UP PIPE), R200(DOWN PIPE) and R220 (UP PIPE), but point out that the prices are too high;
- Cut down the price by 8%;
- Suggest D/P;
- Request for earlier shipment;
- Suggest being packed in cardboard boxes;
- Show your gratitude and hope for future business.

A: Lin Xiong (the exporter)

B: You (the importer)

A: Good morning, Mr. Hill. Glad to meet you.

B: _____

A: Welcome. What can I do for you?

B: _____

A: Here you are.

B: _____

A: Our prices are the most reasonable. Heavy enquiries witness the quality of our products.

B: _____

A: 8%? I'm afraid you are asking too much. But for friendship's sake, we may exceptionally consider reducing the price by 5%. This is the highest reduction we can afford.

B: _____.

A: Payment by L/C is our usual practice of doing business with all customers for such commodities. I'm sorry we can't accept D/P terms.

B: _____.

A: Yes, shipment is to be made in April, not allowing partial shipment.

B: _____.

A: OK. We can do that.

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As the Purchasing Manager of Merco Trading Co., you are going to write to the Marketing Manager from Sany Group, the leading global company in construction machinery, to make specific inquiries. (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;

Show interest in their pipe for engine for mainly three specifications---R130 (Up Pipe), R200 (Down Pipe), R220 (Up Pipe);

Ask for sample books and all necessary information about the products by airmail;

Ask the exporter to quote the lowest price CIF New York, stating the earliest date of shipment;

State your terms of payment—irrevocable L/C in favor of the seller;

Promise to place large orders if prices are found competitive.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

	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。	

17. 试题编号：H1-17 商务英语谈判模块 17

模块一：商务英语谈判模块

试题编号：H1-17

项目名称：包装与运输方式谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Sany Group
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	MALI Group
Office Address	Landstrase 175 5430 wettngen Switzerland
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30
E-mail	info@Mali-group.com

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.

(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 with NO LESS THAN 80 WORDS.

Situation: You (Shed Johns), Purchasing Manager of MALI Group, are visiting Sany Group. Lin Xiong (the exporter), Marketing Manager of Sany Group, is negotiating with you. After discussing other items, you begin to talk about the problem of the shipment.

You are required to finish the following tasks:

- Ask how to ship the goods;
- Require prompt shipment;
- Enquire about the deadline of the loading;
- Refuse partial shipment;
- Suggest tramps;
- Suggest transshipment;
- Agree to transshipment if no direct vessel is available;
- Show appreciation.

A: You (the importer)

B: Lin Xiong (the exporter)

A: _____

B: Sure. We usually ship the goods by regular liners.

A: _____

B: I'm afraid it's difficult for us to do so because we can't get all the goods ready soon.

A: _____

B: I'm not sure. In order to make it easier for us get the goods ready for shipment, we hope that partial shipment will be allowed.

A: _____

B: But you should know there is no direct steamer from Shanghai to Gothenburg in two months.

A: _____

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

A: _____

B: But transshipment adds to the expenses, risks of damage and sometimes may delay arrival. Anyhow we'll try.

A: _____

B: Yes, we fully understand this, and we'll find out the possible solution and get the goods dispatched within the stipulated time.

A: _____

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 100 WORDS. (Note: Your letter should adopt block style.)

Situation: As a Marketing Manager of Sany Group, you are going to write to a Purchasing Manager from MALI Group, to reply to his request for earlier shipment of 5,000 pieces of Bevel Gear. (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 you have just received the buyer's amendment to the L/C;

State the difficulties of being unable to make earlier shipment---your factories are heavily booked with orders for months ahead;

Inform the importer the best you can do is to ship the goods within the stipulated time;

Ask the importer to extend the shipment date and validity of your L/C to October 15 and 31 respectively;

Extend your apology and your promise to ensure the care to the goods and the

smoothness to the shipment.

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、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

三、考核时量：

考核时间：60 分钟

四、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 1.5 分。	
		5分	字数达到要求记 5 分，每少 10 词扣 1 分。	

	包装 与 运输	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。	
	方式 谈判	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。	
	函电 撰写 (30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。	

18. 试题编号：H1-18 商务英语谈判模块 18

模块一：商务英语谈判模块

试题编号：H1-18

项目名称：付款方式谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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	Dynamic Fireworks Corporation
Office Address	UNIT 18, Peartree Business Center, Peartree Rd, Stanway, Chester, U.K.
Phone	01206 762123
Fax	01206 762162
E-mail	sales@dynamicfireworks.co.uk

3、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 a 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 with NO LESS THAN 80 WORDS.

Situation: You (David Black), Purchasing Manager of Dynamic Fireworks Corporation visit Yang Dong (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co. Ltd.. You are talking about the terms of payment. You suggest D/A or D/P, but the exporter insists on L/C. You also talk about the commission.

You are required to finish the following tasks:

- Suggest D/A or D/P;
- Suggest paying the consignment by sight D/P;
- Persuade to accept your proposal;
- Suggest sight L/C;
- Show appreciation and promise to take action soon;
- Ask for the commission;
- Ask if the commission can be increased to 5%;
- Show appreciation and end the conversation.

A: You (the importer) B: Yang Dong (the exporter)

A: _____

B: We can understand your situation, but business is business.

A: _____

B: I am afraid it is not possible for us to accept. We strongly insist paying all the goods by sight L/C.

A: _____

B: It's not our usual practice. D/P is not applicable in our country.

A: _____

B: With an eye on our future relationship, we can accept your proposal this time.

A: _____

B: I must remind you that the L/C should reach us 30 days before the month of shipment.

A: _____

B: We usually permit 3% commission for customers as you know.

A: _____

B: OK. We can quote you either CIF or CFR plus commission if you prefer.

A: _____

B: You are welcome. See you.

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 100 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 Dynamic Fireworks Corporation to ask for changing payment terms. (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;

Refer to the following information:

Order No.	123
Name of commodity	1. JSI006 Blessing Celebration Crackers 2. JS1009 8 Feet Red Firecracker
Quantity	1. 100 cartons 2. 200 cartons
Current payment term	D/P after sight
Requested payment term	irrevocable L/C at sight, valid for 3 weeks
Remarks	Urge the buyer to place orders as soon as possible

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、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
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三、考核时量：

考核时间：60 分钟

四、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 1.5 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。	
		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。	

19. 试题编号：H1-19 商务英语谈判模块 19

模块一：商务英语谈判模块

试题编号：H1-19

项目名称：投诉与索赔谈判

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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	Panda Fireworks Group Co., Ltd.
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
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

3、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.

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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 a 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 with NO LESS THAN 80 WORDS.

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 100 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 for the short delivery;

Express the regrets for the inconvenience caused by the shortage.

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、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

三、考核时量：

考核时间：60 分钟

四、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。	

20.试题编号：H1-20 商务英语谈判模块 20

模块一：商务英语谈判模块

试题编号：H1-20

项目名称：建立贸易关系

一、任务描述

（一）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。

（二）考试要求

1、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；

2、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。

（三）考试资料

1、出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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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	Grucci
Office Address	One Grucci Lane Brookhaven, NY 11719 U.S.A.
Phone	631.286.0088
Fax	631.286.9036

3、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 a 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 with NO LESS THAN 80 WORDS.

Situation: David Carter (the importer), Purchasing Manager of the Grucci visits you (Li Jing), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd. You suggest the importer act as your sole agent. You are together discussing some terms of a sole agent.

You are required to finish the following tasks:

---- Express your sincere welcome;

- Show your interest in the sales of your products;
- Suggest acting as your sole agent;
- State the annual turnover for a sole agent;
- Inquire about the acceptable annual turnover;
- Propose the annual turnover of 140,000 pieces;
- State the condition to get 8% commission;
- Suggest drafting a contract and discuss later.

A: David Carter (the importer)

B: You (the exporter)

A: Good morning, Mr. Li. I would like to thank you for your kind invitation to visit your company.

B: _____

A: I hope my visit will promote friendship and cooperation between us.

B: _____

A: Very good, I should say. Our clients are quite satisfied with your products.

B: _____

A: Thank you very much for your confidence in us. We would be very pleased to do so, if terms and conditions are right.

B: _____

A: 180,000 pieces? I'm afraid you are pressing too hard on us.

B: _____

A: How about 100,000 pieces for a start?

B: _____

A: Ok. I agree, but I expect to get a 10% commission.

B: _____

A: That sounds reasonable. We'll spare no efforts to increase our turnover and get more commission.

B: _____

A: Thank you. Keep in touch.

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 100 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 the Marketing Manager from Grucci, who applied for a sole agent for your fireworks in New York. (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;

Extend your appreciation for his application for your sole agent;

Agree to appoint Grucci Fireworks Ltd. as your sole agent after taking their business standing and profitable prospects in the market into consideration;

Draw up the draft sole agency agreement;

Hope to establish cooperation for mutual benefits.

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、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

三、考核时量：

考核时间：60 分钟

四、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1.5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。	
		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。	

模块二 外贸单证缮制模块

1. 试题编号：HXSJ-D01 外贸单证缮制模块 1

模块二：外贸单证缮制模块

试题编号：HXSJ-D01

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 9-12, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Peter Trading Company)
SUMMARY OF THE MEETING	
<p>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</p>	

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: USD240000
5. Specification: TYPE:PRINTED, STYLE:TRADITIONAL, SUBJECTS:SCENERY
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 10pcs/carton, packed in 600 cartons.
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			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON001
		Date:	2019-02-12

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] [Hamburg, Germany]	
CHINESE LANDSCAPE PAINTING TYPE:PRINTED, STYLE:TRADITIONAL, SUBJECTS:SCENERY	5000	PCS	USD 40	USD 240000
Total:	5000	PCS	USD 240000	
Say Total:	USD TWO HUNDRED AND FORTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	40pcs/carton packed in 600 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 12, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against All Risks, and Strike Risk.			
Documents:	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.				
BUYERS			SELLERS	
(Signature)			(Signature)	

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5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)

 15 10 0.099

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV0000001

 PACKING LIST NO. :PL0000001

 Date of INVOICE: 2019-03-15

(3)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

(4)Issuing Date of L/C:2019-02-20

 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. _____

ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
			FRIGHT	<input type="checkbox"/> prepaid <input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000001

Dated : 2019-04-16

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.试题编号：HXSJ-D02 外贸单证缮制模块 2

模块二：外贸单证缮制模块

试题编号：HXSJ-D02

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 20-24, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 24 over the transaction of 300000 PCS CHINESE KNOT. A brief summary of the meeting is as follows:	
1. Product Name: CHINESE KNOT	

- 2. Quantity: 300000 PCS
- 3. Unit Price: USD 0.65/PC CFR HAMBURG, GERMANY
- 4. Amount: USD 195000
- 5. Specification: MATERIAL: NYLON ROPE, COLOR: YELLOW/BLUE/RED OR OTHER COLOR, SPECIAL: HANDMADE
- 6. Payment: L/C AT SIGHT
- 7. Packing: 150pcs/carton, packed in 2000 cartons.
- 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.
- 9. Shipping marks: N/M
- 10. Insurance: To be covered by the buyer.
- 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.

4、合同

CHINA CARTE TRADING COMPANY				
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA				
SALES CONTRACT				
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON002	
		Date:	2019-02-24	
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] [Hamburg, Germany]	

CHINESE KNOT MATERIAL: NYLONROPE, COLOR: YEL LOW/BLUE/RED OR OTHER COLOR, SPECIAL: HANDMADE	300000	PCS	USD 0.65	USD 195000
Total:	300000	PCS	USD 195000	
Say Total:	USD ONE HUNDRED AND NINETY THOUSAND ONLY			
Payment:	D/P AT SIGHT			
Packing	150 pcs/carton packed in 200 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 12, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the buyer.			
Documents:	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.				
BUYERS		SELLERS		
(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

PACKING LIST NO. :PL0000002

Date of INVOICE: 2019-04-01

(3)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

(4)Issuing Date of L/C:2019-02-20

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)

		商业发票
--	--	-------------

OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
			FRIGHT	<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000002

Dated : 2019-05-03

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)

3.试题编号：HXSJ-D03 外贸单证缮制模块 3

模块二：外贸单证缮制模块

试题编号：HXSJ-D03

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 24 over the transaction of 10000 PCS CHINESE OILED-PAPER UMBRELLA. A brief summary of the meeting is as follows:	
1. Product Name: CHINESE OILED-PAPER UMBRELLA	

2. Quantity: 10000 PCS
3. Unit Price: USD 30/PC FOB SHANGHAI, CHINA
4. Amount: USD 300000
5. Specification: MATERIAL: HIGH QUALITY PAULOWNIA, PACKAGING: 40PCS /CARTON
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 40pcs/carton, packed in 250 cartons.
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.
9. Shipping marks: N/M
10. Insurance: To be covered by the buyer.
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 TO COLLECT" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.

