

湖南信息职业技术学院

商务英语专业技能考核题库

商务英语专业技能考核从专业基本技能、专业核心技能、跨岗位技能三个方面对学生进行测试。考核内容分为四大模块：英语语言应用、商务英语谈判、外贸单证缮制、跨境电商运营，共包含 13 个项目。

各模块题库说明

序号	技能	模块	项目	题量	抽考题数	分值	总分占比
1	专业基本技能 (必考)	英语语言应用	国际商务信息检索	60	1	20	90%
			商务文书翻译	60	1	10	
2	专业核心技能 (二选一)	商务英语谈判	商务谈判对话设计	60	1	25	
			商务函电撰写	60	1	25	
		外贸单证缮制 (八选四, 8 个项目已分为 两组(每组中 已经组合了四 个项目), 随机 任选一组)	合同审核	30	1	16	
			信用证审核	30	1	16	
			商业发票缮制	30	1	14	
			装箱单缮制	30	1	14	
			国际海运货物委托 书缮制	30	1	10	
			货物运输投保单缮 制	30	1	10	
			普惠制产地证缮制	30	1	10	
			汇票缮制	30	1	10	
3	跨岗位技能 (必考)	跨境电商运营	产品描述和标题 设计	30	1	20	
4	职业素养和操作规范						10%

现试题库编写有：英语语言应用60套，商务英语谈判试题60套，外贸单证缮

制试题30套，跨境电商运营试题30套，试题总量为180套。后续将根据商英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。

目 录

一、专业基本技能	1
模块一 英语语言应用	1
1. 试题编号: 1-1: 国际商务信息检索、商务文书翻译	1
2. 试题编号: 1-2: 国际商务信息检索、商务文书翻译	6
3. 试题编号: 1-3: 国际商务信息检索、商务文书翻译	1
4. 试题编号: 1-4: 国际商务信息检索、商务文书翻译	1
5. 试题编号: 1-5: 国际商务信息检索、商务文书翻译	6
6. 试题编号: 1-6: 国际商务信息检索、商务文书翻译	11
7. 试题编号: 1-7: 国际商务信息检索、商务文书翻译	16
8. 试题编号: 1-8: 国际商务信息检索、商务文书翻译	21
9. 试题编号: 1-9: 国际商务信息检索、商务文书翻译	26
10. 试题编号: 1-10: 国际商务信息检索、商务文书翻译	31
11. 试题编号: 1-11: 国际商务信息检索、商务文书翻译	35
12. 试题编号: 1-12: 国际商务信息检索、商务文书翻译	42
13. 试题编号: 1-13: 国际商务信息检索、商务文书翻译	48
14. 试题编号: 1-14: 国际商务信息检索、商务文书翻译	53
15. 试题编号: 1-15: 国际商务信息检索、商务文书翻译	58
16. 试题编号: 1-16: 国际商务信息检索、商务文书翻译	63
17. 试题编号: 1-17: 国际商务信息检索、商务文书翻译	69
18. 试题编号: 1-18: 国际商务信息检索、商务文书翻译	74
19. 试题编号: 1-19: 国际商务信息检索、商务文书翻译	79
20. 试题编号: 1-20: 国际商务信息检索、商务文书翻译	85
21. 试题编号: 1-21: 国际商务信息检索、商务文书翻译	91
22. 试题编号: 1-22: 国际商务信息检索、商务文书翻译	97
23. 试题编号: 1-23: 国际商务信息检索、商务文书翻译	103
24. 试题编号: 1-24: 国际商务信息检索、商务文书翻译	108

25. 试题编号: 1-25: 国际商务信息检索、商务文书翻译	114
26. 试题编号: 1-26: 国际商务信息检索、商务文书翻译	119
27. 试题编号: 1-27: 国际商务信息检索、商务文书翻译	124
28. 试题编号: 1-28: 国际商务信息检索、商务文书翻译	129
29. 试题编号: 1-29: 国际商务信息检索、商务文书翻译	134
30. 试题编号: 1-30: 国际商务信息检索、商务文书翻译	139
31. 试题编号: 1-31: 国际商务信息检索、商务文书翻译	144
32. 试题编号: 1-32: 国际商务信息检索、商务文书翻译	149
32. 试题编号: 1-32: 国际商务信息检索、商务文书翻译	154
33. 试题编号: 1-33: 国际商务信息检索、商务文书翻译	159
34. 试题编号: 1-34: 国际商务信息检索、商务文书翻译	164
35. 试题编号: 1-35: 国际商务信息检索、商务文书翻译	170
36. 试题编号: 1-36: 国际商务信息检索、商务文书翻译	175
37. 试题编号: 1-37: 国际商务信息检索、商务文书翻译	180
38. 试题编号: 1-38: 国际商务信息检索、商务文书翻译	185
39. 试题编号: 1-39: 国际商务信息检索、商务文书翻译	190
40. 试题编号: 1-40: 国际商务信息检索、商务文书翻译	195
41. 试题编号: 1-41: 国际商务信息检索、商务文书翻译	200
42. 试题编号: 1-42: 国际商务信息检索、商务文书翻译	206
43. 试题编号: 1-43: 国际商务信息检索、商务文书翻译	212
44. 试题编号: 1-44: 国际商务信息检索、商务文书翻译	217
45. 试题编号: 1-45: 国际商务信息检索、商务文书翻译	222
46. 试题编号: 1-46: 国际商务信息检索、商务文书翻译	227
47. 试题编号: 1-47: 国际商务信息检索、商务文书翻译	233
48. 试题编号: 1-48: 国际商务信息检索、商务文书翻译	238
49. 试题编号: 1-49: 国际商务信息检索、商务文书翻译	243
50. 试题编号: 1-50: 国际商务信息检索、商务文书翻译	249

51. 试题编号: 1-51: 国际商务信息检索、商务文书翻译	255
52. 试题编号: 1-52: 国际商务信息检索、商务文书翻译	261
53. 试题编号: 1-53: 国际商务信息检索、商务文书翻译	267
54. 试题编号: 1-54: 国际商务信息检索、商务文书翻译	272
55. 试题编号: 1-55: 国际商务信息检索、商务文书翻译	278
56. 试题编号: 1-56: 国际商务信息检索、商务文书翻译	283
57. 试题编号: 1-57: 国际商务信息检索、商务文书翻译	288
58. 试题编号: 1-58: 国际商务信息检索、商务文书翻译	293
59. 试题编号: 1-59: 国际商务信息检索、商务文书翻译	298
60. 试题编号: 1-60: 国际商务信息检索、商务文书翻译	303
二、专业核心技能	308
模块二 商务英语谈判	308
1. 试题编号: 2-1: 商务谈判对话设计、商务函电撰写	308
2. 试题编号: 2-2: 商务谈判对话设计、商务函电撰写	313
3. 试题编号: 2-3: 商务谈判对话设计、商务函电撰写	318
4. 试题编号: 2-4: 商务谈判对话设计、商务函电撰写	323
5. 试题编号: 2-5: 商务谈判对话设计、商务函电撰写	328
6. 试题编号: 2-6: 商务谈判对话设计、商务函电撰写	333
7. 试题编号: 2-7: 商务谈判对话设计、商务函电撰写	338
8. 试题编号: 2-8: 商务谈判对话设计、商务函电撰写	343
9. 试题编号: 2-9: 商务谈判对话设计、商务函电撰写	348
10. 试题编号: 2-10: 商务谈判对话设计、商务函电撰写	353
11. 试题编号: 2-11: 商务谈判对话设计、商务函电撰写	358
12. 试题编号: 2-12: 商务谈判对话设计、商务函电撰写	364
13. 试题编号: 2-13: 商务谈判对话设计、商务函电撰写	370
14. 试题编号: 2-14: 商务谈判对话设计、商务函电撰写	376
15. 试题编号: 2-15: 商务谈判对话设计、商务函电撰写	382

16. 试题编号：2-16：商务谈判对话设计、商务函电撰写	388
17. 试题编号：2-17：商务谈判对话设计、商务函电撰写	394
18. 试题编号：2-18：商务谈判对话设计、商务函电撰写	400
19. 试题编号：2-19：商务谈判对话设计、商务函电撰写	406
21. 试题编号：2-21：商务谈判对话设计、商务函电撰写	416
22. 试题编号：2-22：商务谈判对话设计、商务函电撰写	421
23. 试题编号：2-23：商务谈判对话设计、商务函电撰写	426
24. 试题编号：2-24：商务谈判对话设计、商务函电撰写	431
25. 试题编号：2-25：商务谈判对话设计、商务函电撰写	436
26. 试题编号：2-26：商务谈判对话设计、商务函电撰写	442
27. 试题编号：2-27：商务谈判对话设计、商务函电撰写	448
28. 试题编号：2-28：商务谈判对话设计、商务函电撰写	454
29. 试题编号：2-29：商务谈判对话设计、商务函电撰写	460
30. 试题编号：2-30：商务谈判对话设计、商务函电撰写	466
31. 试题编号：2-31：商务谈判对话设计、商务函电撰写	472
32. 试题编号：2-32：商务谈判对话设计、商务函电撰写	477
33. 试题编号：2-33：商务谈判对话设计、商务函电撰写	482
34. 试题编号：2-34：商务谈判对话设计、商务函电撰写	487
35. 试题编号：2-35：商务谈判对话设计、商务函电撰写	492
36. 试题编号：2-36：商务谈判对话设计、商务函电撰写	497
37. 试题编号：2-37：商务谈判对话设计、商务函电撰写	502
38. 试题编号：2-38：商务谈判对话设计、商务函电撰写	507
39. 试题编号：2-39：商务谈判对话设计、商务函电撰写	512
40. 试题编号：2-40：商务谈判对话设计、商务函电撰写	517
41. 试题编号：2-41：商务谈判对话设计、商务函电撰写	522
42. 试题编号：2-42：商务谈判对话设计、商务函电撰写	528
43. 试题编号：2-43：商务谈判对话设计、商务函电撰写	534

44. 试题编号：2-44：商务谈判对话设计、商务函电撰写	540
45. 试题编号：2-45：商务谈判对话设计、商务函电撰写	546
46. 试题编号：2-46：商务谈判对话设计、商务函电撰写	552
47. 试题编号：2-47：商务谈判对话设计、商务函电撰写	558
48. 试题编号：2-48：商务谈判对话设计、商务函电撰写	564
49. 试题编号：2-49：商务谈判对话设计、商务函电撰写	570
50. 试题编号：2-50：商务谈判对话设计、商务函电撰写	575
51. 试题编号：2-51：商务谈判对话设计、商务函电撰写	580
52. 试题编号：2-52：商务谈判对话设计、商务函电撰写	585
53. 试题编号：2-53：商务谈判对话设计、商务函电撰写	590
54. 试题编号：2-54：商务谈判对话设计、商务函电撰写	595
55. 试题编号：2-55：商务谈判对话设计、商务函电撰写	600
56. 试题编号：2-56：商务谈判对话设计、商务函电撰写	606
57. 试题编号：2-57：商务谈判对话设计、商务函电撰写	612
58. 试题编号：2-58：商务谈判对话设计、商务函电撰写	618
59. 试题编号：2-59：商务谈判对话设计、商务函电撰写	624
60. 试题编号：2-60：商务谈判对话设计、商务函电撰写	630
模块三：外贸单证缮制	636
1. 试题编号：3-1：合同审核、单证缮制	636
2. 试题编号：3-2：合同审核、单证缮制	645
3. 试题编号：3-3：合同审核、单证缮制	654
4. 试题编号：3-4：合同审核、单证缮制	663
5. 试题编号：3-5：合同审核、单证缮制	672
6. 试题编号：3-6：合同审核、单证缮制	681
7. 试题编号：3-7：合同审核、单证缮制	690
8. 试题编号：3-8：合同审核、单证缮制	699
9. 试题编号：3-9：合同审核、单证缮制	708

10. 试题编号：3-10：合同审核、单证缮制	717
11. 试题编号：3-11：信用证审核、单证缮制	726
12. 试题编号：3-12：信用证审核、单证缮制	736
13. 试题编号：3-13：信用证审核、单证缮制	746
14. 试题编号：3-14：信用证审核、单证缮制	756
15. 试题编号：3-15：信用证审核、单证缮制	766
16. 试题编号：3-16：信用证审核、单证缮制	776
17. 试题编号：3-17：信用证审核、单证缮制	786
18. 试题编号：3-18：信用证审核、单证缮制	796
19. 试题编号：3-19：信用证审核、单证缮制	806
20. 试题编号：3-20：信用证审核、单证缮制	816
21. 试题编号：3-21：合同审核、单证缮制	826
22. 试题编号：3-22：合同审核、单证缮制	835
23. 试题编号：3-23：合同审核、单证缮制	844
24. 试题编号：3-24：合同审核、单证缮制	853
25. 试题编号：3-25：合同审核、单证缮制	862
26. 试题编号：3-26：合同审核、单证缮制	871
27. 试题编号：3-27：合同审核、单证缮制	881
28. 试题编号：3-28：合同审核、单证缮制	891
29. 试题编号：3-29：合同审核、单证缮制	901
30. 试题编号：3-30：合同审核、单证缮制	911
31. 试题编号：3-31：信用证审核、单证缮制	921
32. 试题编号：3-32：信用证审核、单证缮制	932
33. 试题编号：3-33：信用证审核、单证缮制	943
34. 试题编号：3-34：信用证审核、单证缮制	954
35. 试题编号：3-35：信用证审核、单证缮制	965
36. 试题编号：3-36：信用证审核、单证缮制	976

37. 试题编号：3-37：信用证审核、单证缮制	987
38. 试题编号：3-38：信用证审核、单证缮制	998
39. 试题编号：3-39：信用证审核、单证缮制	1009
40. 试题编号：3-40：信用证审核、单证缮制	1020
41. 试题编号：3-41：合同审核、单证缮制	1031
42. 试题编号：3-42：合同审核、单证缮制	1041
43. 试题编号：3-43：合同审核、单证缮制	1051
44. 试题编号：3-44：合同审核、单证缮制	1061
45. 试题编号：3-45：合同审核、单证缮制	1071
46. 试题编号：3-46：合同审核、单证缮制	1081
47. 试题编号：3-47：合同审核、单证缮制	1091
48. 试题编号：3-48：合同审核、单证缮制	1101
49. 试题编号：3-49：合同审核、单证缮制	1111
50. 试题编号：3-50：合同审核、单证缮制	1121
51. 试题编号：3-51：信用证审核、单证缮制	1131
52. 试题编号：3-52：信用证审核、单证缮制	1142
53. 试题编号：3-53：信用证审核、单证缮制	1153
54. 试题编号：3-54：信用证审核、单证缮制	1164
55. 试题编号：3-55：信用证审核、单证缮制	1175
56. 试题编号：3-56：信用证审核、单证缮制	1186
57. 试题编号：3-57：信用证审核、单证缮制	1197
58. 试题编号：3-58：信用证审核、单证缮制	1208
59. 试题编号：3-59：信用证审核、单证缮制	1219
60. 试题编号：3-60：信用证审核、单证缮制	1230
三、跨岗位技能	1241
模块四：跨境电商运营	1241
1. 试题编号：4-1：跨境电商运营	1241

2. 试题编号：4-2：跨境电商运营	1244
3. 试题编号：4-3：跨境电商运营	1247
4. 试题编号：4-4：跨境电商运营	1250
5. 试题编号：4-5：跨境电商运营	1253
6. 试题编号：4-6：跨境电商运营	1256
7. 试题编号：4-7：跨境电商运营	1259
8. 试题编号：4-8：跨境电商运营	1262
9. 试题编号：4-9：跨境电商运营	1265
10. 试题编号：4-10：跨境电商运营	1268
11. 试题编号：4-11：跨境电商运营	1271
12. 试题编号：4-12：跨境电商运营	1274
13. 试题编号：4-13：跨境电商运营	1277
14. 试题编号：4-14：跨境电商运营	1280
15. 试题编号：4-15：跨境电商运营	1283
16. 试题编号：4-16：跨境电商运营	1286
17. 试题编号：4-17：跨境电商运营	1289
18. 试题编号：4-18：跨境电商运营	1292
19. 试题编号：4-19：跨境电商运营	1295
20. 试题编号：4-20：跨境电商运营	1298
21. 试题编号：4-21：跨境电商运营	1301
22. 试题编号：4-22：跨境电商运营	1304
23. 试题编号：4-23：跨境电商运营	1307
24. 试题编号：4-24：跨境电商运营	1310
25. 试题编号：4-25：跨境电商运营	1313
26. 试题编号：4-26：跨境电商运营	1316
27. 试题编号：4-27：跨境电商运营	1319
29. 试题编号：4-29：跨境电商运营	1325

30. 试题编号: 4-30: 跨境电商运营 1328

一、专业基本技能

模块一 英语语言应用

1. 试题编号：1-1：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

- ① 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。
- ② 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。

III. 抽考试题：

① 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. OHG, doing business as **ALDI**, short for “*Albrecht Discount*”, is a discount supermarket chain based in Germany. The chain is made up of two separate groups, *ALDI Nord* (North—operating as ALDI MARKT), headquartered in Essen, and *ALDI Süd* (South - operating as ALDI Süd), headquartered in Mülheim an der Ruhr, which operates 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 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 products, 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 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 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 stores to be smaller than supermarkets which cover the same range of products but with more diversity. This practice also allowed ALDI 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 UK or Vegemite and Milo in Australia. In the US, major brand-name products such as Oscar Mayer Bacon, are occasionally offered as “special buy”. The “special buy” program refers to brand-name items that ALDI has received at a special price from the vendor and can offer for a reduced price. Unlike most other stores, ALDI 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 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 Group 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.

Task: 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 _____ 1 _____, ALDI Group is a chain of _____ 2 _____ and one of the world’s largest privately owned companies with about _____ 3 _____ stores worldwide. The group was founded by brothers _____ 4 _____ and Theo Albrecht. They named their company _____ 5 _____ or ALDI for short. In _____ 6 _____ the two brothers split the company into _____ 7 _____ and *ALDI Süd*. ALDI Group expanded _____ 8 _____ in the 1970s and 1980s, experiencing a rapid expansion in the number of outlets. ALDI Group specializes in _____ 9 _____ such as food, beverages, toilet paper and other inexpensive household items. Its business model was based on _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese:

Lotus Slippers, Buy one and Get One Free!

The Lotus slippers made by our company are reasonable in price and excellent in quality, which are extremely suitable for all ages. Our products have various colors

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

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

2. 试题编号：1-2：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 UK based Home Bargains stores, formally known as Home & Bargains. 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 our friendly staff are always on hand to serve your 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 UK. 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 UK; 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, 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.”

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

TJ Morris Ltd. Profile
Established over 30 years ago by _____ 1 _____, TJ Morris Ltd. operates his business on one core principle: to sell branded goods at _____ 2 _____ possible.
With more than _____ 3 _____ stores and over 7,000 staff, its main business is in its _____ 4 _____ Home Bargains stores, which have red and sky blue branding. It 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 _____ 5 _____, holding _____ 6 _____

of the entire profit of the sum of all listed companies. It provides a wide range of top quality brands, from health and _____ 7 _____ to household goods, food and toys. By 2015, it expects to reach its billion pound _____ 8 _____ target. Recently, it has launched a new e-commerce website to sell many of the same products that are available in _____ 9 _____ except for _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

1. Product: Seagull brand energy-saving battery
2. Model: DMC
3. Specification: 72V/200Ah
4. Height: 47.5mm
5. Width: 115.5mm
6. Length: 215.5 mm
7. Features of the product: Safe, environmental protection and easy to carry with
8. Using Instruction: Please charge no more than 6 hours each time and 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.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

3. 试题编号：1-3：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 insure 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 material that is Forest Stewardship Council (FSC) certified, insuring 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.

Task: 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 _____ 1 _____ that operates around a simple principle, "To satisfy our customers with _____ 2 _____, innovative products supported by efficient, friendly service." Since its initial start in _____ 3 _____, the company has developed four product divisions, namely, Bathroom Furniture, Outdoor Furniture, Indoor Furniture and _____ 4 _____. The furniture is manufactured under the Foremost, Foremost Casual, _____ 5 _____, and Fireworks

brands, as well as private-label names for major retailers. The company is committed to environmental responsibility. Its Water Sense qualifying toilets provide high efficiency waste removal while using _____ 6 _____ less water with every flush. The bath vanities and _____ 7 _____ use CARB Phase II compliant wood. It has also won KCMA's ESP certification for meeting requirements in the areas of 8 _____, product and process resource management, _____ 9 _____, and community relations. Moreover, the packaging and marketing materials are also _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Beauty Brand Furniture Specification

Brand: Beauty

Manufacturer: Hunan Provincial Light Industrial Products

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 spared parts are contained in the sealed carton (硬纸盒).

Quality assurance: One-month free of change, three-month free of maintenance (维修)

Caution: Avoid long time sunlight

If you have any problem, please do not hesitate to call us at 400-123-455

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

4. 试题编号：1-4：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to SKP

Seow Khim Polythelene Co Pte Ltd. (SKP) was founded in 1979 and incorporated in 1994. It has revolutionized the plastics disposable packaging industry, and indirectly, the entire food and beverage industry in Singapore and world. Now it has 46 retail branches island wide and occupies 240,000 sqf of facilities.

SKP's products are consumed locally and overseas. It is the largest supplier of disposable plastic packaging in the local market, commanding 70% of the market share. SKP possesses a well established and wide business network overseas that spread across 4 continents. The markets include U.S.A., United Kingdom, Australia, Japan, Europe, Middle East and Korea, etc. The goods are sold to popular restaurants,

fast food chains, coffee shops, supermarkets, coffee-clubs, and food courts around the island. They can supply take-away meals to their consumers using SKP's disposable packaging; thus increasing their business and bringing added convenience to today's busy working class. These containers are micro-wave safe, thereby making a significant impact on modern lifestyle, as food can be stored, heated and eaten off the same container .

The Management, led by Chairman, Mr. Lim Seow Khim and his 4 dynamic brothers, are keen observers of market trends. Every member of the senior management takes a personal interest in quality control and product development. They are able to spot opportunities for growth long before others consider it feasible. These are some of the "first" they have scored:

The introduction of thin walled plastic disposable containers;

Investment in multi-million dollar technology, including the most advanced double-sided moulds, the best machines and the engagement of skilled technicians;

Introduction of full color print on plastic cups, it remains the only company with this capability;

Introduction of thermoforming production which manufactures plastic containers that are flexible and durable, thus defeating the shortcomings of rigidity and brittleness of moulded containers.

Now SKP is fully computerized in all its administrative and inventory control functions. The company has spent more than \$500,000 on its computer system. The customized networks system is linked to all departments for better integration and command and control. This investment has resulted in greater efficiency workforce. The huge investments in technology were made with the consumers' needs foremost in mind. While SKP made its conquests in speed and quantity, it also meticulously paid attention to detail. As a result, our company has established a strong reputation for quality, and many customers insist on our products exclusively. SKP intends to be the low-cost global leader in providing customer-preferred packaging solutions to selected value-added segments. Its dedicated team of packaging design engineers and materials experts collaborates with customers to help them differentiate their products

with more convenient and functional packaging in a wide variety of markets. They focus on four areas to deliver customer's need:

Speed to market – Our success at simplifying the supply chain helps us significantly reduce lead time to get your product to market quickly.

Flexibility – Our efforts are focused on you. We constantly listen to our customers and adapt to meet your needs.

Design and development – We give you tangible and visual feedback throughout the development stage by using our sophisticated software and technologies:

Sophisticated 3-D modeling software

Finite Element Analysis (FEA) – Optimizes design and weight

Structural analysis

Mold-fill analysis

Mold-flow simulation

Continuous improvement – More than 100 years of corporate commitment go into our focus on quality improvement, cost-to-produce improvements, and customer satisfaction.

Above all, SKP has a strong record in the area of corporate sustainability, reflecting the company's recognition that sustainability is an important issue to our customers, shareholders, employees and other key stakeholders. In 2005, SKP identified the need for a more comprehensive approach for the future and formed a corporate sustainability committee with the overarching goal of ensuring SKP's leadership position in sustainability by continuing to integrate the concept into the company's business strategy and culture. The SKP corporate sustainability committee provides oversight, guidance and direction on social, community and environmental issues that have potential impact on the reputation and long-term economic viability of the company and our stakeholders.

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

SKP Profile

Founded in _____ 1 _____, Seow Khim Polythelene Co Pte Ltd. (SKP) has revolutionized the _____ 2 _____ industry, and become the _____ 3 _____ supplier in Singapore. With _____ 4 _____ of the market share in the local market, it also possesses a wide range of oversea markets including U.S.A., United Kingdom, Australia, Japan, _____ 5 _____, Middle East and Korea, etc. The products are sold to popular restaurants, _____ 6 _____, coffee shops, supermarkets, coffee-clubs, hawker centre and food courts around the island. The Management, Mr. Lim Seow Khim and his _____ 7 _____ dynamic brothers, is paying close attention to market trends. They have spent over _____ 8 _____ in the computer system. They focus on four areas to deliver customer's need: speed to market, flexibility, _____ 9 _____, and continuous improvement. SKP has a strong record in the area of _____ 10 _____, which is an important issue to customers, shareholders, employees and other key stakeholders.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Plastic Food Container

Brand: Rubbermaid (乐柏美)

Manufacturer: SKP

Production Dimensions: 8×16×10 inches

Weight: 1 pound

Product Description: Square in shape and allow for easy of stacking; BPA free; Safe to use in refrigerator, freezer, microwave, and dishwasher; Ideal to store cookies, cupcakes, and other baked goods. Perfect food storage choice for family outing and picnic party. With Rubbermaid's plastic food container, you'll find storage and organization a breeze!

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

5. 试题编号：1-5：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 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, via

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;

Supports 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 evolve customer needs and new competitors. Change is a constant feature of our day-to-day business life. Thus, we apply the SMART principle to encourage 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..

Task: 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 _____ 1 _____, Naseeb International Corp. is engaged in the

manufacture, import and _____ 2 _____ of a variety of consumer goods, including: Bed & Bath, Giftware, Home Hardware, _____ 3 _____, Household Items, Cosmetics, Electronics and much more. They focus on improving transaction systems and _____ 4 _____ to facilitate our global growth. The supply chain runs through a wide spectrum of functions right from materials planning to _____ 5 _____ to primary distribution. _____ 6 _____ are the very core of all its business activities. Its global consumer research allows us to get closer to consumers in local and international markets, ensuring they understand their diverse needs and _____ 7 _____. The market environment is subject to _____ 8 _____. They apply the _____ 9 _____ principle to encouraging their staff to set ambitious objectives. This principle is the _____ 10 _____ of the good leadership which they aim to achieve throughout Naseeb International Corp..

② 商务文书翻译:

(10分)

Directions: 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)	9:00-10:00 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)	9:00-12:00 a.m. discuss the details of the contract	2:30-3:00 p.m. sign the contract with Hunan Provincial Light Industrial Products Corporation Ltd.
Friday (Dec. 6th)	8:00-12:00 a.m. visit some places of interest	2:00 p.m. take flight CS2018 to go back to America

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

6. 试题编号：1-6：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 challenge, 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 (生化酶), microorganisms, and biopharmaceutical ingredients (生物制药的成分). 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 reengineer 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 E.U.

Our corporation's 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.

Task: 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 _____ 1 _____ products used in 130 countries, Novozymes has develop improved bio innovation solutions for _____ 2 _____, pharmaceutical products, the chemical and energy sector, and countless other industries. The vision of their company is to utilize _____ 3 _____ to help farmers produce more and better, while _____ 4 _____ the consumption of environmental resources. Their main business covers _____ 5 _____, microorganisms, and biopharmaceutical ingredients, and there are three core technology platforms including biofertility, 6 _____, and bioyield enhancer. Our corporation's promise is to "Rethink Tomorrow", with 14% of revenue invested in _____ 7 _____. Their central strategy is to keep close alliance with their customers by combining our _____ 8 _____ with customers' industry insights to improve product performance. Over the course of the last 40 years, they have _____ 9 _____ employees working in research, 10 _____, and sales around the world to shape the businesses of today and the world of tomorrow.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Tide Washing Powder

Production Dimensions: 5×5×5 inches

Weight: 2.64 pound

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 (配方) so you can use 1/3 less than previous non-concentrated formula and get the same great Tide clean.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

7. 试题编号：1-7：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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.

Task: 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 a global _____ 1 _____ with an unrivaled portfolio of brands people love. The company is headquartered in _____ 2 _____, Illinois. It markets many brands in approximately 170 countries and has _____ 3 _____ iconic brands generating revenue of over _____ 4 _____ annually, including Cadbury, Jacobs, Kraft, LU, Maxwell House, Milka, _____ 5 _____, Oreo, Oscar Mayer, Philadelphia and Trident. It is the second largest food company in the world after _____ 6 _____. Kraft conducts its global food business through two main operating units, Kraft Foods North America and _____ 7 _____. These two units participate in five core consumer sectors: snacks, beverages, cheese, grocery and _____ 8 _____. The company holds the top global position in 11 product categories: coffee, cookies, crackers, _____ 9 _____, dessert mixes, dry packaged dinners, lunch combinations, powdered soft drinks, process cheese, salad dressings, and snack nuts. There three strategies that drive its growth, namely, delight global snacks consumers, unleash the power of its iconic heritage brands, and create a _____ 10 _____, values-led organization.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese:

Happiness Coffeemaker

The Happiness Coffeemaker introduces a revolutionary 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 a self clean indicator, it's the ideal coffeemaker for today's demanding consumer. It is simple and easy to use. Happiness coffeemaker, your best choice!

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

8. 试题编号：1-8：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 Market was "the fastest-growing mass retailer in the U.S.A., with same-store sales rising 17.1 per cent quarter-on-quarter."

Our founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of Clarksville Natural Grocery. In 1978, twenty-five year old college dropout John Mackey and twenty-one year old Renee Lawson Hardy, borrowed \$45,000 from family and friends to open the

doors of a small natural foods store called SaferWay in Austin, Texas. Two years later, John and 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-over's. 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 do not sell food that has been irradiated and sell 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 customers, 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 Market 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 Market is an exciting company of which to be a part and a very special place to work.

Task: 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 _____ 1 _____ foods, with over than 300 stores in _____ 2 _____ and the United Kingdom. Their founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of _____ 3 _____. The original Whole Foods Market started in 1980, at 10,500 square feet and a staff of _____ 4 _____. Since

then, it has developed incredibly rapidly, much of which has been achieved through 5 _____. Now it sells an average of _____ 6 _____ food and non-food items, including seafood, _____ 7 _____, meat and poultry, bakery, prepared foods, specialty, whole body, floral, _____ 8 _____ and household products. In its larger stores, catering services are provided for customers with _____ 9 _____. In all, its success relies on the _____ 10 _____ and intelligence of all of its team members.

② 商务文书翻译:

(10 分)

Directions: Translate the following job wanted into Chinese:

Job Wanted

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

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

9. 试题编号：1-9：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 comes 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 RMB 49.42 billion or Bt247.11 billion with average business growth achieved 17.65 percent in 2008. Its total assets was reported RMB 30.35 billion or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, property, medicine, retail and international trade.

Task: 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 _____ 1 _____, Thailand, Charoen Pokphand Group (CP Group) was founded in 1921. Today, it has over _____ 2 _____ employees and operates in the agribusiness, retail and _____ 3 _____ markets. The Chia brothers started their business with a _____ 4 _____ called “Chia Tai”. Later, it developed towards the production of _____ 5 _____ and further integrated towards livestock farming. Over thirty years’ expansion, it has become _____ 6 _____ feed mill operator in the world. Charoen Pokphand Group is also the first multinational corporation to invest in China’s _____ 7 _____, in 1979. Since then, it has had more than 100 compounds feed mills and 5 fully _____ 8 _____ in 29 of China’s 31 provinces, autonomous regions and municipalities. Its total assets was reported _____ 9 _____ RMB or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, _____ 10 _____, medicine, retail and international trade.

② 商务文书翻译:

(10 分)

Directions: Translate the following product description into Chinese:

Lotus Slippers, Buy one and Get One Free!

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

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

10. 试题编号：1-10：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 extend 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 (营养品) and Cosmeceuticals (保养品), 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 on 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 optimize 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.

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.

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 favorite for baby care, home and professional use.

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.

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.

Skin Basics

This successful skincare brand delivers an excellent range of gentle, soap-free cleansing, moisturizing and protective formulations for dry skin conditions.

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.

Slimm

It has been carefully designed to fit our modern lifestyle and help you with a nutritious, well balanced, scientifically based, effective weight management program. Slimm 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.

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.

Task : 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 operations in _____ 1 _____, Probiotec Limited is well-known for its _____ 2 _____ and rapid response to market opportunities. Its development has been facilitated by strong organic growth and _____ 3 _____ 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. It offers a diverse range of prescription and over-the-counter (OTC) pharmaceuticals, complementary medicines and _____ 4 _____. What separates Probiotec Limited from others is not only our heavy investment on _____ 5 _____, but they also _____ 6 _____ their own products. Their brands are stocked in pharmacies, _____ 7 _____ and major supermarkets across Australia. Their products are also available from their _____ 8 _____ www.pharmaonline.com.au. Their branded products include Celebrity Slim, _____ 9 _____, Milton, Gold Cross, David Craig, _____ 10 _____, Arthroflex MAX, Slimmm, Palastart & Palabind.

② 商务文书翻译:

(10分)

Directions: 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 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 dose 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 (营养物) supplement of the same type.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

11. 试题编号：1-11：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 strategy can be compared to a house – with values as a solid foundation and a proven mission that makes 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's business is about helping our customers 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 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 consumers. 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-ordinated, 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.

Task: 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 _____ 1 _____, Onninen Group is a family-owned company which offers _____ 2 _____ to contractors, industry, public organizations and retailers in the markets of _____ 3 _____ countries . Onninen has two product brands of its own: Onnline for _____ 4 _____ use, and _____ 5 _____ for easy living of consumers. Customers of Onninen can either shop in an Onninen Express

store, the company's _____ 6 _____ targeted to serve business-to-business customers, or be served electronically in OnnShop, an _____ 7 _____ that offers all the Onninen warehouse products. Onninen Group also offers logistics services and _____ 8 _____. The company's total net sale for 2010 was _____ 9 _____. It aims to achieve _____ 10 _____ annual growth in turnover in the next 3 – 5 years.

② 商务文书翻译:

(10分)

Directions: 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 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 dose 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 (营养物) supplement of the same type.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务 信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书 翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

12. 试题编号：1-12：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 strategically headquartered in Hialeah, 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 Group 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 is 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 U.S.A. in the beginning years, we have expanded our manufacturing base into 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, who 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.

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

<p>Reach Cooling Group Profile</p> <p>Founded in _____ 1 _____, Reach Cooling Group is a manufacturer and marketer of _____ 2 _____. The company is based in _____ 3 _____. With the most _____ 4 _____ product range in the market, Reach Cooling Group's products and equipment are made to be suitable for an almost _____ 5 _____ variety of applications. The company's factories follow strict _____ 6 _____ and other worldwide accepted standards. It has a successful _____ 7 _____ network and several professional factories _____ 8 _____. The company continually strives to provide new or _____ 9 _____ products with methods and procedures that are _____ 10 _____ to the environment.</p>
--

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Lotus Slippers, Buy one and Get One Free!

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

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	

	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

13. 试题编号：1-13：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Innovair Corporation from the official website of the company.

A Brief Introduction to Innovair Corporation

Established in Miami, Florida, Innovair Corporation specializes in the manufacture of efficient green technology for a wide range of residential and commercial Air-conditioning and Refrigeration products. Our success has been built on a strong reputation of superior quality, value, excellent service, honesty and integrity. Striving for excellence, it commits itself to continuing research and development in Air-conditioning and Refrigeration technology.

Aiming to be on the forefront of product development and innovative design, as well as the optimization of its unit's performance, Innovair Corporation designed and manufactured high quality equipments that are well-engineered, reliable, and

cost-effective. Today, Innovair Corporation offers several complete lines of Air-conditioning and Refrigeration products not only meeting customer satisfaction, but even exceeding their expectations.

Our long list of available standard and optional features makes them the ideal choice for residential and commercial projects. It is a great benefit in terms of quality, cost and efficiency. Innovair Corporation team efforts have been focused on providing value to our customers.

Our Philosophy

To maintain our aim to be in the forefront of the Air-conditioning & Refrigeration industry, we have built a team of professionals focused on quality and integrity who consistently exceed the expectations of our customers. Employees in Innovair Corporation give utmost importance to respecting individuality and diversity among each other.

Every employee in Innovair Corporation adheres to company policies and procedures at all times. We all pledge to be honest, ethical and to always do the right thing. When performing our duties, we always aim for customer satisfaction through clean, fast and quality workmanship.

We are committed to encouraging and honing individual skills and talents in order to contribute to employees' career growth while better ensuring quality output from our manufactured products.

Our Values

Because the comfort and well being of your business, home and family is at stake, Innovair Corporation has gone to great lengths to establish and adhere to a number of core values that will ensure your satisfaction. With our commitment to excellence, we strive to provide the highest quality products to meet your every unique need. Our mission is to exceed customers' expectations in all aspects of Air-conditioning and Refrigeration requirements. We have set the highest standards of service for others to follow in our industry.

Our business operates with competency, integrity, and honesty in mind. Respect towards customers, suppliers, and work associates are strongly emphasized while

promoting teamwork and collaboration. This enables us to develop strong lines of communication within the organization and with our customers, which in turn, leads to the trust and confidence that is essential to maintain long term relationships and happy customers.

The Experience

The engineers at Innovair Corporation have many years of experience in the design of Air-conditioning and Refrigeration products and similar applications.

Our sales and marketing department is an extension of our design team. Our remarkable customer service ensures all your questions are answered and that you are satisfied with your every purchase. We are passionate about what we do and a good customer report is our reward.

Environment Friendly Refrigerants

Faced with today's tough environmental challenges and with global warming, we are more committed than ever to develop solutions which utilize sustainable energy sources in order to conserve our planet's non-renewable reserves of fossil fuels. We offer a wide range of eco-friendly heat pumps and refrigeration products constantly adding more to our list. Our CFX series uses R410A that is chlorine free and non-depleting refrigerant. Such will not only help save money on energy bills but also help reduce carbon dioxide emissions in the atmosphere to help control global warming.

The Solution

Our Air-conditioning and Refrigeration are part of a market-leading range of superior efficiency products from Innovair Corporation.