4、合同

CHINA CARTER TRADING COMPANY					
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA					
SALES CONTRACT					
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON003		
		Date:	2019-02-22		
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] [SHANGHAI, CHINA]		

CHINESE OILED-PAPER UMBRELLA MATERIAL:HIGH QUALITY PAULOWNIA, PACKAGING:40PCS/CARTON	10000	PCS	USD 30	USD 300000
Total:	10000	PCS	USD 300000	
Say Total:	USD THIRTY THOUSAND ONLY			
Payment:	D/A AT SIGHT			
Packing	40 pcs/carton packed in 200 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 15, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the buyer.			
Documents:	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.				
BUYERS		SELLERS		
(Signature)		(Signature)		

5、相关资料

(1)PACKING:

G. W. : (KGS/CARTON) N. W. : (KGS/CARTON) MEAS. : (CBM/CARTON)

35

32

0.12

TOTAL ONE 20' CONTAINER

(2) INVOICE NO. : IV0000003

PACKING LIST NO. : PL0000003

Date of INVOICE: 2019-04-01

(3) 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

(4) Issuing Date of L/C: 2019-02-20

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

	TOTAL				
RATE AGREED			SPECIAL INSTRUCTONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS			INSTRUCTION BY: SIGNED & CHOPPED		

4、请根据以上资料缮制汇票。(本题共 8 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000003

Dated : 2019-05-03

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)

4.试题编号：HXSJ-D04 外贸单证缮制模块 4

模块二：外贸单证缮制模块

试题编号：HXSJ-D04

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 10-12, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 100 PCS GOLD INLAID WITH JADE PENDANT. A brief summary of the meeting is as follows:	
1. Product Name: GOLD INLAID WITH JADE PENDANT	

2. Quantity: 100PCS
3. Unit Price: USD 1600/PC CIF HAMBURG, GERMANY
4. Amount: USD160000
5. Specification: MATERIAL: GOLD, JADE, SIZE: 28×18×5MM, CHAIN: 43-44CM, WEIGHT: 7.25G
6. Payment: L/C AT SIGHT
7. Packing: 1pcs/box, packed in 100 boxes.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than May 31, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 130% 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 130 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

SALES CONTRACT

Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON004
		Date:	2019-02-09

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] [Hamburg, Germany]	
GOLDEN INLAID WITH JADE PENDANT MATERIAL:GOLD, JADE, SIZE:28 ×18×5MM, CHAIN:43-44CM, WEIGHT:7.25G	100	PCS	USD 1600	USD 16000
Total:	100	PCS	USD 16000	
Say Total:	USD ONE HUNDRED AND SIXTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	1pcs/box packed in 100 boxes			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hambug, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than May 30, 2019 with partial shipment allowed and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 130% of the invoice value against All risks and strike risk.			
Documents:	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 BLANK ENDORSED FOR 130 PCT OF INVOICE VALUE COVERING ALL RISKS 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.	
BUYERS	SELLERS
(Signature)	(Signature)

5、相关资料

(1)PACKING:

G. W. :(KGS/BOX) N. W. :(KGS/BOX) MEAS. :(CBM/BOX)
 0.037 0.00725 0.00025

LCL

TOTAL THREE 40' CONTAINERS

(2) INVOICE NO. :IV0000004

PACKING LIST NO. :PL0000004

Date of INVOICE: 2019-03-28

(3)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

(4)Issuing Date of L/C:2019-03-20

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. _____

ADDRESS:					
DATE:					
CONSIGNEE:				TEL	
ALSO NOTIRY:				TEL	
ADDRESS:					
PORT OF LADING:				PORT OF DESTINATION	
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/K G	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x		<input type="checkbox"/> 40' container x		<input type="checkbox"/> 40' HQ x
	<input type="checkbox"/> 20' reefer x		<input type="checkbox"/> 40' reefer x		<input type="checkbox"/> 40' reefer high x
	<input type="checkbox"/> 20' platform x		<input type="checkbox"/> 40' platform x		
	<input type="checkbox"/> 20' car x		<input type="checkbox"/> 40' car x		
			FRIGHT	<input type="checkbox"/> prepaid <input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

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4、请根据以上资料缮制汇票。(本题共 8 分)
(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000004

Dated : 2019-06-15

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)

5.试题编号：HXSJ-D05 外贸单证缮制模块 5

模块二：外贸单证缮制模块

试题编号：HXSJ-D05

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 16-18, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 18 over the transaction of 900 PCS GREEN JADE BANGLE. A brief summary of the meeting is as follows:	
1. Product Name: GREEN JADE BANGLE	

2. Quantity: 900PCS
3. Unit Price: USD 200/PC CIF HAMBURG, GERMANY
4. Amount: USD180000
5. Specification: ATERIALS: NATURAL A CARGO JADE, SIZE: 58MM DIAMETER, PACKAGING: 10PCS/CARTON
6. Payment: L/C AT 90 DAYS AFTER SIGHT
7. Packing: 10pcs/carton, packed in 90 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 30, 2019 with partial shipment allowed and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 130% 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 130 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			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON005
		Date:	2019-02-18
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] [Hamburg, Germany]	
CHINESE OILED-PAPER UMBRELLA ATERIALS:NATURAL A CARGO JADE, SIZE:58MM DIAMETER, PACKAGING: 10PCS/CARTON	90	PCS	USD 200	USD 18000
Total:	900	PCS	USD 18000	
Say Total:	USD ONE HUNDRED AND EIGHTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	10pcs/carton packed in 90 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, German			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 30, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against All Risks, War risk and Strike Risk.			
Documents:	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 130 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.				
BUYERS			SELLERS	

(Signature)	(Signature)
-------------	-------------

5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)
 1.5 0.455 0.0038

LCL

TOTAL THREE 40' CONTAINERS

(2)INVOICE NO. :IV0000005

PACKING LIST NO. :PL0000005

Date of INVOICE: 2019-04-15

(3)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

(4)Issuing Date of L/C:2019-02-20

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		
TO:		COMMERCIAL INVOICE		
		NO. IV00000005	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国际海运货物委托书。(本题共 22 分)

(注：合同的信息必须是修正后的正确信息)

INSTRUCTION FOR CARGO BY SEA			
SHIPPER:		TEL	
ADDRESS:			
DATE:			

CONSIGNEE:		TEL			
ALSO NOTIRY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
			FRIGHT	<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000005

Dated: 2019-05-15

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)

6.试题编号：HXSJ-D06 外贸单证缮制模块 6

模块二：外贸单证缮制模块

试题编号：HXSJ-D06

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	FEB. 16-18, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 18 over the transaction of 180000 PCS BAMBOO TABLEMATS. A brief summary of the meeting is as follows:	
1. Product Name: BAMBOO TABLEMATS	

2. Quantity: 180000 PCS
3. Unit Price: USD 1/PC CIF HAMBURG, GERMANY
4. Amount: USD180000
5. Specification: MODEL NUMBER: J007, DIMENSIONS: 4.8*4*2.8CM, PACKING: 50PCS/CARTON
6. Payment: L/C AT SIGHT
7. Packing: 50pcs/carton, packed in 3600 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 30, 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 W.A., 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 W. A. , WAR RISK AND STRIKE RISK.

4、合同

CHINA CATER TRADING COMPANY			
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON006
		Date:	2019-02-18
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] [Hamburg, Germany]	
BANBO TABLEMATS MODEL NUMBER: J007, DIMENSIONS: 4.8*4*2.8CM, PACKING: 50PCS/ CARTON	180000	PCS	USD 1	USD 180000
Total:		180000	PCS	USD 180000
Say Total:	USD ONE HUNDRED AND EIGHTY THOUSAND ONLY			
Payment:	L/C AT THIRTY DAYS AFTER SIGHT			
Packing	50pcs/carton packed in 3600 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Haburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 20, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against W.A., War Risk and Strike risk..			
Documents:	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING W.A., 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.				
BUYERS			SELLERS	

(Signature)	(Signature)
-------------	-------------

5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)

3

2.4

0.0487

TOTAL SIX 20' CONTAINERS

(2)INVOICE NO. :IV0000006

PACKING LIST NO. :PL0000006

Date of INVOICE: 2019-03-15

(3)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

(4)Issuing Date of L/C:2019-02-20

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. _____

ALSO NOTIFY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTIONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000006

Dated : 2019-05-15

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)

7.试题编号：HXSJ-D07 外贸单证缮制模块 7

模块二：外贸单证缮制模块

试题编号：HXSJ-D07

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 May 22 over the transaction of 130000 PCS BAMBOO BOWL. A brief summary of the meeting is as follows:	

1. Product Name: BAMBOO BOWL
2. Quantity: 130000 PCS
3. Unit Price: USD 2/PC CIF HAMBURG, GERMANY
4. Amount: USD260000
5. Specification: MODEL NUMBER: SLW2165, DIMENSIONS: (Dia.) 165 * (H) 63.5MM, PACKING: 1PC/BOX, 20PCS/CARTON
6. Payment: L/C AT 45 DAYS AFTER SIGHT
7. Packing: 20pcs/carton, packed in 6500 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than June 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 FPA, 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 FPA. , WAR RISK AND STRIKE RISK.

4、合同

CHINA CARTE TRADING COMPANY			
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY	No.	CON007
	NO. 168 WARZARD STREET, HAMBURG, GERMANY	Date:	2019-05-22

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] [Hamburg, Germany]	
BAMBOO BOW MODEL NUMBER:SLW2165, DIMENSIONS: (Dia.) 165 * (H) 63.5MM, PACKING: 1PC/BOX, 20PCS/CARTON	130000	PCS	USD 2	USD 260000
Total:		130000	PCS	USD 260000
Say Total:	USD TWO HUNDRED AND SIXTY THOUSAND ONLY			
Payment:	L/C AT 45 SIGHT			
Packing	20pcs/carton packed in 650 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than June 20, 2019 with partial shipment not allowed and transshipment allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against W.A., War risk and Strike Risk.			
Documents:	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING FPA, 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.				

BUYERS	SELLERS
(Signature)	(Signature)

5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)

2.7

2

0.0271

TOTAL THREE 40' CONTAINERS

(2) INVOICE NO. :IV0000007

PACKING LIST NO. :PL0000007

Date of INVOICE: 2019-06-15

(3)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

(4)Issuing Date of L/C:2019-05-26

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. _____

ALSO NOTIFY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTIONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000007 Dated : 2019-7-15

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)

8. 试题编号：HXSJ-D08 外贸单证缮制模块 8

模块二：外贸单证缮制模块

试题编号：HXSJ-D08

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 May 22 over the transaction of 100000 BAGS CHOCOLATE BISCUIT. A brief summary of the meeting is as follows:	

1. Product Name: CHOCOLATE BISCUIT
2. Quantity: 100000 BAGS
3. Unit Price: USD 1.5/BAG CIF HAMBURG, GERMANY
4. Amount: USD150000
5. Specification: ORIGIN: ENGLAND, STORAGE: PLACED IN VENTILATED, DRY, COOL PLACE
6. Payment: L/C AT SIGHT
7. Packing: 50BAGS/carton, packed in 2000 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than June 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 FPA, 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 FPA, WAR RISK AND STRIKE RISK.

4、合同

CHINA CARTER TRADING COMPANY			
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY	No.	CON008
	NO. 168 WARZAR STREET, HAMBURG, GERMANY	Date:	2019-05-22

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] [Hamburg, German]	
CHOCOLATE BISCUIT ORIGIN: ENGLAND, STORAGE: PLACED IN VENTILATED, DRY, COOL PLACE	10000	BAGS	USD 1.5	USD 150000
Total:	100000	BAGS	USD 150000	
Say Total:	USD FIFTEEN THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	50pcs/carton packed in 200 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than June 28, 2019 with partial shipment not allowed and transshipment allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against FPA, War risk and Strike Risk.			
Documents:	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING FPA, 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.				
BUYERS			SELLERS	

(Signature)	(Signature)
-------------	-------------

5、相关资料

(1)PACKING:

G. W. : (KGS/CARTON) N. W. : (KGS/CARTON) MEAS. : (CBM/CARTON)

3.85 3.7 0.046

TOTAL TWO 40' CONTAINERS

(2) INVOICE NO. :IV0000008

PACKING LIST NO. :PL0000008

Date of INVOICE: 2019-06-15

(3)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

(4)Issuing Date of L/C:2019-05-26

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. _____

ALSO NOTIFY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED			SPECIAL INSTRUCTIONS		
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000008

Dated : 2019-7-15

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)

9. 试题编号：HXSJ-D09 外贸单证缮制模块 9

模块二：外贸单证缮制模块

试题编号：HXSJ-D09

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 May 22 over the transaction of 10000 PCS WOMEN'S PYJAMAS. A brief summary of the meeting is as follows:	

1. Product Name: WOMEN' S PYJAMAS
2. Quantity: 10000 PCS
3. Unit Price: USD 20/PC CIF HAMBURG, GERMANY
4. Amount: USD200000
5. Specification: ORIGIN: 20PCS PER CARTON, COLOR: PINK, FABRIC CONTENT: 100% COTTON
6. Payment: L/C AT SIGHT
7. Packing: 20PCS/carton, packed in 500 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than June 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 W.A., 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 W. A. , WAR RISK AND STRIKE RISK.