Air-conditioning units are available up to 5 tons and custom units up to 100 tons. Hermetic Refrigeration units are available from 3/4 HP to 5 HP and Semi-hermetic are available from 2 HP to 30 HP in LOW-MED-HIGH temp. There are units to meet your every need.

On top of that, Innovair Corporation is dedicated to providing the best possible solution for families and businesses in Florida, across United States and to outside regions. You can count on us to provide you with a system that fits your unique needs.

We can meet the expectations of the most demanding projects with our broad based knowledge of our industry. No matter what your Air-conditioning and Refrigeration requirements are, Innovair Corporation can deliver a solution.

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

Innovair Corporation Profile

Innovair Corporation is a manufacturer of _____ 1 _____ and commercial _____ 2 _____ products. Aiming to be on the _____ 3 _____ of the industry, the company has built a team of professionals who consistently _____ 4 _____ the expectations of the customers. Faced with _____ 5 _____ and with global warming, the company is committed to develop solutions which utilize _____ 6 _____ and offer a wide range of _____ 7 _____ products. Innovair Corporation employs _____ 8 _____ engineers and offers _____ 9 _____ customer services. It can meet the expectations of the most _____ 10 _____ projects.

② 商务文书翻译:

(10分)

Directions: Translate the following product advertisement into Chinese:

Innovair Air-Conditioner Starts Wonderful Life

Innovative technology, superior quality.

Fast cooling, low noise.

Scientific design, excellent appearance.

The forerunner of the age of air conditioner, the leader of the age of air conditioner.

Taking Innovair Air-conditioner to home, you can enjoy coolness for a whole summer.

Taking Innovair Air-conditioner to home, you can enjoy comfort for good.

Innovair Air-conditioner, makes a better life.

Innovair Air-conditioner, splendid life will be in your hands.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

14. 试题编号：1-14：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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.

Task: 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 is an American company that designs, manufactures and markets 1 _____ systems for use in _____ 2 _____ property. The company can trace its roots back to _____ 3 _____. It has been growing through the years by developing _____ 4 _____ brands and acquiring _____ 5 _____ brands. It has _____ 6 _____ manufacturing facilities located in the U.S., _____ 7 _____ and Canada. It also has a 500,000-square-foot _____ 8 _____ in Tampa, Florida. Every GreenStar product is built to deliver quality, comfort, and _____ 9 _____. Whatever the customers' needs may be, there's a GreenStar heating and cooling product to _____ 10 _____ them.

② 商务文书翻译:

(10分)

Directions: 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 (电源插头) 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 (电压) of the appliance is 220V alternating current (交流电) and the rated frequency is 50Hz.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

15. 试题编号：1-15：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 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 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.

Task: 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

Founded in _____ 1 _____, Clima Tech Corporation is a company specializing in HVAC _____ 2 _____ in Boise. Originally named _____ 3 _____ Air Conditioning Company, the company changed its name to Clima Tech Corporation after _____ 4 _____ General Electric's central air conditioning department in _____ 5 _____. Today the company has _____ 6 _____ employees. It has a newly opened _____ 7 _____ in Oregon and offers full mechanical services to _____ 8 _____ throughout southern Idaho and eastern Oregon. Clima Tech Corporation has been listed among America's 5000 _____ 9 _____ for 2007 and 2010. The company's _____ 10 _____ is to provide the best service experience its customers will ever have.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Lotus Slippers, Buy one and Get One Free!

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

buy one and get one for free. Welcome to select and purchase our products!

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

16. 试题编号：1-16：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 westinghouse dishwasher, white westinghouse dryers and white westinghouse 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 westinghouse Refrigerators, White westing house Freezer, White westinghouse 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.

Task: 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

Founded in _____ 1 _____, Galaxy Refrigeration Private Limited Co. specializes in _____ 2 _____ of White Westinghouse Appliances, which are _____ 3 _____ from one of the most reliable US _____ 4 _____ company, White Westinghouse. The company also procures from various other _____ 5 _____ and supplies to the clients spread all over the world. With an aim towards offering _____ 6 _____, the company tests the products rigidly and follows stringent _____ 7 _____. The company has a _____ 8 _____ to store the products. It has developed a wide _____ 9 _____ network all over the country that helps to _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: 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.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息, 使用适当的单词或其同义词的正确形式填空, 每空不超过3个单词, 每空2分, 共10题。	拼写错误、大小写错误、超过3个单词, 均记0分
商务文书翻译	3分	能准确理解所给商务英语文本, 商务背景、交际目的分析正确, 语义信息理解正确, 内容完整, 记3分。主要内容每缺失一处, 扣0.5分。	

	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

17. 试题编号：1-17：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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 is provided for product promotion. With its strong R&D facilities, it is capable of meeting customers' requirements on product specifications. It 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(疟疾). 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.

Task: 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 _____ 1 _____, is a leading manufacturer and marketer of _____ 2 _____ and pesticides in India. It began Exporting BHC to _____ 3 _____ in the 1960's. Its registered office is located in _____ 4 _____, India and our _____ 5 _____ is at Kalol. The company export products to about _____ 6 _____ countries and have registered more than _____ 7 _____ of its products overseas. The DSL Products range comprises: - Insecticides for control of _____ 8 _____ which reduce crop yields and quality, Fungicides against _____ 9 _____ which can have severe adverse effects on crop yields and quality, and Herbicides for control of _____ 10 _____ affecting crops.

② 商务文书翻译:

(10分)

Directions: 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.
- 4 Patient, careful, supportive.
- 5 Has strong team work spirit.

If you have interest, please send your resume via e-mail.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

18. 试题编号：1-18：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to MainPlus Chemicals Ltd.

MainPlus Chemicals Ltd. is a privately owned, U.K.-based company with over 30 years' experience in the manufacture, formulation(配方), 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 welcomes 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 utilize 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 specialize 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 specialize 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.

Task: 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 established in _____ 1 _____. Based in _____ 2 _____, the company specializes in manufacturing and exporting agricultural, environmental health, veterinary and _____ 3 _____ products used in over _____ 4 _____ countries worldwide. The company's mission is to provide _____ 5 _____ worldwide. The company's factory is ISO 9001 quality _____ 6 _____. In 2009, the company won Excellence in _____ 7 _____ award. MainPlus specializes in the supply of _____ 8 _____ for all applications worldwide. It supplies a range of pesticides for use on a wide variety of _____ 9 _____ and for _____ 10 _____ purposes.

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence 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 arranged 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

19. 试题编号：1-19：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 U.S., Canadian and Mexican customers.

Equipments

MH&W has made major investments to keep our production facilities on the cutting edge. Our latest additions, four Mazak machine centers with pallettechs, 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 1,000 units to more than 40,000 units.

MH&W has 50 modern machining centers, many equipped with pallettechs, 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. It's all supported by the latest in 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 - we back 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.

Task: 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
Founded in _____ 1 _____, MH&W International Corp. is a _____ 2 _____ organization in the United States, Canada and Mexico. The company consists of two operating divisions: _____ 3 _____ and _____ 4 _____. It can meet its customers' _____ 5 _____ requirements and surpass their expectations. MH&W not only offers top-quality products and _____ 6 _____, but also back them up with outstanding _____ 7 _____. Besides, it operates as an exclusive engineering and marketing _____ 8 _____ between several major _____ 9 _____ and its customers. It offers Six Sigma training to its employees and raises its _____ 10 _____ by using it.

② 商务文书翻译:

(10分)

Directions: Translate the following agenda into Chinese:

MH&W International Corp. Meeting of the Board of Directors
Date: December 11, 2013
Time: 9:00 a.m.-11:00 a.m.
Location: Conference Room, 7 th 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 business purposes.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	

	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	
--	----	---	--

20. 试题编号：1-20：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 manufacturers and suppliers 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 from 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 requirement 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 market. Products offered by us passes 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 have 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 material 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 road, rail 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.

Task: 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 _____ 1 _____ of engineered General Hardware Materials, Steel Materials and _____ 2 _____. The company procures from _____ 3 _____ and also arranges _____ 4 _____ of the materials at its end. Products offered by it passes through stringent _____ 5 _____ at each stage of product development. The company's association with reliable vendors has enabled it to supply _____ 6 _____ range of products. And its rich _____ 7 _____ allows it to avoid any delay in _____ 8 _____ its product range. The company has developed a spacious and well segregated _____ 9 _____. It uses raw materials of superior quality and engages _____ 10 _____ packaging experts to pack the products.	

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence 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 Xiong

Sales Manager

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	

	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

21. 试题编号：1-21：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Schlumberger(斯伦贝谢) from the official website of the company.

A Brief Introduction to Schlumberger

Schlumberger is the leading oilfield services provider, trusted to deliver superior results and improved E&P performance for oil and gas companies around the world. Through our well site operations and our research and engineering facilities, we are working to develop products, services and solutions that optimize customer performance in a safe and environmentally sound manner.

Backgrounder

Schlumberger Limited (NYSE:SLB) is the world's leading oilfield services company supplying technology, information solutions and integrated project management that optimize reservoir performance for customers working in the oil and

gas industry. Founded in 1926, today the company employs more than 110,000 people of over 140 nationalities working in approximately 80 countries.

The company comprises two business segments:

Schlumberger Oilfield Services supplies a wide range of products and services from formation evaluation through directional drilling, well cementing and stimulation, well completions and productivity to consulting, software, information management and IT infrastructure services that support core industry operational processes.

WesternGeco (西方地球物理公司) is the world's largest seismic company and provides advanced acquisition and data processing services.

Schlumberger has principal offices in Houston, Paris and The Hague. Revenue was \$27.45 billion in 2010. Schlumberger stock is listed on the New York Stock Exchange, ticker symbol SLB, on the Euronext Paris, Euronext Amsterdam, London and the SWX Swiss stock exchanges.

Organization

Schlumberger manages its business through 35 GeoMarket(地区分公司) regions, which are grouped into four geographic areas: North America, Latin America, Europe & Africa, Russia, Middle East and Asia. The GeoMarket structure offers customers a single point of contact at the local level for field operations. It brings together geographically focused teams to meet local needs and deliver customized solutions. Working together with the company's technology segments, the GeoMarkets provide a powerful conduit through which information and know-how flow to the customers, and through which Schlumberger engineers and geoscientists maximize technological synergies over the entire life of the field.

Competitive Advantage

Schlumberger offers its clients four key advantages:

- Deep domain knowledge of exploration and production operations gained through 75 years of experience
- The service industry's longest commitment to technology and innovation through a network of 25 research, development, and technology centers.

- A global reach in more than 80 countries coupled to strong local experience and the diversity in thought, background and knowledge that more than 140 nationalities bring.
- A commitment to excellence in service delivery anytime, anywhere.

Research and Development

The company was founded by the two Schlumberger brothers who invented wire line logging as a technique for obtaining down hole data in oil and gas wells. Today, it continues to build on the industry's longest track record of providing leading edge E&P technology to develop new advancements-from reservoir to surface. Schlumberger has always invested significant time and money on research and engineering as a long-term strategy to support and grow its technology leadership. Short-term business cycles do not affect this. In 2010, we invested \$919 million in R&D for our oilfield activities. Schlumberger invests more each year in R&D than all other oilfield services companies combined.

Schlumberger Products, Services and Solutions

Schlumberger services and solutions combine domain expertise, best practices, innovative technologies, and high-quality support aimed at helping its customers increase oilfield efficiency, lower finding and producing costs, improve productivity, maximize reserve recovery, and increase asset value in a safe, environmentally sound manner.

Today, Schlumberger Oilfield Services solutions include open-hole and cased-hole wire line logging; drilling services; well services, such as cementing, coiled tubing, stimulations and sand control; well completion services including well testing and artificial lift; interpretation and consulting services; and integrated project management. Strong technical and operational support to the field is vital to the success of any complex global operation that includes remote locations. The key is to provide real-time linkage with world-class experts and knowledge, delivering the latest and best problem-solving capabilities-anywhere, anytime. The company's InTouchsupport.com knowledge management tool improves field access to Schlumberger technology centers through the most advanced IT tools, 24-hours a day,

seven days a week.

Commitment to Quality, Health, Safety and the Environment

Schlumberger operates in many varied and often challenging geographical environments. An unwavering commitment has always been maintained to the highest standards of the quality, health and safety of our employees, customers and contractors, as well as for the protection of the environment in the communities in which we live and work. The long-term business success of Schlumberger depends on our ability to ensure that QHSE (质量、健康、安全、环境) remains a top priority for the management and each employee. The Schlumberger QHSE policy and diverse standards are applied throughout the company. Each employee must maintain up-to-date certifications in essential QHSE training courses through both traditional classroom and on-line interactive learning. Our driving safety-training program is one examples of our QHSE success. In 2003 it resulted in zero occupational auto fatalities despite employees logging a monthly average of 12 million driving miles.

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

Schlumberger Profile

Schlumberger is the leading provider of _____ 1 _____. The company has _____ 2 _____ employees working in approximately _____ 3 _____ countries. The company comprises two business segments: Schlumberger Oilfield Services and _____ 4 _____. In 2010 its revenue totaled _____ 5 _____. The company operates its business in North America, Latin America, Europe & Africa, Russia, _____ 6 _____ and Asia. Schlumberger has always invested significant time and money on _____ 7 _____ to support and grow its _____ 8 _____. Schlumberger services and solutions combine domain expertise, best practices, _____ 9 _____, and high-quality support. The company's long-term business success depends on its ability to ensure the _____ 10 _____ of QHSE.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Product Description	
Product Name: Drilling Rig (钻机)	
Brand Name: Sany	
Model Number: HYDX-6	
1. HYDX-6 Drilling Rig is developed on the basis of the advanced techniques in the world.	
2. HYDX-6 is reasonable in design, excellent in performance, easy for operation and convenient for maintenance.	
3. The engine of the machine is professionally designed to reduce noise and other contamination.	
4. The advanced technique helps the machine reduce its consumption of energy to the minimum extent.	

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

22. 试题编号：1-22：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to the Tokyo Electric Power Company, Incorporated

The Tokyo Electric Power Company, Incorporated (东京电力株式会社, TYO: 9501), also known as Toden (东电) or TEPCO, is an electric utility servicing Japan's Kantō region, Yamanashi Prefecture, and the eastern portion of Shizuoka Prefecture. This area includes Tokyo. Its headquarters are located in Uchisaiwaicho (内幸町), Chiyoda(千代田), Tokyo, and international branch offices exist in Washington, D.C., and London.

In 2007 TEPCO was forced to shut the Kashiwazaki-Kariwa Nuclear Power Plant after the Niigata-Chuetsu-Oki Earthquake. That year it posted its first loss in 28 years.

Corporate losses continued until the plant reopened in 2009. Following the March 2011 Tōhoku earthquake and tsunami, its power plant at Fukushima Daiichi was the site of a continuing nuclear disaster, one of the world's most serious. TEPCO could face ¥2 trillion (\$23.6 billion) in special losses in the current business year to March 2012. And Japan plans to put TEPCO under effective state control as a guarantee for compensation payments to people affected by radiation. The Fukushima disaster displaced 50,000 households in the evacuation zone because of radiation leaks into the air, soil and sea.

History

Japan's ten regional electric companies, including TEPCO, were established in 1951 with the end of the state-run electric industry regime for national wartime mobilization.

In the 1950s, the company's primary goal was to facilitate a rapid recovery from the infrastructure devastation of World War II. After the recovery period, the company had to expand its supply capacity to catch up with the country's rapid economic growth by developing fossil fuel power plants and a more efficient transmission network.

In the 1960s and 1970s, the company faced the challenges of increased environmental pollution and oil shocks. TEPCO began addressing environmental concerns through expansion of its LNG(liquefied natural gas) fueled power plant network as well as greater reliance on nuclear generation. The first nuclear unit at the Fukushima Dai-ichi (Fukushima I) nuclear power plant began operational generation on March 26, 1970.

During the 1980s and 1990s, the widespread use of air-conditioners and IT/OA(office automation) appliances resulted a gap between day and night electricity demand. In order to reduce surplus generation capacity and increase capacity utilization, TEPCO developed pumped storage hydroelectric power plants and promoted thermal storage units.

Recently, TEPCO is expected to play a key role in achieving Japan's targets for reduced carbon dioxide emissions under the Kyoto Protocol. It also faces difficulties

related to the trend towards deregulation in Japan's electric industry as well as low power demand growth. In light of these circumstances, TEPCO launched an extensive sales promotion campaign called "Switch!", promoting all-electric housing in order to both achieve the more efficient use of its generation capacity as well as erode the market share of gas companies.

Corporate overview

- Equity capital 900.9 billion yen
- Shareholders 933,031
- Sales turnover 5,368.5 billion yen (FY2010)
- Ordinary income 317.6 billion yen (FY2010)
- Net income -1,247.3 billion yen (FY2010)
- Gross assets 14,790.3 billion yen
- Employees 38,671
- Electricity sales 293,386 GWh (FY2010)

Position in the industry

TEPCO is the largest electric utility in Japan and the 4th largest electric utility in the world after German RWE, french Électricité de France and Germany's E.ON. As TEPCO stands in a leading position in this industry, they have relatively a strong effect for Japanese economics, environment, and energy industry.

Management and finance Generation

The company's power generation consists of two main networks. Fossil fuel power plants around Tokyo Bay(东京湾) are used for peak load supply and nuclear reactors in Fukushima(福岛) and Niigata(新潟) Prefecture(辖区) provide base load supply. Additionally, hydroelectric plants in the mountainous areas outside the Kanto Plain, despite their relatively small capacity compared to fossil fuel and nuclear generation, remain important in providing peak load supply. The company also purchases electricity from other regional or wholesale electric power companies like Tohoku Electric Power Co., J-POWER, and Japan Atomic Power Company.

International Activities

TEPCO has been utilizing its advanced technological expertise and managerial

resources to vigorously expand its interests throughout the world, with the aim of further expanding and developing the Company by creating new overseas business opportunities. TEPCO also promotes international exchanges, and carries out research on international energy policies and electricity markets through its offices in Washington, D.C. and in London.

To conduct extensive exchanges at both top management and expert levels, TEPCO has established an international network with Asian and other electric power utilities, including the State Grid Corporation of China, the Korea Electric Power Corporation, Tenaga Nasional Berhad of Malaysia, as well as with Electricité de France. This network has been extended to incorporate the world's major transmission system operators, including PJM Interconnection (United States) and Réseau de Transport d'Electricité (RTE) (France) to improve technical exchanges in favor of reliable and efficient power grid management.

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

TEPCO Profile	
TEPCO, founded in _____ 1 _____, is the largest electric utility in Japan and the _____ 2 _____ electric utility in the world. It is _____ 3 _____ in Uchisaiwaicho, Chiyoda, Tokyo and has _____ 4 _____ in Washington, D.C., and London. The company's power generation consists of two main networks: _____ 5 _____ power plants around Tokyo Bay and _____ 6 _____ in Fukushima and Niigata Prefecture. In 2010, its gross assets reached _____ 7 _____, and its sales turnover was _____ 8 _____. TEPCO has built an _____ 9 _____ with Asian and other electric power utilities and has _____ 10 _____ it to incorporate the world's major transmission system operators.	

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence into Chinese:

Dear Sirs,

Thank you for your letter of 10 October. We are surprised to hear that you consider our price too high. Much as we would like to do business with you, we regret to say that we cannot entertain your counter offer.

If you could improve your offer, please let us know. Since supplies of this product are limited at the moment, we would ask you to act quickly.

We assure you that any further enquiries from you will receive our prompt attention.

Yours faithfully,

Lin Xiong

Sales Manager

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分

商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

23. 试题编号：1-23：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to MALI Group

Incepted in the year 1996, we MALI Group, are engaged in supplying quality water heating (水暖) material, machine items like mild steel fasteners, stainless steel fasteners, mechanical press brake machine, stainless steel nozzles, brass fittings, industrial gears and many more. Our products are widely used in different application areas like engineering, automobile, construction industries. Heating element manufacturers are also providing turnkey projects on Cooling Towers and Scrubbers as per the specific requirements of our clients. Owing to the quality standards, we are repeatedly in demands in different parts of the globe such as Kuwait, Muscat, Dubai, Middle East, U.K., U.S.A., Denmark, Australia and New Zealand.

Empowered by strong logistics support, dexterous team, quality controllers and rich vendor base, we are able to provide our products without any flaw at right time. We have gained experience in quality and reliability that help us meet the ongoing demands of the prevailing market situation. Selection of appropriate vendors, wide distribution network and strict quality measures has enabled us in maintaining high quality standards.

Product Profile

We are catering quality water heating material, bought outs and machine items that find usage in various industries like automobile, engineering and construction industries. In addition, we are also expert in offering turnkey (全面解决方案) project solutions in accordance with the specifications of our global clients. We have expertise that enables us in handling different aspects of the projects such as designing, budgeting and planning with timely execution.

Vender Base

We are able to maintain high standards in supply of our bought outs and projects is due to our strong and loyal vendor base that has rich experience in their respective areas. To ensure the reliability of our vendors, they are selected after rigorous assessment of their commitment to timely delivery, cost effectiveness and strong ethical standard.

These stringent (严厉的) method to select vendors has fetched us enormous success in our business. Further, we have maintained and developed cordial relationship with our vendors, which is a key factor in our success. We are also involved with our vendors in maintaining quality and continuous improvement of our products.

Quality Assurance

We lay utmost attention to the quality of our products. While selecting our vendors we lay emphasis on ISO 9000 system certified vendors. With the concerted efforts of our members, we procure the best quality from the market after strict inspection. We also maintain a cordial relationship with clients based globally. We have a team of quality auditors who assist in maintaining high quality standards.

Each of our products is stringently tested for specified parameters (参数) to assure high quality standards. Our quality auditors are trained to always keep the customer and market in focus. Apart from this, we also employ manual checking of the products to assure high quality standards of the products. We have also put in lots of efforts to see that quality products are packed according to international standards.

Team

We have a strong team of competent and qualified professionals who assist in sourcing and exporting of our products. With the concerted efforts of our team members, we are able to offer the products as per the international standards to meet the requirements of our global clients. Our team includes experienced engineers and technicians, quality control, development, logistics, finance and marketing professionals.

The motto of our team is – Quest for Excellence and Strive to Achieve It.

The main objective of the team is successful execution of mutually beneficial orders of our clients at most competitive prices meeting required quality specifications just in time delivery.

Warehousing and Packaging

We are encompassing a vast area for storing our products like water heating material, bought outs and machine items. Our whole unit is divided into different sections so as to stock the products systematically and in a better way. Each of our products is properly stored in separate sections so that they could retrieve at the time of need with minimum effort. We have all the necessary tools and equipment for the easy and fast storage and retrieval of our products. We lay our due consideration that the storehouse is free from any damage. For this, we have trained professionals and housekeepers who look after the products and all the essential equipments have been provided to maintain cleanliness and sanitation.

Apart from this, we also emphasize on final packaging of our products in different material. These are duly packed in specific materials in accordance with the requirements and are delivered within time limits.

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

MALI Group Profile

Founded in _____ 1 _____, MALI Group is engaged in supplying quality water heating material, bought outs and _____ 2 _____ that are used in _____ 3 _____, automobile and construction industries. It also offers _____ 4 _____ in accordance with the _____ 5 _____ of its global clients. The company adopts stringent method to select _____ 6 _____ and procures the best quality from the market after strict _____ 7 _____. Each of its products is stringently tested for _____ 8 _____ to assure high quality standards. With a strong team of _____ 9 _____ professionals, the company is able to offer the products according to the _____ 10 _____ to meet the requirements of its global clients.

② 商务文书翻译:

(10分)

Directions: Translate the following want ad into Chinese:

A Junior Secretary Wanted

Sany Group is a Chinese multinational heavy machinery manufacturing company. The company is looking for a junior secretary in Sales&Marketing Department.

Duties:

- 1) Assist Manager for daily office work.
- 2) Provide assistance in preparing trading documents.
- 3) Coordinate with clients (China and Overseas).

Requirements:

- 1) Bachelor's degree in marketing, international trade or relevant discipline.
- 2) Experienced in international trading.
- 3) Excellent command of written and spoken Mandarin and English.
- 4) Good team spirit, mature, stable character, positive attitude.

Contact Information:

HR Manager: sunny chen Email: sunny.y.chen@Sany.com

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

24. 试题编号：1-24：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to KK P.L.C from the official website of the company.

A Brief Introduction to KK Private Limited Company

KK Private Limited Company was established in Addis Ababa, Ethiopia (埃塞俄比亚), in 1992 by a visionary young Ethiopian named Ketema Kebede. As in the case of many transitional companies, KK P.L.C started its operation with practically very little resources.

The company started its business activities with just one-man acting as both the company manager and operator. However, within a span of a few years the company formed itself from a one-man operation into a trading house and merged as a leading national company with considerable pool of resources. It diversified its business activities, accumulated vast resources, and earned national and international

reputation for integrity, efficiency and success.

The most decisive assets in this process of rapid growth were and still are the company's human resources and its customers.

Business Activities

The business activities of KK P.L.C cover a diversity of goods and services. The company, currently, has two blanket factories and one acrylic yarn dyeing plant. It is also engaged in the import and distribution of heavy duty machineries and equipment for mining, construction, road making, quarrying, stone crushing, and many others.

KK P.L.C represents a number of manufacturers and suppliers from different countries, especially from Asia, namely Hanil Fiber Corporation of Korea, Geetangali Woolen of India and Sany Heavy Industry of China. In addition to the business activities mentioned above KK P.L.C. had, in the year 2009, entered into the exporting of coffee, oilseeds (含油种子), pulses (豆类), cereals (谷类食品) and spices.

Business Philosophy

KK P.L.C strongly believes in honest and ethical practices, and builds the company's business on these principles.

We follow complete transparency in all our business dealings, and hence promote Principal to Principal business, rather than acting as traders and taking positions in products.

KK P.L.C strives to build long term business relations. We understand that immediate financial gains are rare in any business venture, and we possess the mind set, perseverance and patience to invest in long term market development, while willingly investing resources during the gestation period.

While harboring ambitions of dynamic growth, KK P.L.C commits to expand business in conformity to its business philosophy, in adherence with the best ethical practices.

Infrastructure & Strength

KK P.L.C has created infrastructure and support systems in excess to immediate operational requirements, for seamlessly absorbing new business opportunities.

We have a fully equipped office with all modern communication facilities, and 24

hours internet connectivity. We operate our own warehouse, and have created a partnership with Transport and Logistic (后勤的) Service providers.

KK P.L.C always maintains an active research team, continuously upgrading information on the market, gathering data on products, price trends, and new markets and suppliers. With this, we present a pro active profile to both Principals and Customers, for accessing new business opportunities.

Our Marketing Department is committed to respond promptly to enquiries, and to deploy energy for resolving all issues.

Services Offered

KK P.L.C believes in total commitment towards business and operations. We commit ourselves to be a reliable partner, and offer a wide range of services to both customers and suppliers.

Our services include the following:

- Market Research & Intelligence

- Providing technical support to customers

- Negotiating transactions

- Warehousing and Supplies in small lots

- Assisting in completion of procedural formalities

- Providing of logistic support

- Commitment to resolve quality or delivery related problems

- Negotiating amicable settlement of differences

Future Mid-Short Term Prospects

The Company's belief in comprehensive growth is the foundation of its diversified business interest. Its vision encompasses in the development of agricultural inputs and outputs.

To promote this business unit, KK P.L.C is currently pursuing a strategy of expanding its area of investment into a large-scale commercial farming and agro-processing.

The investment is sought in the production and processing of diversified agricultural crops such as coffee, tea, sugar, flowers, fruits and vegetables, wheat,

maize, beans, peas, lentils, soybeans, chickpeas, etc., starch production, oil crops such as rapeseed, linseed groundnuts, sunflower, sesame, maize, niger seed, and cotton seed.

Investment is also sought in the import and provision of agricultural support services, such as pest and disease control, as well as fertilizers.

However, the development of this rich and immense resource necessitates cooperation with international business organizations which are capable of supplying the essential technological knowhow and capital inputs.

KK P.L.C looks forward to forming a partnership with such business organizations. The company has a solid base of diverse resources. Its management expertise is seasoned in the domestic and international trade. It has built a wide market network during the last 20 years. For these reasons KK P.L.C is confident in making a positive difference. Its track record of success clearly shows this.

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

KK P.L.C Profile	
Established in _____ 1 _____,	KK P.L.C is leading national company of
_____ 2 _____.	The company has its own factories, and is also engaged in the _____ 3
of heavy duty machineries and equipment. It _____ 4 _____	a number of
manufacturers and suppliers from different countries, especially from _____ 5 _____.	
In the year 2009, it had entered into the _____ 6 _____	of coffee, oilseeds, pulses,
cereals and spices. The company has created _____ 7 _____	and support systems. It
operates its own _____ 8 _____,	and has created a partnership with Transport and
_____ 9 _____ providers. Its vision encompasses in the development of _____ 10	
inputs and outputs.	

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence into Chinese:

Dear Sirs,

We are pleased to receive your letter of 5 July and enclose our catalogue and price list. Also by separate post we are sending you the samples of our products. Our catalogue contains items and their specifications of our supplies. Through comparing our prices with those of other suppliers, you will appreciate the moderate prices of ours. If the order is large enough, we would allow special discount for you.

Thanks again and we are looking forward to establishing business relationship with you.

Zhang

Manager of Import and Export Department

Sany Group

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分

商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

25. 试题编号：1-25：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Dynamic Fireworks Corporation from the official website of the company.

A Brief Introduction to Dynamic Fireworks Corporation

Dynamic Fireworks Corporation provides professional pyrotechnic (烟火) and special effect services for any type of event, large or small. We offer a wide range of options to make sure your specific needs are met. The services we provide include indoor pyrotechnics, proximity effects, outdoor aerial firework displays, confetti & streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. We are also able to create individual effects in fire writing (using pyrotechnics or fire rope) to portray a message or company logo—the possibilities are endless. Each display is bespoke and designed to customer requirements. Our creativity and experience also allow us to modify each show to suit

the location and the celebration. Your firework show will be unique and breathtaking.

We purchase fireworks from around the world, buying only the best. Many of our professional fireworks are manufactured exclusively for us, ensuring top quality pyrotechnics and absolute quality control. For your peace of mind, we have full public liability insurance up to ten million pounds sterling and our own fully licensed and insured firework storage facilities. Dynamic Fireworks Corporation technicians are all qualified to Level 1 and Level 2 of the British Pyrotechnics Association's Firework Training Scheme and we are members of the British Fireworks Association and the CBI Explosives Industry Group.

To buy fireworks on-line is easy from Dynamic Fireworks Corporation. Use our website to explore our fireworks for sale with our extensive catalogue of top quality, hand-picked fireworks. Many products have online videos available so you can see what they do, perfect for choosing fireworks suitable for your display. When you have finalized your shopping trolley, use our fast-track checkout to place your order. We accept all major credit cards and debit cards and can deliver anywhere in mainland U.K.. You are of course welcome to come to our fireworks shop and order over the counter. We keep good stocks of our range at our showroom and are open all year round.

All the fireworks we offer for sale comply with British standard BS7114: Part 2:1988. Our continued membership with the British Pyrotechnists Association, British Fireworks Association and the CBI Explosives Industry Group is your guarantee of our intent to supply the safest and best products at real value for money prices.

If you need any help or advice, our staff are only a telephone call or email away. Please feel free to contact us with any queries or questions you may have. We also have a firework safety page if you need help using your fireworks and run an annual safety course for those staging bigger events.

We can deliver anywhere in mainland U.K.. Unfortunately we are not able to deliver to any addresses off the mainland including the Isle of Wight, Shetland etc. We cannot ship fireworks outside of the mainland and do not deliver to Northern Island or overseas addresses including Europe or the U.S.A.. Because fireworks are classed as

explosives, we have to use a specialist courier to deliver your order. This can be expensive, so we have a flat charge of £20 per firework order. Please note that this is a contribution towards the high costs of packing and shipping your order, we subsidise the rest.

The courier requires a delivery address where someone will be available to sign for your order Monday—Friday 9am—6pm. For this reason we strongly recommend you use a work address or similar because failed delivery attempts may be charged for. You will be asked for your delivery address when you checkout your order. Fireworks cannot be left without a signature and cannot be sold to anyone under age of 18.

When you place your order you will have the opportunity to tell us when your display is and when you require your fireworks. We may deliver your order at any time up to your required date. For Guy Fawkes orders, deliveries usually commence in October. Our courier is not able to offer a particular day for delivery or a timed slot (am/pm). If you have any special requirements or have any other requests such as express delivery, you should telephone us and discuss this directly.

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

Dynamic Fireworks Corporation Profile

Dynamic Fireworks Corporation provides professional pyrotechnic and special effect services, including indoor pyrotechnics, _____ 1 _____, outdoor aerial firework displays, confetti & streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. The individual effects in fire writing can be used to convey a message or _____ 2 _____. To buy fireworks from our website is easy. Many products have _____ 3 _____ available to help you select fireworks. When you have finalized your shopping trolley, use our _____ 4 _____ to place your order. All major credit cards and _____ 5 _____ are accepted. We can deliver anywhere in mainland U.K. except for addresses off the mainland including the Isle Of Wight, _____ 6 _____ etc. A _____ 7 _____ is used to deliver your order,

so we have a flat charge of _____ 8 _____ per firework order. You'd better use a
 9 _____ or similar for the delivery address. Fireworks cannot be left without a
 10 _____ and cannot be sold to anyone under age of 18.

② 商务文书翻译:

(10分)

Directions: Translate the following business advertisement 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.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

26. 试题编号：1-26：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to Frontier Fireworks Ltd.

Frontier Fireworks Ltd. is a highly respected fireworks display company based in Sussex in the South East of England offering a full spectrum of artistic displays to suit all budgets and requirements over the whole of the U.K.. The company started trading in 1996, providing a different and fresh approach to fireworks display design firing unique, safe and spectacular fireworks displays. We now design, import and use 100% of our fireworks, so that from source to production we have a great connection and understanding regarding the fireworks that we use in our displays.

The company has gone through a recent expansion phase which has seen our store capacity increase exponentially. This has provided us with more importing buying

power so that we now have one of the greatest ranges of fireworks available in our industry to use for our displays. This has given us a firm standing as one of the best fireworks display operators in the U.K., firing displays for all types of events. The look of stunned admiration, the look of surprise, the jaw dropping excitement and the great spectacle of fireworks exploding in the sky is what drives us to keep firing the most audacious of displays. Over the years, millions of audiences have seen our fireworks spectacles with heart pounding performances full of imagination.

The company has also recently developed a new consumer fireworks sales department. We have always sold fireworks to the public but we have now expanded this side of the business. Take a look at the Buy Fireworks section of this website if you would like to purchase fireworks from our high quality range. This range includes Cakes, Single Ignitions, Rockets, Catherine Wheels, Fountains and Candle Barrages. If you have ever thought about having a low noise fireworks display, an aquatic display of fireworks on water, a musically choreographed show, a town centre display, daylight fireworks for a launch, confetti blasters for Christmas Lights Switch-on events, then we cover every aspect of fireworks display performance. In short, we are the company that has everything in place for a stunning, safe entertainment.

We use 100% of our own fireworks for our displays giving us a cutting edge over our rivals who cannot import. We design, manufacture and import tons of fireworks, providing us with great knowledge of what each firework actually does. We do not buy professional fireworks from other companies. Because of our importing powers we are much more financially viable and therefore cost effective compared to our competitors.

Our experience leads us to solving problem for clients and we have successfully and safely fired displays when other companies or organizers of events said it could not be done! We always strive to be the best at what we do. This has resulted in us providing displays in front of enchanted audience including The Duke of Westminster, Tom Cruise, Katherine Jenkins, Aled Jones, the X-Factor Finalists and working regularly each year for the Royal Philharmonic Orchestra to name but a few. These clients will not just use any fireworks company. They look for quality, reliability and

incredibly creative demanding displays.

All too often we have customers telling us that they purchased fireworks elsewhere only to be left disappointed by a puff of smoke and a few sparks. That does not happen here. We have some of the best fireworks that money can buy, all hand-picked by us after many nights of testing and watching how these fireworks actually perform. Prepare to be amazed and look skywards as we dazzle and enthrall you all with our range of fireworks. Please note that a minimum order of £100.00 Incl. VAT applies for all orders due to the need for specialist carriers for delivery. For smaller orders in the local area please contact us on Tel: 01323 488 866 and we will discuss your requirements.

Frontier Fireworks Ltd. is licensed to sell fireworks for 365 days of the year but deliveries on certain dates will be unavailable. Please see Delivery Information. Please also note that purchasers must be eighteen years old or over. It is illegal to sell adult fireworks to anyone under 18.

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

Frontier Fireworks Ltd. Profile

Frontier Fireworks Ltd., which started trading in _____ 1 _____, is a highly respected fireworks display company. It offers an extensive array of artistic displays to suit all _____ 2 _____ over the whole of the U.K. The increase of store capacity provides us with more _____ 3 _____. And a new _____ 4 _____ department has been established. If you want to buy fireworks online, take a look at the _____ 5 _____ section. It includes Cakes, Single Ignitions, _____ 6 _____, Catherine Wheels, Fountains and Candle Barrages. The company provides displays for celebrities including The Duke of Westminster, _____ 7 _____, Katherine Jenkins, Aled Jones, the X-Factor Finalists. The company has set a minimum order of _____ 8 _____ Incl. For smaller orders, you can telephone us at _____ 9 _____. It sells fireworks for 365 days of the year, but deliveries on specific dates will be _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Job Wanted
<p>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.</p> <p>Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.</p>

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
------	----	-----	----

国际商务 信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

27. 试题编号：1-27：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to the Exhibit Company from the official website of the company.

A Brief Introduction to Exhibit Company

The Exhibit Company has provided full service and quality products to the tradeshow industry for more than 20 years. We are the world's leading exhibition organizer with a rapidly growing portfolio (系列服务) of events and partners in the economies of Brazil, Russia, India, China and the Middle East. This global perspective enables us to share local knowledge and world-leading expertise and resources for the benefit of our customers worldwide.

We cover all aspects of exhibitions and trade shows from the smallest modular stand (标准展位) to large custom designed stands or outdoor events. We can provide upgrades for a standard shell scheme stand or we can design something to suit your

budget whether it's \$10,000 or \$300,000. Whether you are exhibiting for the first time or are an old hand at trade shows, our job is to provide the best possible service for you, in whatever capacity you need us. Our ultimate aim is to help you achieve greater sales success from your exhibition or trade show. After all, that's what it's all about!