4、合同

CHINA CARTER TRADING COMPANY			
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY	No.	CON009
	NO. 168 WARZARD STEET, HAMBURG, GERMANY	Date:	2019-05-22

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] [Hamburg, Germany]	
WOMEN' S PYJAMAS 20PCS PER CARTON, COLOR: PINK, FABRIC CONTENT: 100% COTTON	100000	PCS	USD 20	USD 200000
Total:	10000	PCS	USD 200000	
Say Total:	USD TWENTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	50pcs/carton packed in 500 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than July 30, 2019 with partial shipment not allowed and transshipment allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 110% of the invoice value against FPA, War risk and Strike Risk.			
Documents:	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING W. A. , 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.				
BUYERS			SELLERS	

(Signature)	(Signature)
-------------	-------------

5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)

5.5

5

0.012

LCL

TOTAL THREE 40' CONTAINERS

(2)INVOICE NO. :IV0000009

PACKING LIST NO. :PL0000009

Date of INVOICE: 2019-06-15

(3)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

(4)Issuing Date of L/C:2019-05-26

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. IV0000001	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国际海运货物委托书。(本题共 22 分)

(注：合同的信息必须是修正后的正确信息)

INSTRUCTION FOR CARGO BY SEA			
SHIPPER:		TEL	
ADDRESS:			
DATE:			

CONSIGNEE:		TEL			
ALSO NOTIFY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED		SPECIAL INSTRUCTIONS			
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid <input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS				INSTRUCTION BY: SIGNED & CHOPPED	

4、请根据以上资料缮制汇票。(本题共 8 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000009 Dated : 2019-7-15

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)

10. 试题编号：HXS Y-D010 外贸单证缮制模块 10

模块二：外贸单证缮制模块

试题编号：HXS Y-D10

项目名称：合同审核、商业发票缮制、国际海运货物委托书缮制、汇票缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

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。

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。

3、国际海运货物委托书缮制

分析谈判备忘录的装运条款；准确缮制国际海运货物委托书；确保缮制的国际海运货物委托书与谈判备忘录的条款一致。

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

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of China Carter Trading Company)
PRESENT:	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 May 22 over the transaction of 4000 PCS DANCEWEAR. A brief summary of the meeting is as follows:	

1. Product Name: DANCEWEAR
2. Quantity: 4000 PCS
3. Unit Price: USD 50/PC CIF HAMBURG, GERMANY
4. Amount: USD200000
5. Specification: FABRIC: POLYESTER FIBRE, LENGTH: 86CM, SIZE: S, M, L, XL, XXL
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 50PCS/carton, packed in 80 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than June 20, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 120% 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 120 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			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY	No.	CON010
	NO. 168 WARZAD STEET, HAMBURG, GERMANY	Date:	2019-05-22

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] [Hamburg, Germany]	
DANCWEAR FABRIC:POLYESTER FIBRE, LENGTH: 86CM, SIZE:S, M, L, XL, XXL	4000	PCS	USD 50	USD 200000
Total:		4000	PCS	USD 200000
Say Total:	USD TWO THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	50pcs/carton packed in 800 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than June 30, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	N/M			
Quality:	As per the sample submitted by the seller.			
Insurance:	To be covered by the seller for 120% of the invoice value against FPA risks, War risk and Strike Risk.			
Documents:	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 BLANK ENDORSED FOR 120 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.				
BUYERS			SELLERS	

(Signature)	(Signature)
-------------	-------------

5、相关资料

(1)PACKING:

G. W. :(KGS/CARTON) N. W. :(KGS/CARTON) MEAS. :(CBM/CARTON)

16

15

0.14

LCL

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. :IV0000010

PACKING LIST NO. :PL0000010

Date of INVOICE: 2019-06-05

(3)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

(4)Issuing Date of L/C:2019-05-26

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. _____

CONSIGNEE:		TEL			
ALSO NOTIFY:		TEL			
ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
	TOTAL				
RATE AGREED		SPECIAL INSTRUCTIONS			
<input type="checkbox"/> 货柜					
<input type="checkbox"/> 拼箱					
	<input type="checkbox"/> 20' container x	<input type="checkbox"/> 40' container x	<input type="checkbox"/> 40' HQ x		
	<input type="checkbox"/> 20' reefer x	<input type="checkbox"/> 40' reefer x	<input type="checkbox"/> 40' reefer high x		
	<input type="checkbox"/> 20' platform x	<input type="checkbox"/> 40' platform x			
	<input type="checkbox"/> 20' car x	<input type="checkbox"/> 40' car x			
		FRIGHT		<input type="checkbox"/> prepaid	
				<input type="checkbox"/> to collect	
DOCUMENTS:	INVOICE:				
	PACKING LIST :				
CONSIGNOR'S DETAIL					
CONSIGNOR'S NAME AND ADDRESS			INSTRUCTION BY: SIGNED & CHOPPED		

4、请根据以上资料缮制汇票。(本题共 8 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000010 Dated : 2019-7-05

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)

11.试题编号：HXSJ-D011 外贸单证缮制模块 11

模块二：外贸单证缮制模块

试题编号：HXSJ-D11

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON031	
		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;				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
MEN'S T-SHIRT COLOR: GREY, FABRIC CONTENT: 100% COTTON	10000	PCS	USD 50	USD 500,000.00
Total:	10000	PCS		USD 500,000.00
Say Total:	USD FIVE HUNDRED THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			

Packing	20pcs/carton packed in 500 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
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.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against F.P.A., and WAR RISK.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190220
31D:	DATE AND PLACE OF EXPIRY	190421CHINA
50:	APPLICANT	
	AUSTRALIA SUNSHINE TRADING COMPANY	
	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 ZHONGSHAN ROAD, CHANGSHA, HUNAN, CHINA	

32B: AMOUNT USD 50,000.00
 39B: CREDIT AMT NOT EXCEEDING
 41D: AVAILABLE WITH BY ANY BANK IN CHINA
 42C: DRAFTS AT AT SIGHT
 42D: DRAWEE CITI BANK, MELBOURNE BRANCH
 43P: PARTIAL SHIPMENTS NOT ALLOWED
 43T: TRANSSHIPMENT ALLOWED
 44A: LOADING ON BOARD SHANGHAI, CHINA
 44B: FOR TRANSPORTATION TO HAMBURG, GERMANY
 44C: LATEST DATE OF SHIPMENT 190430
 45A: DESCRIPTION OF GOODS
 10000 PCS WOMEN'S T-SHIRT
 USD 50/PC CIF, SYDNEY AUSTRALIA
 46A: DOCUMENTS REQUIRED
 + SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 + PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 + CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 + FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
 BLANK ENDORSED, MARKED "FREIGHT TO COLLECT" .
 + INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
 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)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. :IV0000031

INVOICE DATE: FEB. 27, 2019

PACKING LIST NO. :PL0000031

(3)VESSEL: QIAN JIN V3221

B/L DATE: APRIL 01, 2019

(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: 2019-02-20

L/C NO. : 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000031 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				

SAY TOTAL:	
------------	--

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000031

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮件地址 Email Address	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantity		保险单货物项目 Description of goods		

装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。 Conditions:					

进出口海洋运输:	<input type="checkbox"/> 一切险	<input type="checkbox"/> 水渍险	<input type="checkbox"/> 平安险	(《海洋运输货物保险条款》)
	<input type="checkbox"/> ICC (A)	<input type="checkbox"/> ICC (B)	<input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口航空运输:	<input type="checkbox"/> 航空运输险	<input type="checkbox"/> 航空运输一切险		(《航空运输货物保险条款》)
进出口陆上运输:	<input type="checkbox"/> 陆运险	<input type="checkbox"/> 陆运一切险		(《陆上运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 战争险	<input type="checkbox"/> 罢工险		
特别约定 Special Conditions:				
1、加成 Value Plus About _____%				
2 保险金额 Insured Value _____				
投保人声明:				
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。				
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。				
3.保险合同自保险单签发之日起成立。				
投保人签字 (盖章)			日期	

- 4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)			
2. Goods consigned to (Consignee's name, address, country)		FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

12. 试题编号：HXS Y-D012 外贸单证缮制模块 12

模块二：外贸单证缮制模块

试题编号：HXS Y-D12

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON032	
		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;				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
MEN'S PAJAMAS COLOR: HEALTHER GREY FABRIC CONTENT: 100% COTTON	6000	SETS	USD 40	USD 240,000.00
Total:	6000	SETS		USD 240,000.00
Say Total:	USD TWO HUNDRED AND FOURTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			

Packing	20 sets/carton packed in 300 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
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.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190220
31D:	DATE AND PLACE OF EXPIRY	190412 AUSTRALIA
50:	APPLICANT	
	AUSTRALIA SUNSHINE TRADING COMPANY	
	NO. 8 WILLIAM STREET, SYDNEY, AUSTRALIA	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA	

32B: AMOUNT USD 240,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD NINGBO, CHINA
44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA
44C: LATEST DATE OF SHIPMENT 190401
45A: DESCRIPTION OF GOODS
5000 SETS MEN'S PAJAMAS
USD 40/SET CIF SYDNEY, AUSTRALIA
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A 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".
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)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. :IV0000032

INVOICE DATE: FEB. 25, 2019

PACKING LIST NO. :PL0000032

(3)VESSEL: QIAN JIN V3221

B/L DATE: MAR. 30, 2019

(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: 2019-02-20

L/C NO. : 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000032 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				

SAY TOTAL:					
------------	--	--	--	--	--

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000032

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantity		保险单货物项目 Description of goods		

装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。 Conditions:					

进出口海洋运输:	<input type="checkbox"/> 一切险	<input type="checkbox"/> 水渍险	<input type="checkbox"/> 平安险	(《海洋运输货物保险条款》)
	<input type="checkbox"/> ICC (A)	<input type="checkbox"/> ICC (B)	<input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口航空运输:	<input type="checkbox"/> 航空运输险	<input type="checkbox"/> 航空运输一切险		(《航空运输货物保险条款》)
进出口陆上运输:	<input type="checkbox"/> 陆运险	<input type="checkbox"/> 陆运一切险		(《陆上运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 战争险	<input type="checkbox"/> 罢工险		
特别约定 Special Conditions:				
1、加成 Value Plus About _____%				
2、保险金额 Insured Value _____				
投保人声明:				
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。				
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。				
3.保险合同自保险单签发之日起成立。				
投保人签字 (盖章)			日期	

- 4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)			
2. Goods consigned to (Consignee's name, address, country)		FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

13.试题编号：HXSJ-D013 外贸单证缮制模块 13

模块二：外贸单证缮制模块

试题编号：HXSJ-D13

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON033	
		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;				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
GIRL'S COTTON KNIT PULLOVER COLOR: YELLOW FABRIC CONTENT: 100% COTTON	20000	PCS	USD 30	USD 600,000.00
Total:	20000	PCS		USD 600,000.00
Say Total:	USD SIX HUNDRED THOUSAND ONLY			
Payment:	L/C AT SIGHT			

Packing	20pcs/carton packed in 1000 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
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.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE
20: DOCUMENTARY CREDIT NUMBER 38438/02
31C: DATE OF ISSUE 190120
31D: DATE AND PLACE OF EXPIRY 190512 CHINA
50: APPLICANT
AUSTRALIA ALICE TRADING COMPANY
NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
59: BENEFICIARY
CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 60,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO SYDNEY, CANADA
44C: LATEST DATE OF SHIPMENT 190430
45A: DESCRIPTION OF GOODS
20000 PCS GIRL'S KNIT PULLOVER
USD 30/PC CIF SYDNEY
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A 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" .
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)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. :IV0000033

INVOICE DATE: MAR. 05, 2019

PACKING LIST NO. :PL0000033

(3)VESSEL: QIAN JIN V3221

B/L DATE: APR. 26, 2019

(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

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000033 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000033

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantity		保险单货物项目 Description of goods		

装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
<p>承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。</p> <p>Conditions:</p> <p>进出口海洋运输: <input type="checkbox"/>一切险 <input type="checkbox"/>水渍险 <input type="checkbox"/>平安险 (《海洋运输货物保险条款》) <input type="checkbox"/>ICC (A) <input type="checkbox"/>ICC (B) <input type="checkbox"/>ICC (C) (《伦敦协会条款》)</p> <p>进出口航空运输: <input type="checkbox"/>航空运输险 <input type="checkbox"/>航空运输一切险 (《航空运输货物保险条款》)</p>					

进出口陆上运输： 特殊附加险：	<input type="checkbox"/> 陆运险 <input type="checkbox"/> 陆运一切险 <input type="checkbox"/> 战争险 <input type="checkbox"/> 罢工险	（《陆上运输货物保险条款》）
特别约定 Special Conditions:		
1、加成 Value Plus About _____%		
2、保险金额 Insured Value _____		
投保人声明： 1.本人填写本投保单之前，保险人已经就本投保单及适用的保险条款的内容，尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明，本人对该保险条款及保险条件已完全了解，并同意接受保险条款的约束。 2.本投保单所填各项内容均属事实，同意以本投保单作为保险人签发保险单的依据。 3.保险合同自保险单签发之日起成立。		
投保人签字（盖章）		日期

4、请根据以上资料缮制产地证。（本题共 11 分）
（注：信用证的信息必须是修正后的正确信息）

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
2. Goods consigned to (Consignee's name, address, country)		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

14. 试题编号：HXSJ-D014 外贸单证缮制模块 14

模块二：外贸单证缮制模块

试题编号：HXSJ-D14

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

1、信用证审核

读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、货物运输险投保单缮制

分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON034	
		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;				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
WOOL SQUARES MATERIAL: 20% SILK, 80% WOOL, COLOR: BLACK AND WHITE, SIZE: 135 × 135 CM	8000	PCS	USD 40	USD 320,000.00
Total:	8000	PCS		USD 320,000.00
Say Total:	USD THREE HUNDRED AND TWENTY THOUSAND ONLY			

Payment:	L/C AT SIGHT
Packing	10pcs/carton packed in 800 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than APRIL 10, 2019 with partial shipment and transshipment not allowed.
Shipping Mark:	SYDNEY G. W. :5.5KGS N. W. :5KGS ORIGIN:CHINA
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190220
31D:	DATE AND PLACE OF EXPIRY	190422 GERMANY
50:	APPLICANT	
	AUSTRALIA SUNSHINE TRADING COMPANY	
	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	

59: BENEFICIARY
 CHINA MILLENNIUM TRADING COMPANY
 NO.16 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 320,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AFTER SIGHT

42D: DRAWEE CITI BANK, MELBOURNE BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA

44C: LATEST DATE OF SHIPMENT 190430

45A: DESCRIPTION OF GOODS
 8000 PCS COTTON SQUARES
 USD 40/PC

46A: DOCUMENTS REQUIRED
 + SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 + PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 + CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 + FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
 BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
 + INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

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)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. : IV0000034

INVOICE DATE: MAR. 01, 2019

PACKING LIST NO. : PL0000034

(3) VESSEL: QIAN JIN V3221

B/L DATE: APR. 06, 2019

(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: 2019-02-20

L/C NO.: 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000034			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注：信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号：MI0000034

注意：请您在保险人明确说明本投保单及适用保险条款后，如实填写本投保单，您所填写的材料将构成签订保险合同的要约，成为保险人核保并签发保险单的依据。除双方另有约定外，保险人签发保险单且投保人向保险人缴清保险费后，保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantitiy		保险单货物项目 Description of goods		

装载运输工具： Name of the Carrier:					
起运日期： Departure		赔付地点： Claims Payable At			

Date			
航行路线：自 _____ 经 _____ 到达（目的地） _____			
Route From _____ via _____ To (destination) _____			
<p>承保条件 投保人可根据投保意向选择投保险别及条款，并划√确认，但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。</p> <p>Conditions:</p> <p>进出口海洋运输：<input type="checkbox"/>一切险 <input type="checkbox"/>水渍险 <input type="checkbox"/>平安险 《《海洋运输货物保险条款》》 <input type="checkbox"/>ICC (A) <input type="checkbox"/>ICC (B) <input type="checkbox"/>ICC (C) 《《伦敦协会条款》》</p> <p>进出口航空运输：<input type="checkbox"/>航空运输险 <input type="checkbox"/>航空运输一切险 《《航空运输货物保险条款》》</p> <p>进出口陆上运输：<input type="checkbox"/>陆运险 <input type="checkbox"/>陆运一切险 《《陆上运输货物保险条款》》</p> <p>特殊附加险：<input type="checkbox"/>战争险 <input type="checkbox"/>罢工险</p>			
特别约定 Special Conditions:			
1、加成 Value Plus About _____%			
2、保险金额 Insured Value _____			
<p>投保人声明：</p> <p>1.本人填写本投保单之前，保险人已经就本投保单及适用的保险条款的内容，尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明，本人对该保险条款及保险条件已完全了解，并同意接受保险条款的约束。</p> <p>2.本投保单所填各项内容均属事实，同意以本投保单作为保险人签发保险单的依据。</p> <p>3.保险合同自保险单签发之日起成立。</p>			
投保人签字（盖章）		日期	

- 4、请根据以上资料缮制产地证。（本题共 11 分）
（注：信用证的信息必须是修正后的正确信息）

ORIGINAL

1.Goods consigned from (Exporter's business name, address, country)	Reference No. GP/000/0001
2. Goods consigned to (Consignee's name, address, country)	<p align="center">GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)</p> <p align="center">FORM A</p>
3. Means of transport and route (as far as known)	
	4. For official use

5.Item number	6.Marks and numbers of packages	7.Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9.Gross Weight Or other quantity	10.Number and date of invoice
<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

15. 试题编号：HXS Y-D015 外贸单证缮制模块 15

模块二：外贸单证缮制模块

试题编号：HXS Y-D15

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON035	
		Date:	2019-03-20	
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, VEGETABLE OIL, SUGAR, 9% BUTTER, CORN STARCH, WEIGHT: 59G/BOX	10000	BOXES	USD 12	USD 120,000.00
Total:	10000	BOXES		USD 120,000.00

Say Total:	USD ONE HUNDRED AND TWENTY THOUSAND ONLY
Payment:	By sight L/C
Packing	100boxes/carton packed in 100 cartons.
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
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.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190330
31D:	DATE AND PLACE OF EXPIRY	190521 AUSTRALIA
50:	APPLICANT	
	AUSTRALIA MOON BAY TRADING COMPANY	
	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	
59:	BENEFICIARY	

CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 12,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA
44C: LATEST DATE OF SHIPMENT 190401
45A: DESCRIPTION OF GOODS
10000 BOXES SHORTBREAD COOKIES
USD 10/BOX CIF SYDNEY, AUSTRALIA
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+ FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)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. :IV0000035

INVOICE DATE: APR. 01, 2019

PACKING LIST NO. :PL0000035

(3)VESSEL: QIAN JIN V3221

B/L DATE: APR. 25, 2019

(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: 2019-03-30

L/C NO.: 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000035 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000035

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantity		保险单货物项目 Description of goods		

装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。 Conditions:					

进出口海洋运输:	<input type="checkbox"/> 一切险	<input type="checkbox"/> 水渍险	<input type="checkbox"/> 平安险	(《海洋运输货物保险条款》)
	<input type="checkbox"/> ICC (A)	<input type="checkbox"/> ICC (B)	<input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口航空运输:	<input type="checkbox"/> 航空运输险	<input type="checkbox"/> 航空运输一切险		(《航空运输货物保险条款》)
进出口陆上运输:	<input type="checkbox"/> 陆运险	<input type="checkbox"/> 陆运一切险		(《陆上运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 战争险	<input type="checkbox"/> 罢工险		
特别约定 Special Conditions:				
1、加成 Value Plus About _____%				
2、保险金额 Insured Value _____				
投保人声明:				
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。				
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。				
3.保险合同自保险单签发之日起成立。				
投保人签字 (盖章)			日期	

- 4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)			
2. Goods consigned to (Consignee's name, address, country)		FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

16. 试题编号：HXSJ-D016 外贸单证缮制模块 16

模块二：外贸单证缮制模块

试题编号：HXSJ-D16

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON036	
		Date:	2019-03-20	
Dear sirs:				
We are pleased to confirm our sale of the following goods on the terms and conditions set forth below.22				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
ELECTRIC SWITCH 86MM*86MM; WHITE; PC, COPPER; MAX. CURRENT:10A; MAX. VOLTAGE:250V.	150000	PCS	USD 5	USD 750,000.00
Total:	150000	PCS	USD 750,000.00	

Say Total:	USD SEVEN HUNDRED AND FIFTY THOUSAND ONLY
Payment:	By sight L/C
Packing	100pcs/carton Packed in 1500 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
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.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190330
31D:	DATE AND PLACE OF EXPIRY	190521 CHINA
50:	APPLICANT	
	AUSTRALIA ALICE TRADING COMPANY	
	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	
59:	BENEFICIARY	

CHINA MILLENNIUM TRADING COMPANY
NO. 26 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 750,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD NANJING, CHINA
44B: FOR TRANSPORTATION TO SYDNEY, AUSTRALIA
44C: LATEST DATE OF SHIPMENT 190530
45A: DESCRIPTION OF GOODS
15000 PCS ELECTRIC SWITCH
USD 5/PC CIF SYDNEY
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+ FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)PACKING:

G. W. : (KGS/CARTON)	N. W. : (KGS/CARTON)	MEAS. : (CBM/CARTON)
12	10	0.036

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. : IV0000036

INVOICE DATE: APRIL 6, 2019

PACKING LIST NO. : PL000036

(3) VESSEL: QIAN JIN V3221

B/L DATE: APRIL 20, 2019

(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: 2019-03-30

L/C NO.: 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000036 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MIO000036

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				邮编 Code	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantitiy		保险单货物项目 Description of goods		
装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。					
Conditions: 进出口海洋运输: <input type="checkbox"/> 一切险 <input type="checkbox"/> 水渍险 <input type="checkbox"/> 平安险 (《海洋运输货物保险条款》)					

进出口航空运输:	<input type="checkbox"/> ICC (A) <input type="checkbox"/> ICC (B) <input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口陆上运输:	<input type="checkbox"/> 航空运输险 <input type="checkbox"/> 航空运输一切险	(《航空运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 陆运险 <input type="checkbox"/> 陆运一切险	(《陆上运输货物保险条款》)
	<input type="checkbox"/> 战争险 <input type="checkbox"/> 罢工险	
特别约定 Special Conditions:		
1、加成 Value Plus About _____%		
2、保险金额 Insured Value _____		
投保人声明:		
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。		
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。		
3.保险合同自保险单签发之日起成立。		
投保人签字 (盖章)		日期

4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A			
2. Goods consigned to (Consignee's name, address, country)					
		4. For official use			
3. Means of transport and route (as far as known)					
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

17.试题编号：HXSJ-D017 外贸单证缮制模块 17

模块二：外贸单证缮制模块

试题编号：HXSJ-D17

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

- 1、信用证审核
读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。
- 2、装箱单缮制
分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。
- 3、货物运输险投保单缮制
分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。
- 4、产地证缮制
分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON037	
		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.				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
Frozen Snow Peas Length : 40-80mm Width : 10-22mm, t<5.5mm	100	MT	USD 800	USD 80,000.00
Total:	100	MT		USD 80,000.00
Say Total:	USD EIGHTY THOUSAND ONLY			

Payment:	By sight L/C
Packing	20kgs/bag packed in 5000 bags
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than May1, 2019 with partial shipment not allowed and transshipment allowed.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against F.P.A. and WAR RISK.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190330
31D:	DATE AND PLACE OF EXPIRY	190521 AUSTRALIA
50:	APPLICANT	
	AUSTRALIA SUNSHINE TRADING COMPANY	
	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	

59: BENEFICIARY
 CHINA MILLENNIUM TRADING COMPANY
 NO.26 WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 800,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, MELBOURNE BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO MELBOURNE, AUSTRALIA

44C: LATEST DATE OF SHIPMENT 190515

45A: DESCRIPTION OF GOODS
 100MT FROZEN PEAS
 USD 800/MT CIF SYDNEY

46A: DOCUMENTS REQUIRED
 + SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 + PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 + CERTIFICATE OF GSP FORM A 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" .
 + INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

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)PACKING:

G. W. : (KGS/BAG)	N. W. : (KGS/BAG)	MEAS. : (CBM/BAG)
20.5	20	0.02

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. :IV0000037

INVOICE DATE:APRIL 6, 2019

PACKING LIST NO. :PL000037

(3) VESSEL: QIAN JIN V3221

B/L DATE: APRIL 20, 2019

(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: 2019-03-30

L/C NO.: 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000037 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000037

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantity		保险单货物项目 Description of goods		

装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。 Conditions:					

进出口海洋运输:	<input type="checkbox"/> 一切险	<input type="checkbox"/> 水渍险	<input type="checkbox"/> 平安险	(《海洋运输货物保险条款》)
	<input type="checkbox"/> ICC (A)	<input type="checkbox"/> ICC (B)	<input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口航空运输:	<input type="checkbox"/> 航空运输险	<input type="checkbox"/> 航空运输一切险		(《航空运输货物保险条款》)
进出口陆上运输:	<input type="checkbox"/> 陆运险	<input type="checkbox"/> 陆运一切险		(《陆上运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 战争险	<input type="checkbox"/> 罢工险		
特别约定 Special Conditions:				
1、加成 Value Plus About _____%				
2、保险金额 Insured Value _____				
投保人声明:				
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。				
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。				
3.保险合同自保险单签发之日起成立。				
投保人签字 (盖章)			日期	

- 4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)			
2. Goods consigned to (Consignee's name, address, country)		FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

18.试题编号：HXSJ-D018 外贸单证缮制模块 18

模块二：外贸单证缮制模块

试题编号：HXSJ-D18

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

1、信用证审核

读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、货物运输险投保单缮制

分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON038	
		Date:	2019-03-20	
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]	
Peanut Meat Moisture:5.5% Admixture: max. 0.2%	1000	MT	USD 750	USD 750,000.00
Total:	1000	MT		USD750,000.00
Say Total:	USD SEVEN HUNDRED AND FIFTY THOUSAND ONLY			
Payment:	By sight L/C			
Packing	50kgs/bag packed in 20000 bags			

Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than May 1, 2019. Transshipment is allowed, but partial shipment is not allowed.
Shipping Mark:	SYDNEY G. W. :50.5KGS/BAG N. W. :50KGS ORIGIN:CHINA
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190330
31D:	DATE AND PLACE OF EXPIRY	190521 CHINA
50:	APPLICANT	
	AUSTRALIA ALICE TRADING COMPANY	
	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 HUANGXING ROAD, CHANGSHA, HUNAN, CHINA	

32B: AMOUNT USD 750,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO MELBOURNE, AUSTRALIA
44C: LATEST DATE OF SHIPMENT 190515
45A: DESCRIPTION OF GOODS
1000MT Peanut
USD 750/MT CIF SYDNEY
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+ FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)PACKING:

G. W. :(KGS/BAG)	N. W. :(KGS/BAG)	MEAS. :(CBM/BAG)
50.5	50	0.01

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. :IV0000038

INVOICE DATE:APRIL 6, 2019

PACKING LIST NO. :PL000038

(3) VESSEL: QIAN JIN V3221

B/L DATE: APRIL 20, 2019

(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: 2019-03-30

L/C NO. : 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000038 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				