Looking for something a little more unique? The Exhibit Company offers an extensive array (排列) of creative designs from Nimlok, Nomadic, and several other manufacturers, to showcase your unique company identity. We also offer custom displays that are designed and fabricated in our own facility. We're your one-stop shop for high quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, banner stands and a full line of trade show display accessories. Our products are quality tested, built for lasting performance and are lightweight and use cutting edge materials letting you change, add on and modify as your business grows.

If you're not quite ready to make a display purchase, there are many rental solutions available to suit any budget. From small tabletops to 50 x 50 size booths, The Exhibit Company's inventory (详细目录) of rental items will make your company image far superior to the typical tradeshow rental. Instead of choosing a package, we will design your exhibit booth to achieve your company's specific trade show goals and budget.

Getting your display to the show site and having you looking your best is our specialty. We can organize, design, build and manage your whole event. Our design team will talk through your company goals, learn about you and your industry and use our extensive experience to provide the best exhibition stand design for your company. From the concept of production to the show floor: we're there to help you every step of the way. We offer show services to complete all the show forms. Attention to details is important. We work with the best shipping, installation and dismantle crews in the U.S. and Canada, and we also have affiliates in Europe and Asia.

We are committed to helping our customers grow their business and maximize their return on investment. Everything we do is driven by our customers' needs. We enjoy

ongoing relationships with exhibition organizers, international production companies and individual exhibitors alike. We want to be their indispensable partner and have a passion for understanding and exceeding our customers' expectations.

We are a high energy, fast moving, decisive organization that has a strong propensity for action. We always execute well and deliver on our intentions. We set aggressive goals and strive to beat them, and we hold ourselves and each other accountable for outstanding results. We welcome and push change; we challenge the status quo. We encourage our people to be entrepreneurial, take some risks and learn from mistakes. We are ready to make bold moves and decisions. We constantly look for new ideas, and value "out-of-the-box" thinking, and we keep things simple and minimize bureaucracy.

We put the highest priority on recruiting (补充, 招聘), developing and retaining outstanding people. Our managers are directly responsible for the development of their people and we recognize and reward achievement. What's more, we enjoy what we do and celebrate success. Our people are empowered to maximize their potential and contribution. Above all, we respect our people, encourage open and honest communication and behave in an ethical and principled manner.

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

The Exhibit Company Profile

The Exhibit Company is the world's premier exhibition organizer in offering full service and _____ 1 _____ to the tradeshow industry for over _____ 2 _____. With a rapidly growing portfolio of events and partners in the economies of Brazil, Russia, India, China and _____ 3 _____, we cover all aspects of exhibitions and trade shows from the smallest modular stand to large custom designed stands or _____ 4 _____. We have an extensive array of creative designs from _____ 5 _____, Nomadic, and several other manufacturers. We also offer custom displays that are designed and fabricated in _____ 6 _____. Our products range covers a wide variety of high

quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, _____ 7 _____ and a full line of trade show display accessories. If you're not quite ready to make a display purchase, our company's inventory of _____ 8 _____ will make your company image far superior than the typical tradeshow rental. We enjoy ongoing relationships with _____ 9 _____, international production companies and individual exhibitors alike. It is also our highest priority to recruit, develop and _____ 10 _____ outstanding people.

② 商务文书翻译: (10分)

Directions: Translate the following product description into Chinese:

Tide Washing Powder

Production Dimensions: 5×5×5 inches

Weight: 2.64 pound

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 (配方) so you can use 1/3 less than previous non-concentrated formula and get the same great Tide clean.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备

测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
------	---	----

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

28. 试题编号：1-28：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to Grucci

The Grucci of New York, a five-generation, family-owned and operated company in Brookhaven (布鲁克哈) on Long Island New York with production and distribution facilities in Virginia, design, produce, and display over 300 performances annually all around the world.

Southern Italy is the Grucci ancestral home. Angelo Lanzetta, founder and great-great-grandfather to Felix Grucci, Sr., started it all in 1850. In 1870, he brought the family's pyrotechnic (烟花的) artistry to Elmont, Long Island, New York, entering America as an immigrant through Ellis Island.

After Angelo's death in 1899, his son, Anthony carried on the family business and

in 1923 brought his nephew, Felix Grucci, Sr., to serve as an apprentice. Competition was strong, but the firework market was weak. Early in the Depression, they moved their business to Miami, Florida in hope of greener pastures. But, homesick, and at the urging of the family, they returned to Bellport, New York in 1929 to continue their business. The Depression Years were tough for Felix. He worked many nights as a drummer with a local band to make ends meet. There he met Concetta DiDio and they were married February 4, 1940. They raised three children: James, Donna and Felix Jr. All three children entered the family business.

Over the next three decades, Felix Grucci, Sr. gained a reputation as a master of his art. He developed the stringless shell, a major landmark innovation that improved fireworks safety by eliminating burning fallout, the firework industry's greatest safety problem. Demand for firework displays, other than traditional 4th of July displays declined during the 1960's further culling the firework industry. Only the best prevailed. Their genuine friendly mannerisms and professional approach won them many loyal clients, so they prospered.

Felix Grucci, Sr. continued to build his business with the help of his wife, Concetta, and three children, into a regional clientele including New Jersey and Connecticut during the late 1960's. The nation's bicentennial celebration in 1976 was a banner year for the fireworks industry. Grucci received rave reviews for their first major performance out of the New York tri-state area, for the nation's 1976 bicentennial celebration with fireworks on the Charles River for Arthur Fielder's Boston Pops.

However, every entertainer has a debut to national stardom, and in 1979, the Grucci's were indelibly etched in fireworks history. In 1979, the Grucci's became the first American family to win the Gold Medal for the United States at the annual Monte Carlo International Fireworks Competition beating other competitors from Denmark, France, Italy and Spain. This is revered by those in the fireworks entertainment community as the most prestigious competition in the world. The Grucci's consider this one of their greatest accomplishments, and the New York press dubbed them as "America's First Family of Fireworks".

From the Monte Carlo launching pad, the Grucci's continued their climb over the next three decades to be recognized throughout the world as the "Top Name in Fireworks Entertainment" in the world. They earned this title with fireworks for every presidential inauguration since Ronald Regan in 1981 to the present, every major casino grand opening since the Mirage in 1989 to the Wynn Macau to Sol Kerzner, Atlantis, Olympic Games, World's Fairs, and the Centennial celebrations of the Brooklyn Bridge (布鲁克林大桥) and the Statue of Liberty. In addition to producing public displays, the company also produces displays for private celebrations, which accounted for 60 percent of the company's revenue in 1999.

From our 1979 triumph as the first American fireworks family to win the Gold Medal for the United States at the annual Monte Carlo (蒙特卡罗) Fireworks Competition, to the Grand Opening of Denver's Invesco Field Stadium, the APEC Economic Summit Conference in Shanghai, China, and the 2002 Salt Lake City Winter Games, Grucci continues to redefine the art of pyrotechnics. Today, Donna and Felix Jr., the fourth generation, and Felix (Phil) Grucci, the fifth generation, are leading the family business into their third century of entertaining the world with fireworks.

Fireworks bring people together in one place and it is the least expensive way to entertain thousands and even tens of thousands of people. Fireworks sponsorship benefits include consumer and governmental recognition and appreciation, which will promote your public image and/or product awareness.

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

The Grucci Profile

The Grucci is a fireworks company headquartered in Brookhaven on New York's _____ 1 _____. It has been a five-generation, _____ 2 _____ business since its establishment. The company traces its pyrotechnic roots to _____ 3 _____, where Angelo Lanzetta started it all in 1850. Angelo Lanzetta was the great-great-grandfather to _____ 4 _____, after which the company was named. Grucci Sr. continued to develop the company with such a landmark innovation as _____ 5 _____, which improved fireworks safety by eliminating burning fallout. In 1979, the Gruccis became the first American family to win _____ 6 _____ for the United States at the annual Monte Carlo International Fireworks Competition, an event revered by the fireworks industry as _____ 7 _____ competition in the world. This also earned the family their nickname, "America's First Family of Fireworks," from the _____ 8 _____ press. Over next three decades, it has won the title of "Top Name in Fireworks Entertainment" with _____ 9 _____ for presidential inauguration, major casino grand opening, Atlantis, Olympic Games, _____ 10 _____, and the Centennial celebrations of the Brooklyn Bridge and the Statue of Liberty.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Good furniture is a life style.

Buy good furniture, choose Happy brand.

Happy brand furniture has innovative styles and bright colors and it is one of the ten largest furniture brands in China. Its reasonable price and excellent quality are its advantages to win. Free of charge delivery and free of charge maintenance are offered. Order more than three pieces; you can enjoy a 20% discount and join in our membership. Please choose at ease.

(2) 实施条件

表 3：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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

29. 试题编号：1-29：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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, Every time” promise. Our founder, Mike Ingram, decided to bide the time by opening a fireworks stand at the 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 C.E.O. of the company, Mike serves on a number of boards and councils to promote the safe use of fireworks throughout the country.

Showtime Fireworks 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, discharge of safe, reliable, high quality products prices appropriate. 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 is professionally trained and will design, transport, and execute your World Class Presentation. We will acquire all federal, state, and local licensees 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 customers grand vision to life. Whatever the event, if it's pyro-effects, Showtime Fireworks Ltd. is the production and presentation specialist.

Task: 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 "Showtime, Every time" promise. Its founder is _____ 1 _____. He opened _____ 2 _____ at age 15, and the stand was an instant hit. The next summer, Mike bought more fireworks and expanded his business to nearby _____ 3 _____, Missouri. In 1971, Mike bought out his wholesaler and formed Mid-American Fireworks. Over years, Showtime Fireworks has dazzled the audience by its expertise, _____ 4 _____ and creative vision. Spectacular displays are designed for a wide range of venues and all types of private parties and _____ 5 _____. We also offer _____ 6 _____ for cases such as

television, movies, videos, or whatever your special needs may be. All of our products will go through _____ 7 _____ by our company before they are used in any show. The company will acquire all the necessary licenses and permits from the _____ 8 _____ for customer's event. All the staff regards every display as a _____ 9 _____ and makes Showtime Fireworks the _____ 10 _____ specialist.

② 商务文书翻译: (10分)

Directions: 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 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 dose 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 (营养物) supplement of the same type.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

30. 试题编号：1-30：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to FMC Corporation from the official website of the company.

A Brief Introduction to FMC Corporation

FMC Corporation is a diversified chemical company serving agricultural, industrial and consumer markets globally for more than a century with innovative solutions, applications and quality products. In 2008, FMC Corporation had gross revenues of US\$3.115 billion. Headquartered in Philadelphia, Pennsylvania, the company employs over 5,000 people worldwide. FMC Corporation divides its businesses into three segments: Agricultural Products, Specialty Chemicals and Industrial Chemicals.

FMC Agricultural Products provides crop protection and pest control products for worldwide markets. The global business offers a strong portfolio of insecticides (杀虫剂) and herbicides (除草剂). FMC is also a leader in innovative packaging for the

industry.

In the Specialty Chemicals Group, FMC BioPolymer is the world's leading producer of alginate (藻酸盐), carrageenan (角叉胶) and microcrystalline cellulose (微晶纤维素). Also in the Specialty Chemicals Group, FMC Lithium (锂) is one of the world's leading producers of lithium-based products and is recognized as the technology leader in the industry.

In the Industrial Chemicals Group, FMC Alkali Chemicals is the world's largest producer of natural soda ash (纯碱) and the market leader in North America.

● History

The roots of the FMC Corporation lie in the Bean Spray Pump Company established in California in 1883 when John Bean invented the hand spray pump. Over the next 34 years, he built his product into the preferred pump in the region. Another prosperous local firm in the 1920s was Frank L. Burrell's cannery. The two merged in 1928 to form the John Bean Manufacturing Company, which changed its name to the Food Machinery Corporation the next year. From this manufacturer of simple food production equipment the diverse FMC was to grow.

In 1943, the company launched into the chemical market by acquiring the Niagara Sprayer and Chemical Company, a strong independent manufacturer of insecticides and fungicides(杀真菌剂). This move was followed by the 1948 acquisition of Westvaco Chemical Corporation, which produced industrial chemicals. The Niagara merger left Food Machinery in the position of producing not only sprayers and pumps, but the chemicals to put through them; the later merger, upon which the company became the Food Machinery and Chemical Corporation, expanded their chemical product line even more. In 1961 the name was changed to FMC Corporation.

In 1967, the FMC Corporation merged with the Link-Belt Company. In 1986, the Link-Belt Construction Equipment Company was formed as a joint venture between FMC Corporation and Sumitomo Heavy Industries.

Between 1965 and 1985 FMC was the owner of the Gunderson metal works in Oregon U.S.A., during that period it was known as the "Marine and Rail Equipment Division of FMC"(MRED), it was sold in 1985 to The Greenbrier Companies.

In the 1980s, 1990s, and 2000s, FMC Corporation began spinning several of its divisions into separate companies, and selling its divisions, including the John Bean Company, now a subsidiary of Snap-on Equipment, a division of Snap-on. Bolens was sold to Troy Built in 1991.

● Scandals

During the 1980s, FMC was involved in the insider trading scandals hitting Wall Street. In 1986, investor Ivan Boesky used illegally gained information about FMC's restructuring plan to turn a profit of \$975,000. In the process, according to the company, his influence cost FMC some \$225 million in additional recapitalization costs.

In 2009, CBS television news magazine 60 Minutes ran an expose discussing the use of an FMC Corporation produced chemical, Furadan, as a poison used by Kenyan farmers to kill African lions. The piece suggested that the Furadan was a serious threat to the future of the lion population in Africa. FMC Corporation refused to comment for the piece.

● Recently

In 2000, FMC announced plans to restructure the company into two separate, publicly traded companies — a machinery business (FMC Technologies) and a chemicals business (FMC Corporation).

In 2006 FMC Corporation celebrated 75 years being listed on the New York Stock Exchange.

Pierre Brondeau has been named President and Chief Executive Officer succeeding William G. Walter, effective January 1, 2010. Mr. Brondeau was formerly with Dow Chemical and prior to that Rohm & Haas.

A former FMC site in San Jose, California is the proposed location for New Earthquakes Stadium, a new soccer-specific stadium for the San Jose Earthquakes.

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

FMC Company Profile

FMC Corporation, a _____ 1 _____ company, provides solutions, applications, and products for agricultural, industrial and consumer markets _____ 2 _____. The company is based in _____ 3 _____ and has _____ 4 _____ employees.

The roots of the FMC Corporation lie in the _____ 5 _____ Company, established in California in _____ 6 _____. In 1943, the company launched into the _____ 7 _____. The company changed its name to FMC Corporation in _____ 8 _____. In last three decades, FMC Corporation began spinning several of its divisions into separate companies and _____ 9 _____. Its current President and CEO is _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

User guide:

Immersion or spray after dilution.

Safety guide:

This product should be prevented from splashing into the eyes, take relevant protection measures in case of long time contact.

Do not swallow so as to avoid physiological harm.

Precautions: Spray again in case of big rain within an hour; do not use in windy days.

Preservation conditions: should be kept in a cool and dry place.

Shelf life: two years.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

31. 试题编号：1-31：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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. OHG, doing business as **ALDI**, short for “*Albrecht Discoun*”, 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.

Task: 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.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into English.

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 1000pieces;
- 5) Promotion Period: Weekends from June 8th 2012 to August 31st 2012.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

32. 试题编号：1-32：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 UK based Home Bargains stores, formally known as Home & Bargains. 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 our friendly staff

are always on hand to serve your 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 UK. 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 UK; 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, 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.”

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

TJ Morris Ltd. Profile
Established over 30 years ago by _____ 1 _____, TJ Morris Ltd. operates his business on one core principle: to sell branded goods at _____ 2 _____ possible. With more than _____ 3 _____ stores and over 7,000 staff, its main business is in its _____ 4 _____ Home Bargains stores, which have red and sky blue branding. It 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 _____ 5 _____, holding _____ 6 _____ of the entire profit of the sum of all listed companies. It provides a wide range of top quality brands, from health and _____ 7 _____ to household goods, food and toys. By 2015, it expects to reach its billion pound _____ 8 _____ target. Recently, it has

launched a new e-commerce website to sell many of the same products that are available in _____ 9 _____ except for _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into English.

1. **Product:** Friendship brand towel
2. **Place of origin:** Changsha, Hunan
3. **Manufacturer:** Hunan Provincial Light Industrial Products Corporation Ltd.
4. **Model:** HNQG
5. **Length:** 70cm
6. **Width:** 50cm
7. **Color:** Green, red, yellow
8. **Material:** 100% pure cotton, unshrinkable and colorfast.
9. **Features of products:** natural and pure; bright color; durable and easy to clean.
10. **Using Instruction:** Direct touching with the skin is permitted.
11. **Caution:** No machine washing; Do not wash with other clothes.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息, 使用适当的单词或其同义词的正确形式填空, 每空不超过3个单词, 每空2分, 共10题。	拼写错误、大小写错误、超过3个单词, 均记0分
商务文书翻译	3分	能准确理解所给商务英语文本, 商务背景、交际目的分析正确, 语义信息理解正确, 内容完整, 记3分。主要内容每缺失一处, 扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识, 商务专业知识充分, 术语表达准确一致, 记3分。专业术语、贸易惯例、法规、条款等翻译错误, 每项扣0.5分。	
	4分	译文表达连贯, 双语转换顺畅, 题材运用恰当, 词义理解、语法、标点运用正确, 达到译文目的, 记4分。词义理解、语法、标点、句型表达, 每错一处扣0.5分。	

32. 试题编号：1-32：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 UK based Home Bargains stores, formally known as Home & Bargains. 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 our friendly staff

are always on hand to serve your 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 UK. 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 UK; 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, 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.”

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

TJ Morris Ltd. Profile
Established over 30 years ago by _____ 1 _____, TJ Morris Ltd. operates his business on one core principle: to sell branded goods at _____ 2 _____ possible. With more than _____ 3 _____ stores and over 7,000 staff, its main business is in its _____ 4 _____ Home Bargains stores, which have red and sky blue branding. It 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 _____ 5 _____, holding _____ 6 _____ of the entire profit of the sum of all listed companies. It provides a wide range of top quality brands, from health and _____ 7 _____ to household goods, food and toys. By 2015, it expects to reach its billion pound _____ 8 _____ target. Recently, it has

launched a new e-commerce website to sell many of the same products that are available in _____ 9 _____ except for _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into English.

1. **Product:** Friendship brand towel
2. **Place of origin:** Changsha, Hunan
3. **Manufacturer:** Hunan Provincial Light Industrial Products Corporation Ltd.
4. **Model:** HNQG
5. **Length:** 70cm
6. **Width:** 50cm
7. **Color:** Green, red, yellow
8. **Material:** 100% pure cotton, unshrinkable and colorfast.
9. **Features of products:** natural and pure; bright color; durable and easy to clean.
10. **Using Instruction:** Direct touching with the skin is permitted.
11. **Caution:** No machine washing; Do not wash with other clothes.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,每空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

33. 试题编号：1-33：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 insure 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 material that is Forest Stewardship Council (FSC) certified, insuring 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.

Task: 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 _____ 1 _____ that operates around a simple principle, "To satisfy our customers with _____ 2 _____, innovative products supported by efficient, friendly service." Since its initial start in _____ 3 _____, the company has developed four product divisions, namely, Bathroom Furniture, Outdoor Furniture, Indoor Furniture and _____ 4 _____. The furniture is manufactured under the Foremost, Foremost Casual, _____ 5 _____, and Fireworks

brands, as well as private-label names for major retailers. The company is committed to environmental responsibility. Its Water Sense qualifying toilets provide high efficiency waste removal while using _____ 6 _____ less water with every flush. The bath vanities and _____ 7 _____ use CARB Phase II compliant wood. It has also won KCMA's ESP certification for meeting requirements in the areas of 8 _____, product and process resource management, _____ 9 _____, and community relations. Moreover, the packaging and marketing materials are also _____ 10 _____.

② 商务文书翻译: (10分)

Directions: Translate the following advertisement into Chinese.

Good furniture is a life style.
Buy good furniture, choose Happy brand.

Happy brand furniture has innovative styles and bright colors and it is one of the ten largest furniture brands in China. Its reasonable price and excellent quality are its advantages to win. Free of charge delivery and free of charge maintenance are offered. Order more than three pieces; you can enjoy a 20% discount and join in our membership. Please choose at ease.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

34. 试题编号：1-34：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to SKP

Seow Khim Polythelene Co Pte Ltd. (SKP) was founded in 1979 and incorporated in 1994. It has revolutionized the plastics disposable packaging industry, and indirectly, the entire food and beverage industry in Singapore and world. Now it has 46 retail branches island wide and occupies 240,000 sqf of facilities.

SKP's products are consumed locally and overseas. It is the largest supplier of disposable plastic packaging in the local market, commanding 70% of the market share. SKP possesses a well established and wide business network overseas that spread across 4 continents. The markets include U.S.A., United Kingdom, Australia, Japan, Europe, Middle East and Korea, etc. The goods are sold to popular restaurants,

fast food chains, coffee shops, supermarkets, coffee-clubs, and food courts around the island. They can supply take-away meals to their consumers using SKP's disposable packaging; thus increasing their business and bringing added convenience to today's busy working class. These containers are micro-wave safe, thereby making a significant impact on modern lifestyle, as food can be stored, heated and eaten off the same container .

The Management, led by Chairman, Mr. Lim Seow Khim and his 4 dynamic brothers, are keen observers of market trends. Every member of the senior management takes a personal interest in quality control and product development. They are able to spot opportunities for growth long before others consider it feasible. These are some of the "first" they have scored:

The introduction of thin walled plastic disposable containers;

Investment in multi-million dollar technology, including the most advanced double-sided moulds, the best machines and the engagement of skilled technicians;

Introduction of full color print on plastic cups, it remains the only company with this capability;

Introduction of thermoforming production which manufactures plastic containers that are flexible and durable, thus defeating the shortcomings of rigidity and brittleness of moulded containers.

Now SKP is fully computerized in all its administrative and inventory control functions. The company has spent more than \$500,000 on its computer system. The customized networks system is linked to all departments for better integration and command and control. This investment has resulted in greater efficiency workforce. The huge investments in technology were made with the consumers' needs foremost in mind. While SKP made its conquests in speed and quantity, it also meticulously paid attention to detail. As a result, our company has established a strong reputation for quality, and many customers insist on our products exclusively. SKP intends to be the low-cost global leader in providing customer-preferred packaging solutions to selected value-added segments. Its dedicated team of packaging design engineers and materials experts collaborates with customers to help them differentiate their products

with more convenient and functional packaging in a wide variety of markets. They focus on four areas to deliver customer's need:

Speed to market – Our success at simplifying the supply chain helps us significantly reduce lead time to get your product to market quickly.

Flexibility – Our efforts are focused on you. We constantly listen to our customers and adapt to meet your needs.

Design and development – We give you tangible and visual feedback throughout the development stage by using our sophisticated software and technologies:

Sophisticated 3-D modeling software

Finite Element Analysis (FEA) – Optimizes design and weight

Structural analysis

Mold-fill analysis

Mold-flow simulation

Continuous improvement – More than 100 years of corporate commitment go into our focus on quality improvement, cost-to-produce improvements, and customer satisfaction.

Above all, SKP has a strong record in the area of corporate sustainability, reflecting the company's recognition that sustainability is an important issue to our customers, shareholders, employees and other key stakeholders. In 2005, SKP identified the need for a more comprehensive approach for the future and formed a corporate sustainability committee with the overarching goal of ensuring SKP's leadership position in sustainability by continuing to integrate the concept into the company's business strategy and culture. The SKP corporate sustainability committee provides oversight, guidance and direction on social, community and environmental issues that have potential impact on the reputation and long-term economic viability of the company and our stakeholders.

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

SKP Profile

Founded in _____ 1 _____, Seow Khim Polythelene Co Pte Ltd. (SKP) has revolutionized the _____ 2 _____ industry, and become the _____ 3 _____ supplier in Singapore. With _____ 4 _____ of the market share in the local market, it also possesses a wide range of oversea markets including U.S.A., United Kingdom, Australia, Japan, _____ 5 _____, Middle East and Korea, etc. The products are sold to popular restaurants, _____ 6 _____, coffee shops, supermarkets, coffee-clubs, hawker centre and food courts around the island. The Management, Mr. Lim Seow Khim and his _____ 7 _____ dynamic brothers, is paying close attention to market trends. They have spent over _____ 8 _____ in the computer system. They focus on four areas to deliver customer's need: speed to market, flexibility, _____ 9 _____, and continuous improvement. SKP has a strong record in the area of _____ 10 _____, which is an important issue to customers, shareholders, employees and other key stakeholders.

② 商务文书翻译:

(10分)

Directions: Translate the following agenda into Chinese.

	Morning	Afternoon
Monday (Dec. 9th)	9:00-11:00 a.m. meet with Mr. Sun, sales manager of Hunan Provincial Light Industrial Products Corporation Ltd.	9:00-11:00 a.m. meet with Mr. Sun, sales manager of Hunan Provincial Light Industrial Products Corporation Ltd.
Tuesday (Dec. 10th)	9:00-10:00 a.m. do market research	2:00-4:00 p.m. attend the meeting of research & development department
Wednesday	draw up the contract	

(Dec. 11th)		
Thursday (Dec. 12th)	9: 00-12: 00 a.m. discuss the details of the contract	2:30-3:00 p.m. sign the contract with Hunan Provincial Light Industrial Products Corporation Ltd.
Friday (Dec. 13th)	8: 00-12: 00 a.m. visit the place of interest	2:00 p.m. take high speed train CS112 to Guangzhou

(2) 实施条件

表 3: 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备有一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	

	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

35. 试题编号：1-35：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 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, via

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;

Supports 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 evolve customer needs and new competitors. Change is a constant feature of our day-to-day business life. Thus, we apply the SMART principle to encourage 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..

Task: 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 _____ 1 _____, Naseeb International Corp. is engaged in the

manufacture, import and _____ 2 _____ of a variety of consumer goods, including: Bed & Bath, Giftware, Home Hardware, _____ 3 _____, Household Items, Cosmetics, Electronics and much more. They focus on improving transaction systems and _____ 4 _____ to facilitate our global growth. The supply chain runs through a wide spectrum of functions right from materials planning to _____ 5 _____ to primary distribution. _____ 6 _____ are the very core of all its business activities. Its global consumer research allows us to get closer to consumers in local and international markets, ensuring they understand their diverse needs and _____ 7 _____. The market environment is subject to _____ 8 _____. They apply the _____ 9 _____ principle to encouraging their staff to set ambitious objectives. This principle is the _____ 10 _____ of the good leadership which they aim to achieve throughout Naseeb International Corp..

② 商务文书翻译:

(10分)

Directions: Translate the following letter into Chinese.

Dec.8th, 2014

Dear Liming,

We met in the Guangzhou Fair Trade a month ago. We write to you now for the establishment of business relations. Our company (FMCG) is a major distributor of fast moving consumer goods established in 1989. We are particularly interested in the Shampoo your company produced. Would you please tell me the price of it? We'd appreciate it if you send us the catalog. We look forward to your early reply.

Yours sincerely,
Bill Smith
Sales Manager

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

36. 试题编号：1-36：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 challenge, 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 (生化酶), microorganisms, and biopharmaceutical ingredients (生物制药的成分). 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 reengineer 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 E.U.

Our corporation’s 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.

Task: 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 _____ 1 _____ products used in 130 countries, Novozymes has develop improved bio innovation solutions for _____ 2 _____, pharmaceutical products, the chemical and energy sector, and countless other industries. The vision of their company is to utilize _____ 3 _____ to help farmers produce more and better, while _____ 4 _____ the consumption of environmental resources. Their main business covers _____ 5 _____, microorganisms, and biopharmaceutical ingredients, and there are three core technology platforms including biofertility, 6 _____, and bioyield enhancer. Our corporation's promise is to "Rethink Tomorrow", with 14% of revenue invested in _____ 7 _____. Their central strategy is to keep close alliance with their customers by combining our _____ 8 _____ with customers' industry insights to improve product performance. Over the course of the last 40 years, they have _____ 9 _____ employees working in research, 10 _____, and sales around the world to shape the businesses of today and the world of tomorrow.

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence into Chinese.

July.20th,2014

Dear sirs,

We are in receipt of your letter of July 18th.

In reply, we regret to inform you that we cannot do the business on your price. The recent survey shows that the Kidney Beans are not so popular in our market. So, we hope that you can reduce your previous quotation by 5%, and then we may consider placing a large order.

As the market is declining and information shows that prices will continue their downward tendency. We wish you to consider our price and give us a early reply.

Yours Faithfully,
Li Ming
General Manager

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

37. 试题编号：1-37：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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.

Task: 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 a global _____ 1 _____ with an unrivaled portfolio of brands people love. The company is headquartered in _____ 2 _____, Illinois. It markets many brands in approximately 170 countries and has _____ 3 _____ iconic brands generating revenue of over _____ 4 _____ annually, including Cadbury, Jacobs, Kraft, LU, Maxwell House, Milka, _____ 5 _____, Oreo, Oscar Mayer, Philadelphia and Trident. It is the second largest food company in the world after _____ 6 _____. Kraft conducts its global food business through two main operating units, Kraft Foods North America and _____ 7 _____. These two units participate in five core consumer sectors: snacks, beverages, cheese, grocery and _____ 8 _____. The company holds the top global position in 11 product categories: coffee, cookies, crackers, _____ 9 _____, dessert mixes, dry packaged dinners, lunch combinations, powdered soft drinks, process cheese, salad dressings, and snack nuts. There three strategies that drive its growth, namely, delight global snacks consumers, unleash the power of its iconic heritage brands, and create a _____ 10 _____, values-led organization.

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence into Chinese.

Dec.20th, 2014

Dear Sirs,

Thank you for your letter of the 16th of this month. We shall be glad to enter into business relations with your company. In compliance with your request, we are sending you, under separate cover, our latest catalogue and price list covering our export range. Payment should be made by irrevocable and confirmed letter of credit.

Should you wish to place an order, please telex or fax us.

Lee

Manager of Import and Export Department

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

38. 试题编号：1-38：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 Market was "the fastest-growing mass retailer in the U.S.A., with same-store sales rising 17.1 per cent quarter-on-quarter."

Our founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of Clarksville Natural Grocery. In 1978, twenty-five year old college dropout John Mackey and twenty-one year old Renee Lawson Hardy, borrowed \$45,000 from family and friends to open the

doors of a small natural foods store called SaferWay in Austin, Texas. Two years later, John and 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-over's. 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 do not sell food that has been irradiated and sell 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 customers, 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 Market 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 Market is an exciting company of which to be a part and a very special place to work.

Task: 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 _____ 1 _____ foods, with over than 300 stores in _____ 2 _____ and the United Kingdom. Their founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of _____ 3 _____. The original Whole Foods

Market started in 1980, at 10,500 square feet and a staff of _____ 4 _____. Since then, it has developed incredibly rapidly, much of which has been achieved through _____ 5 _____. Now it sells an average of _____ 6 _____ food and non-food items, including seafood, _____ 7 _____, meat and poultry, bakery, prepared foods, specialty, whole body, floral, _____ 8 _____ and household products. In its larger stores, catering services are provided for customers with _____ 9 _____. In all, its success relies on the _____ 10 _____ and intelligence of all of its team members.

② 商务文书翻译:

(10 分)

Directions: Translate the following correspondence into Chinese.

A Letter of Congratulation

Aug. 10, 2019

Dear Mr. Miller,

Warmly congratulate the opening of your first store in London! This is your another success in opening overseas market. Taking the opportunity, on behalf of our company, I wish the business of your London Store will be prospering and successful. I hope we will see the new progress of the operation of our two companies on the basis of equality and mutual benefit.

Best wishes!

Yours faithfully,
Deng Liang

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备

测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
------	---	----

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息, 使用适当的单词或其同义词的正确形式填空, 没空不超过3个单词, 每空2分, 共10题。	拼写错误、大小写错误、超过3个单词, 均记0分
商务文书翻译	3分	能准确理解所给商务英语文本, 商务背景、交际目的分析正确, 语义信息理解正确, 内容完整, 记3分。主要内容每缺失一处, 扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识, 商务专业知识充分, 术语表达准确一致, 记3分。专业术语、贸易惯例、法规、条款等翻译错误, 每项扣0.5分。	
	4分	译文表达连贯, 双语转换顺畅, 题材运用恰当, 词义理解、语法、标点运用正确, 达到译文目的, 记4分。词义理解、语法、标点、句型表达, 每错一处扣0.5分。	

39. 试题编号：1-39：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 comes 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 RMB 49.42 billion or Bt247.11 billion with average business growth achieved 17.65 percent in 2008. Its total assets was reported RMB 30.35 billion or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, property, medicine, retail and international trade.

Task: 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 _____ 1 _____, Thailand, Charoen Pokphand Group (CP Group) was founded in 1921. Today, it has over _____ 2 _____ employees and operates in the agribusiness, retail and _____ 3 _____ markets. The Chia brothers started their business with a _____ 4 _____ called “Chia Tai”. Later, it developed towards the production of _____ 5 _____ and further integrated towards livestock farming. Over thirty years’ expansion, it has become _____ 6 _____ feed mill operator in the world. Charoen Pokphand Group is also the first multinational corporation to invest in China’s _____ 7 _____, in 1979. Since then, it has had more than 100 compounds feed mills and 5 fully _____ 8 _____ in 29 of China’s 31 provinces, autonomous regions and municipalities. Its total assets was reported _____ 9 _____ RMB or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, _____ 10 _____, medicine, retail and international trade.

② 商务文书翻译:

(10 分)

Directions: Translate the following correspondence into Chinese.

Dec. 5, 2014

Dear Sirs,

We get to know through the internet that you are in the market for agribusiness. We are a solely state-owned enterprise, specializing in agricultural, by-products and processed products. We are hoping to have the opportunity to establish trade relations with you.

Enclosed please find a copy of our export list covering the main items available at present.

We look forward to receiving your enquiries soon.

Yours faithfully,

Deng Liang

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

40. 试题编号：1-40：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 extend 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 (营养品) and Cosmeceuticals (保养品), 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 on 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 optimize 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.

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.

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 favorite for baby care, home and professional use.

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.

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.

Skin Basics

This successful skincare brand delivers an excellent range of gentle, soap-free cleansing, moisturizing and protective formulations for dry skin conditions.

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.

Slimm

It has been carefully designed to fit our modern lifestyle and help you with a nutritious, well balanced, scientifically based, effective weight management program. Slimm 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.

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.

Task : 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 operations in _____ 1 _____, Probiotec Limited is well-known for its _____ 2 _____ and rapid response to market opportunities. Its development has been facilitated by strong organic growth and _____ 3 _____ 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. It offers a diverse range of prescription and over-the-counter (OTC) pharmaceuticals, complementary medicines and _____ 4 _____. What separates Probiotec Limited from others is not only our heavy investment on _____ 5 _____, but they also _____ 6 _____ their own products. Their brands are stocked in pharmacies, _____ 7 _____ and major supermarkets across Australia. Their products are also available from their _____ 8 _____ www.pharmaonline.com.au. Their branded products include Celebrity Slim, _____ 9 _____, Milton, Gold Cross, David Craig, _____ 10 _____, Arthroflex MAX, Slimmm, Palastart & Palabind.

② 商务文书翻译:

(10 分)

Directions: Translate the following advertisement into Chinese.

New Product Release Conference

On Feb. 14, 2014, a new product release conference will be held at 2:30 P.M. to 5:30 P.M. in Fuhua International Hotel. At the conference, Xianglin Limited company

will promote a series of new products, which will be sold in the market one after another. All these new products enrich product lines and improve the competitiveness of company. Everyone who is interested in our product is welcome to the conference.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

41. 试题编号：1-41：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 strategy can be compared to a house – with values as a solid foundation and a proven mission that makes 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's business is about helping our customers 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 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 consumers. 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-ordinated, 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.

Task: 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 _____ 1 _____, Onninen Group is a family-owned company which offers _____ 2 _____ to contractors, industry, public organizations and retailers in the markets of _____ 3 _____ countries . Onninen has two product brands of its own: Onnline for _____ 4 _____ use, and _____ 5 _____ for easy living of consumers. Customers of Onninen can either shop in an Onninen Express

store, the company's _____ 6 _____ targeted to serve business-to-business customers, or be served electronically in OnnShop, an _____ 7 _____ that offers all the Onninen warehouse products. Onninen Group also offers logistics services and _____ 8 _____. The company's total net sale for 2010 was _____ 9 _____. It aims to achieve _____ 10 _____ annual growth in turnover in the next 3 – 5 years.

② 商务文书翻译:

(10 分)

Directions: Translate the following advertisement into Chinese.

Advertisement

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

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

42. 试题编号：1-42：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 strategically headquartered in Hialeah, 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 Group 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 is 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 U.S.A. in the beginning years, we have expanded our manufacturing base into 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, who 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.

Task: 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	
Founded in _____ 1 _____,	Reach Cooling Group is a manufacturer and marketer of _____ 2 _____.
The company is based in _____ 3 _____.	With the most _____ 4 _____ product range in the market, Reach Cooling Group's products and equipment are made to be suitable for an almost _____ 5 _____ variety of applications.
The company's factories follow strict _____ 6 _____ and other worldwide accepted standards.	It has a successful _____ 7 _____ network and several professional factories _____ 8 _____.
The company continually strives to provide new or _____ 9 _____ products with methods and procedures that are _____ 10 _____ to the environment.	

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese.

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

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	

	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	
--	----	---	--

43. 试题编号：1-43：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Innovair Corporation from the official website of the company.

A Brief Introduction to Innovair Corporation

Established in Miami, Florida, Innovair Corporation specializes in the manufacture of efficient green technology for a wide range of residential and commercial Air-conditioning and Refrigeration products. Our success has been built on a strong reputation of superior quality, value, excellent service, honesty and integrity. Striving for excellence, it commits itself to continuing research and development in Air-conditioning and Refrigeration technology.

Aiming to be on the forefront of product development and innovative design, as well as the optimization of its unit's performance, Innovair Corporation designed and manufactured high quality equipments that are well-engineered, reliable, and

cost-effective. Today, Innovair Corporation offers several complete lines of Air-conditioning and Refrigeration products not only meeting customer satisfaction, but even exceeding their expectations.

Our long list of available standard and optional features makes them the ideal choice for residential and commercial projects. It is a great benefit in terms of quality, cost and efficiency. Innovair Corporation team efforts have been focused on providing value to our customers.

Our Philosophy

To maintain our aim to be in the forefront of the Air-conditioning & Refrigeration industry, we have built a team of professionals focused on quality and integrity who consistently exceed the expectations of our customers. Employees in Innovair Corporation give utmost importance to respecting individuality and diversity among each other.