SAY TOTAL:	
------------	--

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MI0000038

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant			
投保人地址 Applicant's Add		电子邮箱 E-mail	
被保险人 Insured		电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.	发票号 Invoice No.
标记 Marks & Nos.	包装及数量 Packing & quantity	保险单货物项目 Description of goods	
装载运输工具: Name of the Carrier:			
起运日期: Departure Date		赔付地点: Claims Payable At	
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)			
<p>承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。</p> <p>Conditions:</p> <p>进出口海洋运输: <input type="checkbox"/>一切险 <input type="checkbox"/>水渍险 <input type="checkbox"/>平安险 (《海洋运输货物保险条款》) <input type="checkbox"/>ICC (A) <input type="checkbox"/>ICC (B) <input type="checkbox"/>ICC (C) (《伦敦协会条款》)</p> <p>进出口航空运输: <input type="checkbox"/>航空运输险 <input type="checkbox"/>航空运输一切险 (《航空运输货物保险条款》)</p>			

进出口陆上运输： 特殊附加险：	<input type="checkbox"/> 陆运险 <input type="checkbox"/> 陆运一切险 <input type="checkbox"/> 战争险 <input type="checkbox"/> 罢工险	（《陆上运输货物保险条款》）
特别约定 Special Conditions:		
1、加成 Value Plus About _____%		
2、保险金额 Insured Value _____		
投保人声明： 1.本人填写本投保单之前，保险人已经就本投保单及适用的保险条款的内容，尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明，本人对该保险条款及保险条件已完全了解，并同意接受保险条款的约束。 2.本投保单所填各项内容均属事实，同意以本投保单作为保险人签发保险单的依据。 3.保险合同自保险单签发之日起成立。		
投保人签字（盖章）		日期

4、请根据以上资料缮制产地证。（本题共 11 分）
（注：信用证的信息必须是修正后的正确信息）

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
2. Goods consigned to (Consignee's name, address, country)		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>		<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(importing country)</p>			
<p>Place and date, signature and stamp of certifying authority</p>		<p>Place and date, signature and stamp of certifying authority</p>			

19. 试题编号：HXS Y-D019 外贸单证缮制模块 19

模块二：外贸单证缮制模块

试题编号：HXS Y-D19

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

1、信用证审核

读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、货物运输险投保单缮制

分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地

证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 28 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON039	
		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.				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
Biodegradable Plastic Cup Material: Biodegradable PP;Volume:350 ML/12 OZ	100000	PC	USD 1.5	USD 150,000.00
Total:	100000	PC		USD150,000.00
Say Total:	USD ONE HUNDRED AND FIFTY THOUSAND ONLY			

Payment:	By sight L/C
Packing	100pcs/carton, packed in 1000 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel before the end of April 2019 with partial shipment not allowed and transshipment allowed.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
20: DOCUMENTARY CREDIT NUMBER 38438/02
31C: DATE OF ISSUE 190430
31D: DATE AND PLACE OF EXPIRY 190521 CHINA
50: APPLICANT
AUSTRALIA SUNSHINE TRADING COMPANY
NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
59: BENEFICIARY

CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 115,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, MELBOURNE BRANCH
43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO MELBOURNE, AUSTRALIA
44C: LATEST DATE OF SHIPMENT 190430
45A: DESCRIPTION OF GOODS
100000PCS BIODEGRADABLE PLASTIC BOTTLE
USD 1.5/PC CIF SYDNEY
46A: DOCUMENTS REQUIRED
+ SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+ PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+ CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+ FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
+ INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
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)PACKING:

G. W. : (KGS/CARTON)	N. W. : (KGS/CARTON)	MEAS. : (CBM/CARTON)
6.5	6	0.063

TOTAL ONE 40' HQ CONTAINER

(2) INVOICE NO. :IV0000039

INVOICE DATE:APRIL 6, 2019

PACKING LIST NO. :PL000039

(3) VESSEL: QIAN JIN V3221

B/L DATE: APRIL 20, 2019

(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: 2019-03-30

L/C NO. : 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000039 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注: 信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号: MIO000039

注意: 请您在保险人明确说明本投保单及适用保险条款后, 如实填写本投保单, 您所填写的材料将构成签订保险合同的要约, 成为保险人核保并签发保险单的依据。除双方另有约定外, 保险人签发保险单且投保人向保险人缴清保险费后, 保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantitiy		保险单货物项目 Description of goods		
装载运输工具: Name of the Carrier:					
起运日期: Departure Date		赔付地点: Claims Payable At			
航行路线: 自 _____ 经 _____ 到达(目的地) _____ Route From _____ via _____ To (destination)					
承保条件 投保人可根据投保意向选择投保险别及条款, 并划√确认, 但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。					
Conditions: 进出口海洋运输: <input type="checkbox"/> 一切险 <input type="checkbox"/> 水渍险 <input type="checkbox"/> 平安险 (《海洋运输货物保险条款》)					

进出口航空运输:	<input type="checkbox"/> ICC (A) <input type="checkbox"/> ICC (B) <input type="checkbox"/> ICC (C)	(《伦敦协会条款》)
进出口陆上运输:	<input type="checkbox"/> 航空运输险 <input type="checkbox"/> 航空运输一切险	(《航空运输货物保险条款》)
特殊附加险:	<input type="checkbox"/> 陆运险 <input type="checkbox"/> 陆运一切险	(《陆上运输货物保险条款》)
	<input type="checkbox"/> 战争险 <input type="checkbox"/> 罢工险	
特别约定 Special Conditions:		
1、加成 Value Plus About _____%		
2、保险金额 Insured Value _____		
投保人声明:		
1.本人填写本投保单之前, 保险人已经就本投保单及适用的保险条款的内容, 尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明, 本人对该保险条款及保险条件已完全了解, 并同意接受保险条款的约束。		
2.本投保单所填各项内容均属事实, 同意以本投保单作为保险人签发保险单的依据。		
3.保险合同自保险单签发之日起成立。		
投保人签字 (盖章)		日期

4、请根据以上资料缮制产地证。(本题共 11 分)
(注: 信用证的信息必须是修正后的正确信息)

ORIGINAL

1. Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
2. Goods consigned to (Consignee's name, address, country)		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A			
3. Means of transport and route (as far as known)					
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Original Criterion (see Notes overleaf)	9. Gross Weight Or other quantity	10. Number and date of invoice

<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p>_____</p> <p>(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p>_____</p> <p>(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

20.试题编号：HXSJ-D020 外贸单证缮制模块 20

模块二：外贸单证缮制模块

试题编号：HXSJ-D20

项目名称：信用证审核、装箱单缮制、货物运输险投保单缮制、产地证缮制

考核时量：60 分钟

一、任务描述

（一）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“原文件名+工位号”；
- 3、考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修正正确的合同的信息，否则造成的制单错误将不计分。
- 4、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；
- 5、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。

（二）考试要求

1、信用证审核

读懂合同的内容；根据合同内容审核信用证各条款；指出信用证中的错误条款并改正。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、货物运输险投保单缮制

分析合同的装运条款；准确缮制货物运输险投保单；确保缮制的货物运输险投保单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(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、合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON040	
		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.				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
MEN' S SHIRT 65% COTTON 35% POLYESTER WITH LONG SLEEVES-2 POCKETS COMPOSITION:45*45 110*76 COLOR:JS880 BLUE	12000	PC	USD 80	USD 960,000.00
Total:	12000	PC		USD960,000.00

Say Total:	USD NINE HUNDRED AND SIXTY THOUSAND ONLY
Payment:	By sight L/C
Packing	50pcs/carton packed in 240 cartons
Port of Shipment:	Shanghai, China
Port of Destination:	Sydney, Australia
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than May 1, 2019. Transshipment is not allowed, but partial shipment is allowed.
Shipping Mark:	N/M
Quality:	As per the sample submitted by the seller.
Insurance:	To be covered by the seller for 110% of the invoice value against All Risks.
Documents:	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.	
BUYERS	SELLERS
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	38438/02
31C:	DATE OF ISSUE	190330
31D:	DATE AND PLACE OF EXPIRY	190521 CHINA
50:	APPLICANT	
	AUSTRALIA ALICE TRADING COMPANY	

NO. 8 WILLIAM AVENUE, MELBOURNE, AUSTRALIA

59: BENEFICIARY
 CHINA MILLENNIUM TRADING COMPANY
 NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 96,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, MELBOURNE BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO MELBOURNE, AUSTRALIA

44C: LATEST DATE OF SHIPMENT 190501

45A: DESCRIPTION OF GOODS
 12000PCS MEN' S T-SHIRT
 USD 80/PC CIF SYDNEY

46A: DOCUMENTS REQUIRED
 + SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 + PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 + CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 + FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND
 BLANK ENDORSED, MARKED "FREIGHT COLLECT" .
 + INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

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)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. :IV0000040

INVOICE DATE:APRIL 6, 2019

PACKING LIST NO. :PL000040

(3) VESSEL: QIAN JIN V3221

B/L DATE: APRIL 20, 2019

(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: 2019-03-30

L/C NO.: 38438/02

(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. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 11 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000040			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.

		Total:			
SAY TOTAL:					

3、请根据以上资料缮制货物运输险投保单。(本题共 22 分)

(注：信用证的信息必须是修正后的正确信息)

货物运输险投保单

APPLICATION FOR CARGO TRANSPORTATION INSURANCE

投保单号：MI0000040

注意：请您在保险人明确说明本投保单及适用保险条款后，如实填写本投保单，您所填写的材料将构成签订保险合同的要约，成为保险人核保并签发保险单的依据。除双方另有约定外，保险人签发保险单且投保人向保险人缴清保险费后，保险人开始按约定的险种承保货物运输保险。

投保人 Applicant					
投保人地址 Applicant's Add				电子邮箱 E-mail	
被保险人 Insured				电话 Tel.	
贸易合同号 Contract No.		信用证号 L/C No.		发票号 Invoice No.	
标记 Marks & Nos.	包装及数量 Packing & quantitiy		保险单货物项目 Description of goods		

装载运输工具： Name of the Carrier:					
起运日期： Departure Date		赔付地点： Claims Payable At			
航行路线：自 _____ 经 _____ 到达（目的地） _____ Route From _____ via _____ To (destination)					

承保条件 投保人可根据投保意向选择投保险别及条款，并划√确认，但保险人承保的险别及适用条款以保险人最终确定并在保险单上列明的险种、条款为准。

Conditions:

进出口海洋运输: 一切险 水渍险 平安险 《《海洋运输货物保险条款》》
ICC (A) ICC (B) ICC (C) 《《伦敦协会条款》》
 进出口航空运输: 航空运输险 航空运输一切险 《《航空运输货物保险条款》》
 进出口陆上运输: 陆运险 陆运一切险 《《陆上运输货物保险条款》》
 特殊附加险: 战争险 罢工险

特别约定 Special Conditions:

1、加成 Value Plus About _____%

2、保险金额 Insured Value _____

投保人声明:

1.本人填写本投保单之前，保险人已经就本投保单及适用的保险条款的内容，尤其是关于保险人免除责任的条款及投保人和被保险人义务条款向本人做了明确说明，本人对该保险条款及保险条件已完全了解，并同意接受保险条款的约束。

2.本投保单所填各项内容均属事实，同意以本投保单作为保险人签发保险单的依据。

3.保险合同自保险单签发之日起成立。

投保人签字（盖章）

日期

4、请根据以上资料缮制产地证。（本题共 11 分）

（注：信用证的信息必须是修正后的正确信息）

ORIGINAL

1.Goods consigned from (Exporter's business name, address, country)		Reference No. GP/000/0001			
2. Goods consigned to (Consignee's name, address, country)		GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate) FORM A			
3. Means of transport and route (as far as known)		4. For official use			
5.Item number	6.Marks and numbers of packages	7.Number and kind of	8. Original Criterion	9.Gross Weight	10.Number and date of invoice

		packages; description of goods	(see Notes overleaf)	Or other quantity	
<p>11. Certificate</p> <p>It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.</p>			<p>12. Declaration by the exporter</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the good were produced in</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(country)</p> <p>and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(importing country)</p>		
<p>Place and date, signature and stamp of certifying authority</p>			<p>Place and date, signature and stamp of certifying authority</p>		

第三部分 跨岗位综合技能

1. 试题编号: KGW-KJ01 跨境模块 1

单选题 (本题共10分)

1. 空运的运费单价会随着货物总量的增加而 ()
A. 增加 B. 降低
C. 不变 D. 不一定
2. () 是衡量电商企业盈利能力的指标, 是销售毛利与销售收入的比值。
A. 毛利率 B. 销售毛利
C. 利润率 D. 效率
3. () 是交易的一方通过口头或函电方式, 无条件地同意对方在发盘或还盘中所提的交易条件和按此订立合同的一种表示。
A. 发盘 B. 询盘
C. 还盘 D. 接受
4. () 是交易一方向另一方就某项商品的出售或购买, 愿意按一定交易条件和贸易方式成交订约的表示。
A. 发盘 B. 装箱单
C. 还盘 D. 受盘
5. () 是交易一方向另一方通过口头或函电方式发出的, 想购买或想出售某项商品的一种表示, 是买卖双方磋商交易的开始。
A. 发盘 B. 询盘
C. 还盘 D. 受盘

多选题 (本题共 6 分)

6. BBC 保税区模式：跨境供应链服务商的优势为（）。

- A. 资金无需回流 B. 缩短物流时间
- C. 集运模式，节约成本 D. 无需经过商检

7. 下列是独立第三方跨境小额批发零售平台有（）。

- A. 兰亭集势 B. 亚马逊
- C. 环球资源网 D. 敦煌网

8. 跨境电商销售市场根据地域划分不属于北欧市场的有（）

- A. 美国 B. 西班牙
- C. 芬兰 D. 法国

判断题（本题共 4 分）

9. Axado 通过与全球超过 150 家物流公司合作，为跨境电子商务相关方提供一揽子的物流解决方案。（）

10. B2B 跨境电商的代表企业有敦煌网、阿里巴巴国际站、环球资源网。（）

2.试题编号： KGW-KJ02 跨境模块 2

单选题（本题共10分）

1. () 是由进出口货物收发货人或其代理人填制，并向海关提交的申报货物状况的法律文书，是海关依法监管货物进出口、征收关税、编制海关统计及处理其他海关业务的重要凭证。

- A. 报关单 B. 报检单
- C. 通关单 D. 发票

2. () 是在跨境电子商务交易过程中提供支付服务的第三方支付平台

- A. 支付企业 B. 电商平台
- C. 报关企业 D. 监管场所经营人

3. () 是整个海关进出口业务的核心环节，也是电子口岸执法系统中的重要组成部分

- A. 检验检疫 B. 电子转单
- C. 报关业务 D. 电子审单

4. () 是指通过一定的结算工具和支付系统对于因贸易或投资发生的资金实现两个或两个以上国家或地区之间的转移行为。

- A. 支付 B. 跨境支付
- C. 交易 D. 物流

5. () 需求是确保数据分析过程有效性的首要条件，可以为收集数据、分析数据提供清晰的目标

- A. 收集数据 B. 分析数据
- C. 识别信息 D. 过程改进

多选题（本题共 6 分）

6. 亚马逊的账号类型有哪些？ ()

- A. Amazon Seller Central (3P) B. Amazon Vendor Express (VE)
C. Amazon Vendor Central (VC) D. Amazon Seller Express (SE)

7. 在全球速卖通上，禁限售商品包括哪类？（ ）

- A. 禁售商品 B. 侵权商品
C. 虚拟商品 D. 不宜快递商品

8. Google 广告网络可以将广告投放到 Google 的哪些网络？（ ）

- A. Google 搜索 B. Google 地图
C. Blogger D. Youtube

判断题（本题共 4 分）

9. BBC 保税区模式的优势：缩短物流时间；集运模式，节约成本；电子通关，渠道正规。（ ）

10. C2C 主要指个人用户提供买卖交易的平台的电子商务交易业务。目前主要的 C2C 电子商务企业有：淘宝、易趣等。（ ）

3.试题编号： KGW-KJ03 跨境模块 3

单选题（本题共10分）

1. () 在整个跨境电子商务中的比重最大，约占整个电子商务出口的90%，() 虽只占跨境电子商务总量的10%左右，但却是增长最为迅速的部分。

- A. B2B、B2C B. B2C、B2B
C. C2B、C2C D. C2C、C2B

2. () 之所以成为一种新的营销模式，是因为互联网拥有巨大的用户群。

- A. 生产 B. 网络营销
C. 推销 D. 市场营销

3. () 指为电商提供物流配送的企业。

- A. 物流企业 B. 电商平台
C. 报关企业 D. 监管场所经营人

4. “电子商务”是通过 () 进行销售商品、提供服务等的经营活动。

- A. 增值网 B. 虚拟网
C. 互联网 D. 局域网

5. “电子转单”是指通过系统网络，出境货物经 () 将检验检疫合格后的相关电子信息传输到出境口岸检验检疫机构。

- A. 产地检验检疫机构 B. 报检地检验检疫机构
C. 发货地检验检疫机构 D. 目的地检验检疫机构

多选题（本题共 6 分）

6. Google adwards 广告由哪几部分组成？ ()

- A. 广告标题 B. 投放时间
C. 两行说明行 D. 链接（目标网址）

7. 以下属于电子邮件协议的有_____ ()

A. THML B. SMTP

C. POP D. MIME

8. 以下关于邮件营销的特点，哪些是对的？ ()

A. 形式丰富，主动传播 B. 互动好，传播速度快

C. 不能测试其传播效果 D. 成本高

判断题（本题共 4 分）

9. Facebook 是美国的一个社交网络服务网站，于 2004 年 2 月 4 日上线，主要创始人为美国人马克·扎克伯格。()

10. Link 不仅仅只是一个社交网站，它的商务性以及一些特殊功能已被一些商业网站用来当作营销的渠道，Linkedin 真正地把社交关系变成了商业网络。()

4.试题编号： KGW-KJ04 跨境模块 4

单选题（本题共10分）

1. “通关单联网核查”的基本要求一是先（ ）后（ ），二是通关单纸质单证信息与通关单电子数据必须一致。
A. 报检、报关 B. 报关、报检
C. 报检、通关 D. 报关、通关
2. 《电子商务示范法》是（ ）于1996年通过的，这将促进协调和统一国际贸易法。
A. 国际贸易法委员会 B. 国际商会
C. 欧盟贸易法委员会 D. 美国贸易法委员会
3. 《电子商务示范法》由谁颁发？（ ）
A. 美国商业部国际贸易管理局 B. 中国商务部
C. 联合国国际贸易法委员会 D. 组织机构
4. B2C 跨境电商或平台的代表企业不包括？（ ）
A. Ebay B. 速卖通
C. 亚马逊 D. 敦煌网
5. 跨境进口 B2C 模式是（ ）。
A. 台招商 B. 保税自营+直采
C. 跨境供应链服务商 D. 海外买手制

多选题（本题共 6 分）

6. 大数据营销的特点包括？（ ）
A. 强调时效性 B. 个性化营销
C. 投放的性价比高 D. 基于大量的信息数据分
7. 以下关于视频营销的特点，哪些是正确的？（ ）
A. 体形式丰富，主动传播 B. 互动好，传播速度快

C. 不能测试其传播效果 D. 成本高

8. 网络广告营销常见的形式有?。()

A. 分类广告 B. Email 广告

C. 赞助式广告 D. 邮递广告

判断题（本题共 4 分）

9. M2C 模式的运营模式是平台招商，它的不足是品类受限。()

10. O2O 是一种电子商务的模式，被定义为将线下商务的机会与互联网结合在一起，让互联网成为线下交易的前台。()

5. 试题编号: KGW-KJ05 跨境模块 5

单选题 (本题共10分)

1. BBC保税区模式物流时间短、成本低、通关快。下列平台属于BBC典型代表的是 ()。

- A. 天猫国际
- B. 京东海外购
- C. 淘宝全球购
- D. 淘世界

2. O2O营销模式的特点错误的是?

- A. 获取更丰富、全面的商家及其服务的内容信息
- B. 更加便捷的向商家在线咨询并进行预售
- C. 获得相比线下直接消费较为便宜的价格
- D. O2O 可以托管代运营

3. SET 协议又称为 ()。

- A. 安全套接层协议
- B. 安全电子交易协议
- C. 信息传输安全协议
- D. 网上购物协议

4. 阿里巴巴国际站的定位是什么?

- A. 以客户为中心的服务型企业
- B. 全球中小供应商与采购商
- C. 中小企业的网上贸易市场
- D. 以客户为中心的主导型企业

5. 按《》需核查货证的, 出境检验检疫关系人应配合出境口岸检验检疫机构完成检验检疫工作。

- A. 口岸查验管理规定
- B. 出境货物换单凭证
- C. 口岸检验检疫规定
- D. 出境货物通关单

多选题 (本题共 6 分)

6. EMS 国际快递的优势有()

- A. 货物不计体积重，适合发体积大重量小的物品
- B. 安全可靠，时效有保障，7-20 天可以妥投
- C. 通关能力强，可发电池、手机、MP3 等产品
- D. 可以发 2 千克以下和 2 千克以上的物品

7. 以下中美洲的那个主要港口对应正确

- A. 危地马拉的港口:PUERTO
- B. 洪都拉斯的港口:SAN SALVADOR
- C. 尼加拉瓜的港口:CORINTO
- D. 巴拿马的港口:COLON FREE ZONE

8. 我国对外贸易货运保险可分为()。

- A. 海上运输保险 B. 陆上运输保险
- C. 航空运输保险 D. 邮包运输保险

判断题（本题共 4 分）

9. SEO 是一种利用搜索引擎的索引规则来提高目的网站在有关所有引擎内排名的方式。()

10. 阿里巴巴的 SWOT 分析缺点是盈利模式单一，市场饱和度增加等。()

6.试题编号: KGW-KJ06 跨境模块 6

单选题 (本题共10分)

1. 按照 () 贸易术语成交的出口合同, 在装船前须由我进出口公司及时向保险公司办理投保手续, 填制投保单。

- A. FOB B. CIF
- C. CFR D. CNF

2. 保税仓库中储存的是? ()

- A. 免税货物 B. 减税货物
- C. 退税货物 D. 暂未纳税的货物

3. 报检计费由 () 自动完成, 接到施检部门转来的全套单据后, 对照单据进行计费复核。

- A. 电子核查中心 B. 电子审单中心
- C. 电子管理中心 D. 电子审单系统

4. 比传统的由客户凭《出境货物换单凭证》到报关地检验检疫机构换发《出境货物通关单》的方式, () 具有数据信息共享、简化操作程序、降低外贸成本、提高通关速度的优点。

- A. 电子转单 B. 电子审单
- C. 电子验单 D. 电子查单

5. 采用网上支付的用户, 通过 () 查询到税费通知后, 可在网上发布支付指令, 银行接到支付指令后, 可直接从用户在银行开设的预储帐号中划转税费, 划转成功后, 用户可直接办理相关通关手续。

- A. 中国电子口岸 B. 海关
- C. 银行 D. 税务局

多选题（本题共 6 分）

6. 构成一项有效的接受应具备的条件是（ ）

- A. 接受由特定的受盘人做出
- B. 接受的内容必须与发盘相符
- C. 必须在有效期内表示接受
- D. 接受必须送达发盘人才能生效

7. 以下哪些是南美东的主要国家（ ）

- A. BRAZIL B. ARGENTINA
- C. URUGUAY D. PARAGUAY

8. 以下哪些是南美西的主要国家（ ）

- A. PERU B. CHILE
- C. COLOMBIA D. MANZANILLO

判断题（本题共 4 分）

9. 阿里巴巴多语言市场，已于 2013 年 7 月 17 日正式向供应商开放，现包括西班牙语、葡萄牙语、法语、俄语等 15 个主流语种。（ ）

10. 阿里巴巴国际站的搜索排名是时时更新的。（ ）

7.试题编号: KGW-KJ07 跨境模块 7

单选题 (本题共10分)

1. 产地检验检疫机构检验检疫合格后, 应及时通过网络将相关信息传输到 ()。
A. 质检局 B. 货代公司
C. 电子转单中心 D. 海关
2. 产地检验检疫机构签发完《》后需进行更改的, 按《出入境检验检疫报检规定》的有关规定办理。
A. 检验凭条 B. 转单凭条
C. 检验检疫认证书 D. 检验检疫结果单
3. 出境货物受理电子报检后, 报检人应按受理报检信息要求, 在 () 施检时, 提交报检单和随附单据。
A 海关 B. 检验检疫机构
C. 质量监督检验中心 D. 第三方物流
4. 出口货物装运之后, 出口商即应按 () 要求缮制单据, 并在 () 规定的交单有效期内, 向有关银行办理议付、结汇手续。
A. 信用证 B. 发票
C. 装货清单 D. 物流单据
5. 出口收汇系统为出口收汇核销单建立了电子底账数据, 核销单的基本信息以及各部门对核销单的操作情况都将保存在 (), 供外汇管理局查询并进行核销单挂失等各项操作。
A. 电子口岸 B. 电子审计系统
C. 电子口岸数据中心 D. 电子计费中心

多选题 (本题共 6 分)

6. 以下术语说法正确的是 ()

A. FCL=full than contained load 整箱货

B. CY=contained yard 集装箱堆场

C. L/C =letter of credit 信用证

D. B/L= bill of loding 海运提单

7. 以下不属于巴西的主要港口的是 ()

A. MONTEVIDEO B. VICTORIA

C. SANTOSD. BUENOS AIRES

8. 以下国家的国际区号正确的是 ()

A. 智利 0055 B. 墨西哥 0052

C. 哥伦比亚 0057 D. 委内瑞拉 0058

判断题 (本题共 4 分)

9. 阿里巴巴国际站的主要优势市场占有率高、市场认可度高。()

10. 阿里巴巴国际站定位：大中小企业的网上贸易市场。()

8. 试题编号: KGW-KJ08 跨境模块 8

单选题 (本题共10分)

1. 除出口活动物、重点检查有关名单内企业申报的货物、以及国家质检总局确定的货物等必须逐批核查货证外,其他货物的口岸查验核查货证的比例为申报查验批次的 ()。

- A. 1-3% B. 1-4%
C. 1-5% D. 1-6%

2. 传统海淘模式是一种典型的 () 模式。

- A. C2C B. C2B
C. B2C D. B2B

3. 传统贸易运输企业境内流经过多级分销至少要跨越几个渠道 ()

- A. 6个 B. 5个
C. 4个 D. 7个

4. 传统外贸流程第三环节是 ()。

- A. 国内制造商 B. 国内贸易商
C. 国外贸易商 D. 国外分销商

5. 当商品的买卖交易关系确立,事实上也就克服了物品之间的 ()。

- A. 所有权间隔 B. 场所间隔
C. 时间间隔 D. 使用权间隔

多选题 (本题共 6 分)

6. 关于亚马逊 FBA 描述正确的是 ()