Every employee in Innovair Corporation adheres to company policies and procedures at all times. We all pledge to be honest, ethical and to always do the right thing. When performing our duties, we always aim for customer satisfaction through clean, fast and quality workmanship.

We are committed to encouraging and honing individual skills and talents in order to contribute to employees' career growth while better ensuring quality output from our manufactured products.

Our Values

Because the comfort and well being of your business, home and family is at stake, Innovair Corporation has gone to great lengths to establish and adhere to a number of core values that will ensure your satisfaction. With our commitment to excellence, we strive to provide the highest quality products to meet your every unique need. Our mission is to exceed customers' expectations in all aspects of Air-conditioning and Refrigeration requirements. We have set the highest standards of service for others to follow in our industry.

Our business operates with competency, integrity, and honesty in mind. Respect towards customers, suppliers, and work associates are strongly emphasized while

promoting teamwork and collaboration. This enables us to develop strong lines of communication within the organization and with our customers, which in turn, leads to the trust and confidence that is essential to maintain long term relationships and happy customers.

The Experience

The engineers at Innovair Corporation have many years of experience in the design of Air-conditioning and Refrigeration products and similar applications.

Our sales and marketing department is an extension of our design team. Our remarkable customer service ensures all your questions are answered and that you are satisfied with your every purchase. We are passionate about what we do and a good customer report is our reward.

Environment Friendly Refrigerants

Faced with today's tough environmental challenges and with global warming, we are more committed than ever to develop solutions which utilize sustainable energy sources in order to conserve our planet's non-renewable reserves of fossil fuels. We offer a wide range of eco-friendly heat pumps and refrigeration products constantly adding more to our list. Our CFX series uses R410A that is chlorine free and non-depleting refrigerant. Such will not only help save money on energy bills but also help reduce carbon dioxide emissions in the atmosphere to help control global warming.

The Solution

Our Air-conditioning and Refrigeration are part of a market-leading range of superior efficiency products from Innovair Corporation.

Air-conditioning units are available up to 5 tons and custom units up to 100 tons. Hermetic Refrigeration units are available from 3/4 HP to 5 HP and Semi-hermetic are available from 2 HP to 30 HP in LOW-MED-HIGH temp. There are units to meet your every need.

On top of that, Innovair Corporation is dedicated to providing the best possible solution for families and businesses in Florida, across United States and to outside regions. You can count on us to provide you with a system that fits your unique needs.

We can meet the expectations of the most demanding projects with our broad based knowledge of our industry. No matter what your Air-conditioning and Refrigeration requirements are, Innovair Corporation can deliver a solution.

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

Innovair Corporation Profile

Innovair Corporation is a manufacturer of _____ 1 _____ and commercial _____ 2 _____ products. Aiming to be on the _____ 3 _____ of the industry, the company has built a team of professionals who consistently _____ 4 _____ the expectations of the customers. Faced with _____ 5 _____ and with global warming, the company is committed to develop solutions which utilize _____ 6 _____ and offer a wide range of _____ 7 _____ products. Innovair Corporation employs _____ 8 _____ engineers and offers _____ 9 _____ customer services. It can meet the expectations of the most _____ 10 _____ projects.

② 商务文书翻译: (10分)

Directions: Translate the following correspondence into Chinese.

Having obtained your name and address from International Chamber of Commerce, we are writing this letter, expecting to establish business relations with you. We have been importers of air-conditioning and refrigerating products for many years, and are interested in extending our business range at present. We would appreciate your catalogue and quotations. If your prices are competitive, we would expect to place large orders with you.

Looking forward to your early reply.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

44. 试题编号：1-44：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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.

Task: 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 is an American company that designs, manufactures and markets 1 _____ systems for use in _____ 2 _____ property. The company can trace its roots back to _____ 3 _____. It has been growing through the years by developing _____ 4 _____ brands and acquiring _____ 5 _____ brands. It has _____ 6 _____ manufacturing facilities located in the U.S., _____ 7 _____ and Canada. It also has a 500,000-square-foot _____ 8 _____ in Tampa, Florida. Every GreenStar product is built to deliver quality, comfort, and _____ 9 _____. Whatever the customers' needs may be, there's a GreenStar heating and cooling product to _____ 10 _____ them.

② 商务文书翻译:

(10 分)

Directions: Translate the following correspondence into Chinese.

We are very interested to hear that you expect to import cooling and heating equipment.

We would like to invite you to visit our booth, No.12, at the Industrial Products Trade Fair, which starts on October 13. If you would like to set up an appointment during non-exhibition hours, please call us. We can then arrange for our senior staff to be present at the meeting.

We look forward to hearing from you.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息, 使用适当的单词或其同义词的正确形式填空, 没空不超过3个单词, 每空2分, 共10题。	拼写错误、大小写错误、超过3个单词, 均记0分
商务文书翻译	3分	能准确理解所给商务英语文本, 商务背景、交际目的分析正确, 语义信息理解正确, 内容完整, 记3分。主要内容每缺失一处, 扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识, 商务专业知识充分, 术语表达准确一致, 记3分。专业术语、贸易惯例、法规、条款等翻译错误, 每项扣0.5分。	
	4分	译文表达连贯, 双语转换顺畅, 题材运用恰当, 词义理解、语法、标点运用正确, 达到译文目的, 记4分。词义理解、语法、标点、句型表达, 每错一处扣0.5分。	

45. 试题编号：1-45：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 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 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.

Task: 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

Founded in _____ 1 _____, Clima Tech Corporation is a company specializing in HVAC _____ 2 _____ in Boise. Originally named _____ 3 _____ Air Conditioning Company, the company changed its name to Clima Tech Corporation after _____ 4 _____ General Electric's central air conditioning department in _____ 5 _____. Today the company has _____ 6 _____ employees. It has a newly opened _____ 7 _____ in Oregon and offers full mechanical services to _____ 8 _____ throughout southern Idaho and eastern Oregon. Clima Tech Corporation has been listed among America's 5000 _____ 9 _____ for 2007 and 2010. The company's _____ 10 _____ is to provide the best service experience its customers will ever have.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese.

BROAD Non-Electric Air Conditioner, takes natural gas and waste heat as the energy, saving energy twice as much as traditional central air-conditioners.

BROAD Non-Electric Air Conditioner, innovative technology as the concept, protecting life as the belief.

BROAD Non-Electric Air Conditioner, healthy, energy-efficient, cost-saving, environment-friendly.

BROAD Non-Electric Air Conditioner, brings you into the new era of air conditioner

technology, and makes you enjoy the superior air conditioner.

Low noise, calm mind, coolness gained.

Excellent air conditioner, made by BROAD.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

46. 试题编号：1-46：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 westinghouse dishwasher, white westinghouse dryers and white westinghouse 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 westinghouse Refrigerators, White westing house Freezer, White westinghouse 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.

Task: 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

Founded in _____ 1 _____, Galaxy Refrigeration Private Limited Co. specializes in _____ 2 _____ of White Westinghouse Appliances, which are _____ 3 _____ from one of the most reliable US _____ 4 _____ company, White Westinghouse. The company also procures from various other _____ 5 _____ and supplies to the clients spread all over the world. With an aim towards offering _____ 6 _____, the company tests the products rigidly and follows stringent _____ 7 _____. The company has a _____ 8 _____ to store the products. It has developed a wide _____ 9 _____ network all over the country that helps to _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement 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 arranged 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分

商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

47. 试题编号：1-47：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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 is provided for product promotion. With its strong R&D facilities, it is capable of meeting customers' requirements on product specifications. It 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(疟疾). 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.

Task: 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 _____ 1 _____, is a leading manufacturer and marketer of _____ 2 _____ and pesticides in India. It began Exporting BHC to _____ 3 _____ in the 1960's. Its registered office is located in _____ 4 _____, India and our _____ 5 _____ is at Kalol. The company export products to about _____ 6 _____ countries and have registered more than _____ 7 _____ of its products overseas. The DSL Products range comprises: - Insecticides for control of _____ 8 _____ which reduce crop yields and quality, Fungicides against _____ 9 _____ which can have severe adverse effects on crop yields and quality, and Herbicides for control of _____ 10 _____ affecting crops.

② 商务文书翻译:

(10 分)

Directions: Translate the following advertisement into Chinese.

Haili Detergent(洗涤剂), Give You A Brand New Life

Are you still worried about the stain? Do you have trouble washing dirty dishes?

Try Haili Detergent, and you can get a brand new life. Haili Detergent, made of 100% natural ingredients without fragrance, has neither damage to your hand nor harm to people's health. Haili detergent can virtually leave dishes spotless. You trust is our goal.

Order now, so you can enjoy a 15% discount. The first three hundred can get an extra souvenir.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

48. 试题编号：1-48：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to MainPlus Chemicals Ltd.

MainPlus Chemicals Ltd. is a privately owned, U.K.-based company with over 30 years' experience in the manufacture, formulation(配方), 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 welcomes 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 utilize 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 specialize 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 specialize 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.

Task: 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 established in ____ 1 _____. Based in ____ 2 _____, the company specializes in manufacturing and exporting agricultural, environmental health, veterinary and ____ 3 _____ products used in over ____ 4 _____ countries worldwide. The company's mission is to provide ____ 5 _____ worldwide. The company's factory is ISO 9001 quality ____ 6 _____. In 2009, the company won Excellence in ____ 7 _____ award. MainPlus specializes in the supply of ____ 8 _____ for all applications worldwide. It supplies a range of pesticides for use on a wide variety of ____ 9 _____ and for ____ 10 _____ purposes.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese.

A Letter of Congratulation

Aug. 10, 2014

Dear Mr. Miller,

Warmly congratulate the opening of your first store in London! This is your another success in opening overseas market. Taking the opportunity, on behalf of our company, I wish the business of your London Store will be prospering and successful.

I hope we will see the new progress of the operation of our two companies on the basis of equality and mutual benefit.

Best wishes!

Yours faithfully,

Deng Liang

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

49. 试题编号：1-49：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 U.S., Canadian and Mexican customers.

Equipments

MH&W has made major investments to keep our production facilities on the cutting edge. Our latest additions, four Mazak machine centers with pallettechs, 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 1,000 units to more than 40,000 units.

MH&W has 50 modern machining centers, many equipped with pallettechs, 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. It's all supported by the latest in 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 - we back 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.

Task: 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

Founded in _____ 1 _____, MH&W International Corp. is a _____ 2 _____ organization in the United States, Canada and Mexico. The company consists of two operating divisions: _____ 3 _____ and _____ 4 _____. It can meet its customers' _____ 5 _____ requirements and surpass their expectations. MH&W not only offers top-quality products and _____ 6 _____, but also back them up with outstanding _____ 7 _____. Besides, it operates as an exclusive engineering and marketing _____ 8 _____ between several major _____ 9 _____ and its customers. It offers Six Sigma training to its employees and raises its _____ 10 _____ by using it.

② 商务文书翻译:

(10分)

Directions: Read the following case and analyze the problem with at least 100 words.

A Sales Assistant Wanted

Sany Group is a Chinese multinational heavy machinery manufacturing company.

The company is looking for a sales assistant now.

Responsibilities:

1. Prepare quotation for clients, maintenances of customer's records, orders.
2. Prepare weekly or monthly report.

<p>3. Follow up on customer request.</p> <p>4. Handle correspondences over the phone and through emails in English</p> <p>Requirements:</p> <p>1. Bachelor’s degree in mechanical engineering or relevant discipline.</p> <p>2. Fluent in oral and written English.</p> <p>3. Skilled in Microsoft Office</p> <p>4. Excellent interpersonal and communication skills.</p> <p>Those who are interested please send your CV to resume@Sany.com</p>
--

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息, 使用适当的单词或其同义词的正确形式填空, 没空不超过3个单词, 每空2分, 共10题。	拼写错误、大小写错误、超过3个单词, 均记0分
商务文书翻译	3分	能准确理解所给商务英语文本, 商务背景、交际目的分析正确, 语义信息理解正确, 内容完整, 记3分。主要内容每缺失一处, 扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识, 商务专业知识充分, 术语表达准确一致, 记3分。专业术语、贸易惯例、法规、条款等翻译错误, 每项	

		扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

50. 试题编号：1-50：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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 manufacturers and suppliers 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 from 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 requirement 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 market. Products offered by us passes 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 have 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 material 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 road, rail 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.

Task: 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 _____ 1 _____ of engineered General Hardware Materials, Steel Materials and _____ 2 _____. The company procures from _____ 3 _____ and also arranges _____ 4 _____ of the materials at its end. Products offered by it passes through stringent _____ 5 _____ at each stage of product development. The company's association with reliable vendors has enabled it to supply _____ 6 _____ range of products. And its rich _____ 7 _____ allows it to avoid any delay in _____ 8 _____ its product range. The company has developed a spacious and well segregated _____ 9 _____. It uses raw materials of superior quality and engages _____ 10 _____ packaging experts to pack the products.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese.

Product Description

Product Name: CNC Machine Tool

Brand Name: Sany

Model Number: MV650

Main features: High precision, high efficiency, wide application, simple and convenient operation and good performance,

After Sales Service:

1. Our guarantee time is 14 months from B/L Date, if any component is damaged during guarantee time, we can send the component to the customer freely.
2. If the customers need operation help, they can contact us at any time. We provide 24 hours on-line service.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分

商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

51. 试题编号：1-51：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Schlumberger(斯伦贝谢) from the official website of the company.

A Brief Introduction to Schlumberger

Schlumberger is the leading oilfield services provider, trusted to deliver superior results and improved E&P performance for oil and gas companies around the world. Through our well site operations and our research and engineering facilities, we are working to develop products, services and solutions that optimize customer performance in a safe and environmentally sound manner.

Backgrounder

Schlumberger Limited (NYSE:SLB) is the world's leading oilfield services company supplying technology, information solutions and integrated project management that optimize reservoir performance for customers working in the oil and

gas industry. Founded in 1926, today the company employs more than 110,000 people of over 140 nationalities working in approximately 80 countries.

The company comprises two business segments:

Schlumberger Oilfield Services supplies a wide range of products and services from formation evaluation through directional drilling, well cementing and stimulation, well completions and productivity to consulting, software, information management and IT infrastructure services that support core industry operational processes.

WesternGeco (西方地球物理公司) is the world's largest seismic company and provides advanced acquisition and data processing services.

Schlumberger has principal offices in Houston, Paris and The Hague. Revenue was \$27.45 billion in 2010. Schlumberger stock is listed on the New York Stock Exchange, ticker symbol SLB, on the Euronext Paris, Euronext Amsterdam, London and the SWX Swiss stock exchanges.

Organization

Schlumberger manages its business through 35 GeoMarket(地区分公司) regions, which are grouped into four geographic areas: North America, Latin America, Europe & Africa, Russia, Middle East and Asia. The GeoMarket structure offers customers a single point of contact at the local level for field operations. It brings together geographically focused teams to meet local needs and deliver customized solutions. Working together with the company's technology segments, the GeoMarkets provide a powerful conduit through which information and know-how flow to the customers, and through which Schlumberger engineers and geoscientists maximize technological synergies over the entire life of the field.

Competitive Advantage

Schlumberger offers its clients four key advantages:

- Deep domain knowledge of exploration and production operations gained through 75 years of experience
- The service industry's longest commitment to technology and innovation through a network of 25 research, development, and technology

centers.

- A global reach in more than 80 countries coupled to strong local experience and the diversity in thought, background and knowledge that more than 140 nationalities bring.
- A commitment to excellence in service delivery anytime, anywhere.

Research and Development

The company was founded by the two Schlumberger brothers who invented wire line logging as a technique for obtaining down hole data in oil and gas wells. Today, it continues to build on the industry's longest track record of providing leading edge E&P technology to develop new advancements-from reservoir to surface. Schlumberger has always invested significant time and money on research and engineering as a long-term strategy to support and grow its technology leadership. Short-term business cycles do not affect this. In 2010, we invested \$919 million in R&D for our oilfield activities. Schlumberger invests more each year in R&D than all other oilfield services companies combined.

Schlumberger Products, Services and Solutions

Schlumberger services and solutions combine domain expertise, best practices, innovative technologies, and high-quality support aimed at helping its customers increase oilfield efficiency, lower finding and producing costs, improve productivity, maximize reserve recovery, and increase asset value in a safe, environmentally sound manner.

Today, Schlumberger Oilfield Services solutions include open-hole and cased-hole wire line logging; drilling services; well services, such as cementing, coiled tubing, stimulations and sand control; well completion services including well testing and artificial lift; interpretation and consulting services; and integrated project management. Strong technical and operational support to the field is vital to the success of any complex global operation that includes remote locations. The key is to provide real-time linkage with world-class experts and knowledge, delivering the latest and best problem-solving capabilities-anywhere, anytime. The company's InTouchsupport.com knowledge management tool improves field access to

Schlumberger technology centers through the most advanced IT tools, 24-hours a day, seven days a week.

Commitment to Quality, Health, Safety and the Environment

Schlumberger operates in many varied and often challenging geographical environments. An unwavering commitment has always been maintained to the highest standards of the quality, health and safety of our employees, customers and contractors, as well as for the protection of the environment in the communities in which we live and work. The long-term business success of Schlumberger depends on our ability to ensure that QHSE (质量、健康、安全、环境) remains a top priority for the management and each employee. The Schlumberger QHSE policy and diverse standards are applied throughout the company. Each employee must maintain up-to-date certifications in essential QHSE training courses through both traditional classroom and on-line interactive learning. Our driving safety-training program is one examples of our QHSE success. In 2003 it resulted in zero occupational auto fatalities despite employees logging a monthly average of 12 million driving miles.

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

Schlumberger Profile

Schlumberger is the leading provider of _____ 1 _____. The company has _____ 2 _____ employees working in approximately _____ 3 _____ countries. The company comprises two business segments: Schlumberger Oilfield Services and _____ 4 _____. In 2010 its revenue totaled _____ 5 _____. The company operates its business in North America, Latin America, Europe & Africa, Russia, _____ 6 _____ and Asia. Schlumberger has always invested significant time and money on _____ 7 _____ to support and grow its _____ 8 _____. Schlumberger services and solutions combine domain expertise, best practices, _____ 9 _____, and high-quality support. The company's long-term business success depends on its ability to ensure the _____ 10 _____ of QHSE.

② 商务文书翻译:

(10分)

Directions: Translate the following schedule into Chinese.

Schedule
<p>July 24, Monday</p> <p>10:00 a.m.: Arrive in Changsha by Flight MU9803, to be met at the airport by Mr. Li Ming, Vice President of Sany Group</p> <p>2:00p.m.: Business negotiation</p> <p>4:00 p.m.: Leave for Huatian Hotel</p> <p>7:00 p.m.: Dinner reception</p> <p>July 25, Tuesday</p> <p>Morning: Going to Zhuzhou to visit Zhuzhou Industrial Park</p> <p>Afternoon: Return from Zhuzhou to Changsha and visit factories in Changsha</p> <p>7:00p.m.: Cocktail reception</p>

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注

国际商务 信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书 翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

52. 试题编号：1-52：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to the Tokyo Electric Power Company, Incorporated

The Tokyo Electric Power Company, Incorporated (东京电力株式会社, TYO: 9501), also known as Toden (东电) or TEPCO, is an electric utility servicing Japan's Kantō region, Yamanashi Prefecture, and the eastern portion of Shizuoka Prefecture. This area includes Tokyo. Its headquarters are located in Uchisaiwaicho (内幸町), Chiyoda(千代田), Tokyo, and international branch offices exist in Washington, D.C., and London.