- A. 提供订单跟踪 B. 上门取退货
C. 高效配送 | 是 D. 7X24 小时

7. 亚马逊基本的费用一般来说包含哪些 ()

- A. 亚马逊的佣金 B. 月费

C. 营销相关的费用 D. 物流费用

8. KYC 审核的时候会要求提供的信息主要是哪些()

A. 主要联系人信息 B. 收款账户

C. 公司注册信息 D. 主要受益人信息

判断题（本题共 4 分）

9. 阿里巴巴国际站定位以客户为中心的服务型企业。()

10. 阿里巴巴平台可以为在阿里巴巴平台上做外贸的用户带来流量。()

9.试题编号： KGW-KJ09 跨境模块 9

单选题（本题共10分）

1. 电子报检人须在规定的报检时限内将相关出入境货物的报检数据发送至（ ）检验检疫机构。
A. 发货地 B. 目的地
C. 产地 D. 报检地
2. 电子报检是指报检人使用报检软件通过（ ）将报检数据以电子方式传输给检验检疫机构，经检验检疫业务管理系统和检务人员处理后，将受理报检信息反馈报检人，实现远程办理出入境检验检疫报检的行为。
A. 检验检疫电子业务服务平台 B. 海关
C. 检验检疫局D. 检验检疫网站
3. 电子口岸的目标:在公共数据中心支持下，进出口环节的所有管理操作，都有（ ）可查，都可以按照职能分工进行联网核查、核注、核销。
A. 发票 B. 单证
C. 数据 D. 电子底账
4. 电子商务的物流服务内容分为？（ ）
A. 传统物流服务、现代物流服务
B. 一般物流服务、特殊物流服务
C. 基本物流服务、基础物流服务
D. 传统物流服务、增值性物流服务
5. 电子商务的物流外包是指？（ ）
A. 委托专业物流企业提供物流服务
B. 与普通商务共用物流系统
C. 第三方物流企业开展电子商务
D. 电子商务企业经营物流业务

多选题（本题共 6 分）

6. 快速通过 KYC 审核方法有哪些（ ）。
A. 给亚马逊团体不断打电话

- B. 严格按照要求准备资料
 - C. 卖家积极向上的态度
 - D. 正确填写卖家后台信息
7. 亚马逊常见收款方式有哪些 ()。
- A. 美国银行卡
 - B. p 卡 (payoneer)
 - C. paypal
 - D. worldfirst
8. 单个产品上传时, offer 中哪些是必填项 ()。
- A. your price
 - B. condition
 - C. quantity
 - D. sku

判断题 (本题共 4 分)

9. 阿里巴巴旗下一达通是跨境电子商务第三方外贸服务平台企业。()
10. 阿里巴巴是大型企业的网上贸易市场。()

10. 试题编号: KGW-KJ010 跨境模块 10

单选题 (本题共10分)

1. 电子商务平台常用的交易模式有B2B、B2C、C2C等, 其中B2C是指 ()
A. 企业对企业 B. 企业对个人
C. 企业对政府 D. 个人对企业
2. 电子商务任何一笔交易都包含? ()
A. 物流、资金流、事务流
B. 资金流、物流、信息流
C. 资金流、物流、人才流
D. 交易流、信息流、物流
3. 电子商务系统必须保证具有十分可靠的安全保密技术, 必须保证网络安全的四大要素, 即信息传输的保密性、数据交换的完整性、发送信息的不可否认性 ()
A. 不可修改性 B. 信息的稳定性
C. 数据的可靠性 D. 交易者身份的确定性
4. 电子商务一般的交易过程分为 5 个阶段, “卖方为本企业的商品做好市场调查和分析, 制订销售策略和方式, 不断利用互联网站发布广告, 诱发客户的需求, 给出报价和优惠消息, 寻找贸易伙伴和商机, 想方设法扩大市场份额等”, 这些行为属于: ()
A. 交易前准备阶段
B. 洽谈和签订合同阶段
C. 办理合同履行前手续阶段
D. 交易后处理阶段

5. 电子商务主要采取（ ）方式。

- A. 无纸化操作
- B. 电报
- C. 传真
- D. 纸质交易

多选题（本题共 6 分）

6. 下列哪些产品属于 FBA 限制品？（ ）。

- A. 活体动物
- B. 雷达测速器
- C. 毒品
- D. 气枪

7. 亚马逊为买家甄选哪些性价比高的卖家（ ）。

- A. 缺货率低
- B. 派送及时
- C. 各类参数平稳
- D. 信件回复率高

8. 企业账户注册 ebay 的时候需要的资料（ ）。

- A. 企业营业执照
- B. 企业税务登记证
- C. 企业法人或者项目负责人的身份证明
- D. 行业或者产品认证
- E. 注册资本

判断题（本题共 4 分）

9. 阿里巴巴提供的商业资讯信息是免费的。（ ）

10. 按照发送信息是否事先经过用户许可划分,可以将 Email 营销分为许可 Email 营销和未经许可的 Email 营销。（ ）

11.试题编号： KGW-KJ011 跨境模块 11

单选题（本题共10分）

1. 敦煌网是以在线交易为主的平台，从买家收费，敦煌网是助中国广大中小供应商向海外庞大的中小采购商直接供货的第二代（ ）交易平台。

- A. B2B
- B. B2C
- C. C2B
- DC2C

2. 敦煌网站定位的目标用户是（ ）

- A. 中小客户
- B. 企业
- C. 跨国公司
- D. 工厂

3. 关于电子商务信息的传递以下正确的是？（ ）

A. 网络信息更新及时、传递速度快，只要信息收集者及时发现信息，就可以保证信息的实效性。

B. 电子商务信息，由于传递速度慢、传递渠道不畅，经常导致“信息获得了但也失效了”。

C. 无论怎么样，网络信息都是最快最准确的。

D. 电子商务信息，都是很滞后的。

4. 关于发布新产品, 以下描述正确的是？（ ）

A. 产品属性要填写完整, 、专业

B. 只要关键词设置了, 标题中没有也是没关系的

C. 产品图片要越大越好

D. 产品的类目可以在推荐的 3 个类目中随便选一个

5. 国内流行过的 4 大类主流微博平台不包括？（ ）

- A. 新浪微博
- B. 腾讯微博
- C. 搜狐微博
- D. 雅虎微博

多选题（本题共 6 分）

6. ebay 账号禁忌有哪些（ ）。
- A. 不诚信
 - B. 侵权
 - C. 一个 IP 多个账号操作
 - D. 一个账号在多个 IP 登录
7. ebay 普通账户和企业账户的区别（ ）。
- A. 额度不同（额度超过都不能在刊登）
 - B. 企业账户有客户经理协助管理账户，普通账户则没有
 - C. 额度都一样
 - D. 没有不同
8. 目前支付 eBay 账单主要有那几种方式（ ）。
- A. 信用卡支付
 - B. VISA
 - C. Paypal 支付
 - D. UnionPay

判断题（本题共 4 分）

9. 按照交易主体类型可以分为 B2B, B2C, C2C 三种。（ ）
10. 保税货物流转管理预录入系统为企业各类单证的录入和申报功能，并提供数据交换接口，各区域管理系统可通过改造实现对接功能。（ ）

12. 试题编号: KGW-KJ012 跨境模块 12

单选题 (本题共10分)

1. 海关行政审批事项实行一点接入, 由()实现行政审批事项的录入和附件上传, 各直属海关实行“一个窗口”受理。

- A. 海关无纸化通关系统 B. 电子口岸预录入系统
C. 海关官网 D. 电子口岸平台

2. 海关行政审批网上办理平台实现()种行政审批事项的设立、备案、延续、注销申请。

- A. 10 B. 11 C. 12 D. 13

3. 将工厂生产的商品运到物流中心、厂内或其它工厂的仓库入库这一部分属于生产企业物流的哪一部分?

- A. 采购物流 B. 厂内物流
C. 退货物流 D. 废弃物与回收物流

4. 将物流分为一般物流和特殊物流是按()划分的。

- A. 物流的内容 B. 物流规模和影响层面
C. 地域范围 D. 物流的目的和出发点

5. 金砖 5 国是指哪 5 个国家? ()

- A. 中国、欧洲、美国、德国、法国
B. 中国、印尼、俄罗斯、南非、巴西
C. 中国、泰国、俄罗斯、日本、巴西
D. 中国、印度、俄罗斯、南非、巴西

多选题 (本题共 6 分)

6. 影响 eBay 卖家物品在 Best March 排名的关键是 ()

- A. 准确的标题
- B. 精准的分类定位
- C. 精美的图片
- D. 有竞争力的价格

7. eBay 促销管理工具的优惠类型包括以下哪些？（ ）。

- A. 扩大订单 (Order discount)
- B. 优惠通道 (Codeless coupon)
- C. 运费折扣 (Shipping Discounts)
- D. 降价活动 (Sale event)
- E. 捆绑销售 (Accessory discount)

8. 下列哪些属于 EBAY 对产品刊登图片的标准？（ ）。

- A. 所有物品刊登必须至少包含一张图片；
- B. 图片的最长边不得低于 500 像素；(建议高于 800 像素)
- C. 图片不得包含任何边框、文字或插图；
- D. 二手物品刊登不得使用 eBay catalog 图片

判断题（本题共 4 分）

10. 报关单录入、申报子系统提供进出口单位通过网上填写申报委托书或者备案数据下载协议，委托有权代理报关业务的单位代其办理某项报关业务，如：报关单录入、报关单审核、报关单申报或报关单审核和申报。（ ）

10. 报关申报系统是针对专业报关企业的特殊要求而开发的，通过该系统报关企业可以方便的进行报关单的录入、申报、修改、复制、查询和统计等功能，从而有效提高报关企业的工作效率。（ ）

13. 试题编号: KGW-KJ013 跨境模块 13

单选题 (本题共10分)

1. 客户希望我们找船, 把货物运到澳大利亚的悉尼港, 但是保险由他们来购买, 这种情况下, 我们应该给客户报什么价格? ()

- A. FOB Shanghai
- B. CIF Sydney
- C. CFR Sydney
- D. CIF Shanghai

2. 跨境电商和境内电商的物流区别错误的是? ()

- A. 跨境物流周期长
- B. 跨境物流成本占比低
- C. 跨境物流流程复杂
- D. 跨境物流风险大

3. 跨境电子商务按平台运营方式分为三种其中自营性平台代表企业有四种, 下列哪个不属于? ()

- A. 兰亭集势
- B. 米兰网
- C. 大龙网
- D. 神马汇

4. 跨境电子商务店铺的核心目的需要赢利, 所以首先要正确核算真正的 (), 这也是之后开展产品定价策略的基础。()

- A. 产品成本
- B. 产品价值
- C. 产品品质
- D. 产品数量

5. 跨境电子商务进出口商, 实现跨境电子商务销售的主要渠道 ()。

- A. 跨境贸易
- B. 跨境电子商务平台

- C. 进出口贸易 D. 货运代理公司

多选题（本题共 6 分）

6. eBay 关于图片使用下列说法正确的是（ ）。

- A. 图片可以有汉字
B. 图片不允许出现汉字
C. 可以使用热门明星照片宣传
D. 图片不能侵犯肖像权

7. 速卖通后台登陆可以通过哪些方式（ ）

- A. 速卖通用户名 B. 注册手机
C. 速卖通账号 D. 注册邮箱

8. 产品发布时需要注意哪些点（ ）

- A. 完整清晰的详细描述
B. 与产品匹配的类目
C. 全面准确的属性
D. 完整而又重点突出的标题

判断题（本题共 4 分）

9. 报关业务是整个海关进出口业务的核心环节，也是电子口岸执法系统中的重要组成部分。（ ）

10. 报检人发送的电子报检信息与提供的报检单及随附单据有关内容保持一致。（ ）

14. 试题编号: KGW-KJ014 跨境模块 14

单选题 (本题共10分)

1. 跨境电子商务可以将信息流、资金流和物流集合在一个平台上完成, 而且可以同时进行, 因此相对于传统贸易而言, 交易双方的交易频率大幅提高。这种现象我们称之为什么? ()

- A. 多边化 B. 高频度 C. 透明化 D. 便捷化

2. 跨境电子商务是基于 () 发展起来的。

- A. 商场 B. 店铺 C. 网络 D. 人际关系

3. 跨境电子商务主要的支付方式是 () 支付和第三方支付工具的账户支付。

- A. 转账 B. 红包
C. 面对面付款 D. 信用卡支付

4. 跨境电子商务专员在开发产品时, 需要与 () 进行直接的沟通。

- A. 供应商 B. 经销商 C. 消费者 D. 物流

5. 跨境收入结汇方式依靠境内外 () 支付工具收款结汇流入。

- A. 第一方 B. 第二方 C. 第三方 D. 第四方

多选题 (本题共 6 分)

6. 决定价格的因素有哪些 ()。

- A. 物流成本 B. 在线产品的定价
D. 利润率 C. 商品成本

7. 以下哪种物流方式属于专线物流 ()

- A. 中俄航空 Ruston B. DHL
C. 航空专线燕文 D. 中东专线

8. 商业快递中包含哪几种物流方式 ()

A. DHL

B. UPS Express Saver

C. TNT

D. Fedex IP

判断题（本题共 4 分）

9. 蚕食策略运用了需求连续性的原理。（ ）

10. 产品曝光越高，反馈一定越高。（ ）

15.试题编号: KGW-KJ015 跨境模块 15

单选题 (本题共10分)

1. 哪里查看客户来访的行为记录? ()
 - A. 访客详情
 - B. RFQ
 - C. 营销管理
 - D. 我的效果
2. 配送的主体活动是? ()
 - A. 保管
 - B. 配货
 - C. 流通加工
 - D. 包装
3. 配送是物流中一种特殊的、综合的活动形式, 是 () 紧密结合。
 - A. 商流与物流
 - B. 商流和资金流
 - C. 物流与信息流
 - D. 物流与资金流
4. 平台店铺的 () 直接影响店铺产品的销售量, 是店铺运营成功与否的关键因素。
 - A. 搜索排名
 - B. 好评率
 - C. 物流速度
 - D. 服务水平
5. 全球使用最广泛的跨境交易在线支付工具是 ()。
 - A. 美国的第三方支付系统贝宝 PayPal
 - B. 国际支付宝 Escrow
 - C. 信用卡支付
 - D. 便利网小额汇兑支付

多选题（本题共 6 分）

6. Bestselling 活动页面下包括哪两个活动页面？（ ）

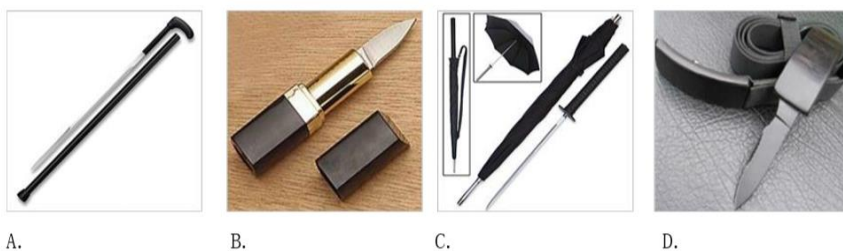
- A. Hot Products
- B. Weekly Bestselling
- C. Featured Brands
- D. Today' s Deals

7. 亚马逊的账号类型有哪些？（ ）

- A. Amazon Seller Central (3P)
- B. Amazon Vendor Central (VC)
- C. Amazon Vendor Express (VE)
- D. Amazon Business Seller (AB)

8. 伪装刀具属于速卖通平台的禁售商品，其风险点在于伪装性，而不在于刀具长度，故不存在刀长短的要求，一切伪装成非刀具实则是刀具的商品均为伪装刀具。

以下哪些产品是伪装刀具？（ ）



判断题（本题共 4 分）

9. 出境货物电子转单传输内容包括报检信息、签证信息及其他相关信息。（ ）

10. 出境检验检疫关系人凭报检单号、转单号及密码等到出境口岸检验检疫机构申请《出境货物换单凭证》。（ ）

16. 试题编号: KGW-KJ016 跨境模块 16

单选题 (本题共10分)

1. 入境检验检疫关系人应持有关报检单证和口岸检验检疫机构签发的《》副本或复印件, 向目的地检验检疫机构申请实施检验检疫? ()

- A. 电子业务登记申请表
- B. 电子报检登记申请表
- C. 入境货物通关单
- D. 出境货物通关单

2. 商店生成系统主要可分为三个大模块: 前台商务系统、商家店面管理系统和 ()

- A. 信息发布系统
- B. 后台管理系统
- C. 管理员系统
- D. 基本资料输入系统

3. 商家要开展电子商务活动, 应该用()作为其主要的生意平台。

- A. 在线商店
- B. BBS
- C. 电子邮件
- D. 电话订购

4. 商品合理运输的评价标准是? ()

- A. 运输速度最快
- B. 运输费用最少
- C. 运输损耗最小
- D. 运输综合效益最高

5. 属于 M2C 模式的是()

- A. 天猫国际
- B. 京东
- C. 淘宝全球购
- D. 京东海外购

多选题 (本题共 6 分)

6. 关于 Wish 平台上传产品, 下列说法正确的是 ()。

- A. 产品上传时提供的信息必须准确
- B. Wish 平台上可以销售任何商品

C. Wish 平台上销售的产品不能侵犯他方的知识产权

D. Wish 平台上严禁列出重复的产品

7. 关于 Wish 平台的履行订单政策，以下哪些表述是正确的？（ ）

A. 如果一个订单在 5 天内未履行完成，它将被退款并且相关的产品将被下架

B. 如果商户的履行率非常低，其账户将被暂停

C. 如果卖家只有一个订单未在 5 天内完成将不会对产品和店铺造成影响

D. 如果因未按期履行订单而导致的订单退款数量非常高，其账户将被暂停

8. 在速卖通平台上，下列哪些选项属于搜索作弊行为？（ ）

A. 类目错放 B. 属性错选 C. 标题堆砌

D. 黑五类商品错放

判断题（本题共 4 分）

9. 传统的跨境贸易大部分主要由一国的进出口商通过另一国的进出口商，至少要跨越 3 个渠道。（ ）

10 从订单类型看，跨境电商具有小批量、多批次、订单分散、周期短的特点。（ ）

17.试题编号：KGW-KJ017 跨境模块 17

单选题（本题共 10 分）

1. 所谓垂直电商指的是（ ）
 - A. 电子商务的体系结构垂直纵向分布
 - B. 电子商务的物流环节可以纵向发货
 - C. 在某一个行业或细分市场深化运营的电子商务模式
 - D. 很成熟的电子商务平台
2. 网上搜索所利用的工具是（ ）。
 - A. 数据库
 - B. 搜索平台
 - C. 搜索引擎
 - D. 信息网站
3. 我国发展跨境电子商务面对的主要瓶颈（ ）。
 - A. 支付方式
 - B. 物流快递
 - C. 地区差异
 - D. 资本搅动
4. 物流管理的目标是？
 - A. 提供最高水平的服务
 - B. 追求最低的物流成本
 - C. 以最低的成本实现最高水平的服务
 - D. 以尽可能低的成本达到既定的服务水平
5. 西联汇款属于以下哪种交易模式：
 - A. 新型交易模式
 - B. 传统交易模式
 - C. 现代交易模式
 - D. 以上都不是

多选题（本题共 6 分）

6. 在敦煌网平台，关于 U 盘、存储卡、手机存储卡及手机 U 盘类目下产品的准入规则有（ ）。
 - A. 通过实名认证的企业资质卖家（个体工商户除外）
 - B. 具备敦煌网认可的第三方检测机构报告

C. 卖家须拥有存储设备相关的自主品牌或代理品牌（代理品牌需提交商标证书、授权证书及近 3 个月进货证明加盖公章）

D. 所售产品品牌须与自主品牌或代理品牌一致

E. 签订准入承诺书

7. 在速卖通平台，行业情报通过哪些数据维度分析行业构成？（ ）

A. 成交指数

B. 访客数

C. 供需指数

D. 客单价

8. 在与客户进行售后沟通时，为妥善解决客户问题，提升客户满意度，避免纠纷，卖家需要注意哪些事项？（ ）

A. 站在客户的角度考虑问题

B. 及时回应客户的消息

C. 随时注意客户的语气态度，化解客户疑虑

D. 特殊情况下，保留相关聊天记录，以防纠纷

判断题（本题共 4 分）

9. 从市场格局来看，外贸 B2C 等增势迅猛，但外贸 B2B 仍占主导地位。（ ）

10. 从长远来看，数据化物流日趋完善将进一步带动跨境电商产业链的升级。
（ ）

18. 试题编号: KGW-KJ018 跨境模块 18

单选题 (本题共 10 分)

1. 下列不属于 B2B 跨境电商或平台的是: ()
A. 敦煌网 B. 阿里巴巴国际站
C. 环球资源网 D. 亚马逊
2. 下列不属于垂直类电商的是?
A. 唯品会 B. 聚美优品 C. 1 号店 D. 春水堂
3. 下列不属于跨境电商的是 ()。
A. 速卖通 B. 敦煌网
C. 马可波罗网 D. 环球资源网
4. 下列不属于顺丰旗下的产业是?
A. SFB B. 全球顺
C. EMS D. 顺丰优选
5. 下列地区不属于单独关境区的是 ()。
A. 香港 B. 深圳
C. 澳门 D. 台湾

多选题 (本题共 6 分)

6. 速卖通数据纵横包含以下哪些功能? ()
A. 行业情报 B. 选品专家
C. 首页广告位 D. 搜索词分析
7. 敦煌网中关于促销分组的设置, 下列哪些说法是正确的? ()
A. 最多可创建 20 个促销分组
B. 当未创建任何“促销分组”时, 商品默认在“other”中
C. 全店铺打折活动正在进行时, 不能修改和删除促销分组

- D. 当删除所创建的分组后，组内商品将自动进入“other”中
8. 以下四个目前全球常见的跨境电商平台以及对应的主要创始人和所在国家，其中匹配正确的有（ ）。
- A. Amazon—杰夫·贝佐斯—美国
 - B. AliExpress—马云—中国
 - C. eBay—皮埃尔·奥米迪亚—美国
 - D. DHgate.com—王树彤—中国

判断题（本题共 4 分）

9. 第三方海外仓会把实时的库存信息共享给卖家，卖家根据商品销量和库存预警值确定是否需要提前准备往海外仓发货。（ ）
10. 第三方物流是由物流劳务的供方、需方之外的第三方去完成物流服务的物流运作方式。（ ）

19. 试题编号: KGW-KJ019 跨境模块 19

单选题 (本题共 10 分)

1. 下列关于第三方支付开展境外收汇的模式分析正确的是:
A. 有利于网上个人跨境交易的规范管理 B. 不符稳健管理的原则
C. 风险不可控 环球资源网 D. 不便网上跨境交易
2. 下列哪个属于 C2C 模式?
A. 京东 B. 天猫国际 C. 淘宝 D. 亚马逊
3. 下列属于中国跨境出口 B2C 模式所选择的跨境电子商务平台的是:
A. 天猫 B. 速卖通 C. 京东 D. 苏宁易购
4. 下面选项中哪个不是跨境电子商务的特征?
A. 全球性 B. 演变性 C. 多样性 D. 即时性
5. 信用证是一种 () 信用。
A. 商业 B. 银行
C. 企业 D. 民间

多选题 (本题共 6 分)

6. 在 eBay 平台上, 对刊登的产品图片, 一般有以下哪些要求? ()
A. 每件物品至少包含一张图片
B. 卖家不得在图片上添加文字或图案
C. 图片中必须附带该产品的商标
D. 图片像素在 500-1600 之间
7. 某卖家需要注册亚马逊卖家账号, 在注册前, 他需要提前确认好哪些信息以备注册时填写? ()
A. 电子邮箱地址

- B. 公司名称、地址、联系方式
 - C. 国际信用卡（Visa, MasterCard 等）
 - D. 主要联系人的联系方式
8. 在速卖通平台，卖家可享受售后宝服务，但不得滥用售后宝，以下哪些情况卖家不能享受售后宝服务？（ ）
- A. 买家投诉卖家销售假货或其他侵权商品的
 - B. 买家收的商品多次出现短装、少发、空盒
 - C. 买家投诉卖家未按约定物流方式发货
 - D. 买家投诉卖家销售平台禁限售商品

判断题（本题共 4 分）

9. 第四方物流指为跨境电子商务的交易方、第三方提供物流咨询、规划、信息等服务内容，是一个供应链集成方。（ ）
10. 点击率：点击率=曝光量/点击量。点击率可以反映出您的产品或公司在搜索结果页面是否足够吸引买家。（ ）

20. 试题编号: KGW-KJ020 跨境模块 20

单选题 (本题共 10 分)

1 下列关于第三方支付开展境外收汇的模式分析正确的是:

- A. 市场品牌
- B. 推广粉丝
- C. 搜索排名
- D. 增加与粉丝的互动性

2. 以下不是多语言市场的优势的有?

- A. 费用低廉
- B. 庞大买家需求
- C. 低门槛准入
- D. 精准 SEO

3. 以下不属于微信营销的特点的有?

- A. 传递迅速
- B. 点对点精准营销
- C. 形式灵活多样
- D. 强关系的机遇

4. 以下符合绿色通道企业条件的是:

- A. 年出口额 100 万美元以上
- B. 质量稳定, 1 年内未发生质量索赔和争议
- C. 1 年内无商检行政处罚
- D. ISO9000 质量管理体系认证

5. 以下哪一项是电子商务形式进行交易的主要特征?

- A. 即时性
- B. 演变性
- C. 无纸化
- D. 无形性

多选题 (本题共 6 分)

6. 请选出关于中邮小包的尺寸规定正确的选项。()

- A. 重量在 2KG 以内
- B. 外包装长宽高之和小于 109 厘米, 且最长边小于 60 厘米
- C. 卷轴状货物: 直径加上长度之和在 17-104cm, 单边长度在 10-90cm
- D. 方形货物: 表面尺码不得小于 9cm×14cm

7. 在敦煌网平台，店铺的物流服务评级考核维度包含以下哪些方面？（ ）

- A. 发货时长
- B. 妥投时长
- C. 物流跟踪率
- D. 物品损坏率
- E. 物流纠纷率
- F. 妥投率
- G. 物流退款率
- H. 物流丢包率

8. 在速卖通平台中，如果卖家涉及信用及销量炒作会受到平台哪些处罚？（ ）

- A. 删除违规产品的销量记录
- B. 给予扣分或直接清退
- C. 搜索排序靠后
- D. 删除违规信用积分

判断题（本题共 4 分）

9. 电商模式可以重组国际贸易。（ ）

10. 电商总体运营整体指标主要面向的人群电商运营的高层，通过总体运营指标评估电商运营的整体效果。（ ）