In 2007 TEPCO was forced to shut the Kashiwazaki-Kariwa Nuclear Power Plant after the Niigata-Chuetsu-Oki Earthquake. That year it posted its first loss in 28

years. Corporate losses continued until the plant reopened in 2009. Following the March 2011 Tōhoku earthquake and tsunami, its power plant at Fukushima Daiichi was the site of a continuing nuclear disaster, one of the world's most serious. TEPCO could face ¥2 trillion (\$23.6 billion) in special losses in the current business year to March 2012. And Japan plans to put TEPCO under effective state control as a guarantee for compensation payments to people affected by radiation. The Fukushima disaster displaced 50,000 households in the evacuation zone because of radiation leaks into the air, soil and sea.

History

Japan's ten regional electric companies, including TEPCO, were established in 1951 with the end of the state-run electric industry regime for national wartime mobilization.

In the 1950s, the company's primary goal was to facilitate a rapid recovery from the infrastructure devastation of World War II. After the recovery period, the company had to expand its supply capacity to catch up with the country's rapid economic growth by developing fossil fuel power plants and a more efficient transmission network.

In the 1960s and 1970s, the company faced the challenges of increased environmental pollution and oil shocks. TEPCO began addressing environmental concerns through expansion of its LNG(liquefied natural gas) fueled power plant network as well as greater reliance on nuclear generation. The first nuclear unit at the Fukushima Dai-ichi (Fukushima I) nuclear power plant began operational generation on March 26, 1970.

During the 1980s and 1990s, the widespread use of air-conditioners and IT/OA(office automation) appliances resulted a gap between day and night electricity demand. In order to reduce surplus generation capacity and increase capacity utilization, TEPCO developed pumped storage hydroelectric power plants and promoted thermal storage units.

Recently, TEPCO is expected to play a key role in achieving Japan's targets for reduced carbon dioxide emissions under the Kyoto Protocol. It also faces difficulties

related to the trend towards deregulation in Japan's electric industry as well as low power demand growth. In light of these circumstances, TEPCO launched an extensive sales promotion campaign called "Switch!", promoting all-electric housing in order to both achieve the more efficient use of its generation capacity as well as erode the market share of gas companies.

Corporate overview

- Equity capital 900.9 billion yen
- Shareholders 933,031
- Sales turnover 5,368.5 billion yen (FY2010)
- Ordinary income 317.6 billion yen (FY2010)
- Net income -1,247.3 billion yen (FY2010)
- Gross assets 14,790.3 billion yen
- Employees 38,671
- Electricity sales 293,386 GWh (FY2010)

Position in the industry

TEPCO is the largest electric utility in Japan and the 4th largest electric utility in the world after German RWE, french Électricité de France and Germany's E.ON. As TEPCO stands in a leading position in this industry, they have relatively a strong effect for Japanese economics, environment, and energy industry.

Management and finance Generation

The company's power generation consists of two main networks. Fossil fuel power plants around Tokyo Bay (东京湾) are used for peak load supply and nuclear reactors in Fukushima (福岛) and Niigata (新潟) Prefecture (辖区) provide base load supply. Additionally, hydroelectric plants in the mountainous areas outside the Kanto Plain, despite their relatively small capacity compared to fossil fuel and nuclear generation, remain important in providing peak load supply. The company also purchases electricity from other regional or wholesale electric power companies like Tohoku Electric Power Co., J-POWER, and Japan Atomic Power Company.

International Activities

TEPCO has been utilizing its advanced technological expertise and managerial

resources to vigorously expand its interests throughout the world, with the aim of further expanding and developing the Company by creating new overseas business opportunities. TEPCO also promotes international exchanges, and carries out research on international energy policies and electricity markets through its offices in Washington, D.C. and in London.

To conduct extensive exchanges at both top management and expert levels, TEPCO has established an international network with Asian and other electric power utilities, including the State Grid Corporation of China, the Korea Electric Power Corporation, Tenaga Nasional Berhad of Malaysia, as well as with Electricité de France. This network has been extended to incorporate the world's major transmission system operators, including PJM Interconnection (United States) and Réseau de Transport d'Electricité (RTE) (France) to improve technical exchanges in favor of reliable and efficient power grid management.

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

TEPCO Profile	
TEPCO, founded in _____ 1 _____, is the largest electric utility in Japan and the _____ 2 _____ electric utility in the world. It is _____ 3 _____ in Uchisaiwaicho, Chiyoda, Tokyo and has _____ 4 _____ in Washington, D.C., and London. The company's power generation consists of two main networks: _____ 5 _____ power plants around Tokyo Bay and _____ 6 _____ in Fukushima and Niigata Prefecture. In 2010, its gross assets reached _____ 7 _____, and its sales turnover was _____ 8 _____. TEPCO has built an _____ 9 _____ with Asian and other electric power utilities and has _____ 10 _____ it to incorporate the world's major transmission system operators.	

② 商务文书翻译:

(10分)

Directions: Translate the following want ad into Chinese.

A Sales Representative Wanted

Sany Group is a Chinese multinational heavy machinery manufacturing company. We are looking for a sales representative.

Job Description:

- 1) Work with local distributors to develop new products.
- 2) Support marketing team for Sany brand development.
- 3) Conduct seminars for end users on a monthly basis;
- 4) Maximize sales growth in the region;

Job Requirements

- 1) 2-4 years or above industrial sales experience.
- 2) Engineering background and knowledge of end users.
- 3) Good communication and presentation skill, team work player.
- 4) Experience in conducting seminars and exhibitions.

Contact Information:

HR Manager: Sunny Chen Email: sunny.chen@Sany.com

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

53. 试题编号：1-53：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to MALI Group

Incepted in the year 1996, we MALI Group, are engaged in supplying quality water heating (水暖) material, machine items like mild steel fasteners, stainless steel fasteners, mechanical press brake machine, stainless steel nozzles, brass fittings, industrial gears and many more. Our products are widely used in different application areas like engineering, automobile, construction industries. Heating element manufacturers are also providing turnkey projects on Cooling Towers and Scrubbers as per the specific requirements of our clients. Owing to the quality standards, we are repeatedly in demands in different parts of the globe such as Kuwait, Muscat, Dubai, Middle East, U.K., U.S.A., Denmark, Australia and New Zealand.

Empowered by strong logistics support, dexterous team, quality controllers and rich vendor base, we are able to provide our products without any flaw at right time. We have gained experience in quality and reliability that help us meet the ongoing demands of the prevailing market situation. Selection of appropriate vendors, wide distribution network and strict quality measures has enabled us in maintaining high quality standards.

Product Profile

We are catering quality water heating material, bought outs and machine items that find usage in various industries like automobile, engineering and construction industries. In addition, we are also expert in offering turnkey (全面解决方案) project solutions in accordance with the specifications of our global clients. We have expertise that enables us in handling different aspects of the projects such as designing, budgeting and planning with timely execution.

Vender Base

We are able to maintain high standards in supply of our bought outs and projects is due to our strong and loyal vendor base that has rich experience in their respective areas. To ensure the reliability of our vendors, they are selected after rigorous assessment of their commitment to timely delivery, cost effectiveness and strong ethical standard.

These stringent (严厉的) method to select vendors has fetched us enormous success in our business. Further, we have maintained and developed cordial relationship with our vendors, which is a key factor in our success. We are also involved with our vendors in maintaining quality and continuous improvement of our products.

Quality Assurance

We lay utmost attention to the quality of our products. While selecting our vendors we lay emphasis on ISO 9000 system certified vendors. With the concerted efforts of our members, we procure the best quality from the market after strict inspection. We also maintain a cordial relationship with clients based globally. We have a team of quality auditors who assist in maintaining high quality standards.

Each of our products is stringently tested for specified parameters (参数) to assure high quality standards. Our quality auditors are trained to always keep the customer and market in focus. Apart from this, we also employ manual checking of the products to assure high quality standards of the products. We have also put in lots of efforts to see that quality products are packed according to international standards.

Team

We have a strong team of competent and qualified professionals who assist in sourcing and exporting of our products. With the concerted efforts of our team members, we are able to offer the products as per the international standards to meet the requirements of our global clients. Our team includes experienced engineers and technicians, quality control, development, logistics, finance and marketing professionals.

The motto of our team is – Quest for Excellence and Strive to Achieve It.

The main objective of the team is successful execution of mutually beneficial orders of our clients at most competitive prices meeting required quality specifications just in time delivery.

Warehousing and Packaging

We are encompassing a vast area for storing our products like water heating material, bought outs and machine items. Our whole unit is divided into different sections so as to stock the products systematically and in a better way. Each of our products is properly stored in separate sections so that they could retrieve at the time of need with minimum effort. We have all the necessary tools and equipment for the easy and fast storage and retrieval of our products. We lay our due consideration that the storehouse is free from any damage. For this, we have trained professionals and housekeepers who look after the products and all the essential equipments have been provided to maintain cleanliness and sanitation.

Apart from this, we also emphasize on final packaging of our products in different material. These are duly packed in specific materials in accordance with the requirements and are delivered within time limits.

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

MALI Group Profile

Founded in _____ 1 _____, MALI Group is engaged in supplying quality water heating material, bought outs and _____ 2 _____ that are used in _____ 3 _____, automobile and construction industries. It also offers _____ 4 _____ in accordance with the _____ 5 _____ of its global clients. The company adopts stringent method to select _____ 6 _____ and procures the best quality from the market after strict _____ 7 _____. Each of its products is stringently tested for _____ 8 _____ to assure high quality standards. With a strong team of _____ 9 _____ professionals, the company is able to offer the products according to the _____ 10 _____ to meet the requirements of its global clients.

② 商务文书翻译:

(10 分)

Directions: Translate the following product description into Chinese.

Schedule

July 24, Monday

10:00 a.m.: Arrive in Changsha by Flight MU9803, to be met at the airport by Mr. Li Ming, Vice President of Sany Group

2:00p.m.: Business negotiation

4:00 p.m.: Leave for Huatian Hotel

7:00 p.m.: Dinner reception

July 25, Tuesday

Morning: Going to Zhuzhou to visit Zhuzhou Industrial Park

Afternoon: Return from Zhuzhou to Changsha and visit factories in Changsha

7:00p.m.: Cocktail reception

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

54. 试题编号：1-54：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to KK P.L.C from the official website of the company.

A Brief Introduction to KK Private Limited Company

KK Private Limited Company was established in Addis Ababa, Ethiopia (埃塞俄比亚), in 1992 by a visionary young Ethiopian named Ketema Kebede. As in the case of many transitional companies, KK P.L.C started its operation with practically very little resources.

The company started its business activities with just one-man acting as both the company manager and operator. However, within a span of a few years the company formed itself from a one-man operation into a trading house and merged as a leading national company with considerable pool of resources. It diversified its business activities, accumulated vast resources, and earned national and international

reputation for integrity, efficiency and success.

The most decisive assets in this process of rapid growth were and still are the company's human resources and its customers.

Business Activities

The business activities of KK P.L.C cover a diversity of goods and services. The company, currently, has two blanket factories and one acrylic yarn dyeing plant. It is also engaged in the import and distribution of heavy duty machineries and equipment for mining, construction, road making, quarrying, stone crushing, and many others.

KK P.L.C represents a number of manufacturers and suppliers from different countries, especially from Asia, namely Hanil Fiber Corporation of Korea, Geetangali Woolen of India and Sany Heavy Industry of China. In addition to the business activities mentioned above KK P.L.C. had, in the year 2009, entered into the exporting of coffee, oilseeds (含油种子), pulses (豆类), cereals (谷类食品) and spices.

Business Philosophy

KK P.L.C strongly believes in honest and ethical practices, and builds the company's business on these principles.

We follow complete transparency in all our business dealings, and hence promote Principal to Principal business, rather than acting as traders and taking positions in products.

KK P.L.C strives to build long term business relations. We understand that immediate financial gains are rare in any business venture, and we possess the mind set, perseverance and patience to invest in long term market development, while willingly investing resources during the gestation period.

While harboring ambitions of dynamic growth, KK P.L.C commits to expand business in conformity to its business philosophy, in adherence with the best ethical practices.

Infrastructure & Strength

KK P.L.C has created infrastructure and support systems in excess to immediate operational requirements, for seamlessly absorbing new business opportunities.

We have a fully equipped office with all modern communication facilities, and

24 hours internet connectivity. We operate our own warehouse, and have created a partnership with Transport and Logistic (后勤的) Service providers.

KK P.L.C always maintains an active research team, continuously upgrading information on the market, gathering data on products, price trends, and new markets and suppliers. With this, we present a pro active profile to both Principals and Customers, for accessing new business opportunities.

Our Marketing Department is committed to respond promptly to enquiries, and to deploy energy for resolving all issues.

Services Offered

KK P.L.C believes in total commitment towards business and operations. We commit ourselves to be a reliable partner, and offer a wide range of services to both customers and suppliers.

Our services include the following:

- Market Research & Intelligence

- Providing technical support to customers

- Negotiating transactions

- Warehousing and Supplies in small lots

- Assisting in completion of procedural formalities

- Providing of logistic support

- Commitment to resolve quality or delivery related problems

- Negotiating amicable settlement of differences

Future Mid-Short Term Prospects

The Company's belief in comprehensive growth is the foundation of its diversified business interest. Its vision encompasses in the development of agricultural inputs and outputs.

To promote this business unit, KK P.L.C is currently pursuing a strategy of expanding its area of investment into a large-scale commercial farming and agro-processing.

The investment is sought in the production and processing of diversified agricultural crops such as coffee, tea, sugar, flowers, fruits and vegetables, wheat,

maize, beans, peas, lentils, soybeans, chickpeas, etc., starch production, oil crops such as rapeseed, linseed groundnuts, sunflower, sesame, maize, niger seed, and cotton seed.

Investment is also sought in the import and provision of agricultural support services, such as pest and disease control, as well as fertilizers.

However, the development of this rich and immense resource necessitates cooperation with international business organizations which are capable of supplying the essential technological knowhow and capital inputs.

KK P.L.C looks forward to forming a partnership with such business organizations. The company has a solid base of diverse resources. Its management expertise is seasoned in the domestic and international trade. It has built a wide market network during the last 20 years. For these reasons KK P.L.C is confident in making a positive difference. Its track record of success clearly shows this.

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

KK P.L.C Profile

Established in _____ 1 _____, KK P.L.C is leading national company of _____ 2 _____. The company has its own factories, and is also engaged in the _____ 3 _____ of heavy duty machineries and equipment. It _____ 4 _____ a number of manufacturers and suppliers from different countries, especially from _____ 5 _____. In the year 2009, it had entered into the _____ 6 _____ of coffee, oilseeds, pulses, cereals and spices. The company has created _____ 7 _____ and support systems. It operates its own _____ 8 _____, and has created a partnership with Transport and _____ 9 _____ providers. Its vision encompasses in the development of _____ 10 _____ inputs and outputs.

② 商务文书翻译:

(10分)

Directions: Translate the following agenda into Chinese.

	Morning	Afternoon
Monday (Dec. 2nd)	9:00-11:00 a.m. meet with Mr. Liu, Manager of Quality Control Department, Sany Group Ltd.	2: 00-4: 00 p.m. visit the plant
Tuesday (Dec. 3rd)	9: 00-10: 00 a.m. do market survey	2: 00-4: 00 p.m. attend the meeting of research 9 &develop department
Wednesday (Dec. 4th)	draw up the contract	
Thursday (Dec. 5th)	9: 00-12: 00 a.m. discuss the details of the contract	2:30-3:00 p.m. sign the contract with Sany Group
Friday (Dec. 6th)	8: 00-12: 00 a.m. visit the place of interest	2:00 p.m. take flight CE1088 to go back to Ethiopia

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

55. 试题编号：1-55：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to Dynamic Fireworks Corporation from the official website of the company.

A Brief Introduction to Dynamic Fireworks Corporation

Dynamic Fireworks Corporation provides professional pyrotechnic (烟火) and special effect services for any type of event, large or small. We offer a wide range of options to make sure your specific needs are met. The services we provide include indoor pyrotechnics, proximity effects, outdoor aerial firework displays, confetti & streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. We are also able to create individual effects in fire writing (using pyrotechnics or fire rope) to portray a message or company logo—the possibilities are endless. Each display is bespoke and designed to customer requirements. Our creativity and experience also allow us to modify each show to suit

the location and the celebration. Your firework show will be unique and breathtaking.

We purchase fireworks from around the world, buying only the best. Many of our professional fireworks are manufactured exclusively for us, ensuring top quality pyrotechnics and absolute quality control. For your peace of mind, we have full public liability insurance up to ten million pounds sterling and our own fully licensed and insured firework storage facilities. Dynamic Fireworks Corporation technicians are all qualified to Level 1 and Level 2 of the British Pyrotechnics Association's Firework Training Scheme and we are members of the British Fireworks Association and the CBI Explosives Industry Group.

To buy fireworks on-line is easy from Dynamic Fireworks Corporation. Use our website to explore our fireworks for sale with our extensive catalogue of top quality, hand-picked fireworks. Many products have online videos available so you can see what they do, perfect for choosing fireworks suitable for your display. When you have finalized your shopping trolley, use our fast-track checkout to place your order. We accept all major credit cards and debit cards and can deliver anywhere in mainland U.K.. You are of course welcome to come to our fireworks shop and order over the counter. We keep good stocks of our range at our showroom and are open all year round.

All the fireworks we offer for sale comply with British standard BS7114: Part 2:1988. Our continued membership with the British Pyrotechnists Association, British Fireworks Association and the CBI Explosives Industry Group is your guarantee of our intent to supply the safest and best products at real value for money prices.

If you need any help or advice, our staff are only a telephone call or email away. Please feel free to contact us with any queries or questions you may have. We also have a firework safety page if you need help using your fireworks and run an annual safety course for those staging bigger events.

We can deliver anywhere in mainland U.K.. Unfortunately we are not able to deliver to any addresses off the mainland including the Isle of Wight, Shetland etc. We cannot ship fireworks outside of the mainland and do not deliver to Northern Island or overseas addresses including Europe or the U.S.A.. Because fireworks are classed as

explosives, we have to use a specialist courier to deliver your order. This can be expensive, so we have a flat charge of £20 per firework order. Please note that this is a contribution towards the high costs of packing and shipping your order, we subsidise the rest.

The courier requires a delivery address where someone will be available to sign for your order Monday—Friday 9am—6pm. For this reason we strongly recommend you use a work address or similar because failed delivery attempts may be charged for. You will be asked for your delivery address when you checkout your order. Fireworks cannot be left without a signature and cannot be sold to anyone under age of 18.

When you place your order you will have the opportunity to tell us when your display is and when you require your fireworks. We may deliver your order at any time up to your required date. For Guy Fawkes orders, deliveries usually commence in October. Our courier is not able to offer a particular day for delivery or a timed slot (am/pm). If you have any special requirements or have any other requests such as express delivery, you should telephone us and discuss this directly.

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

Dynamic Fireworks Corporation Profile

Dynamic Fireworks Corporation provides professional pyrotechnic and special effect services, including indoor pyrotechnics, _____ 1 _____, outdoor aerial firework displays, confetti & streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. The individual effects in fire writing can be used to convey a message or _____ 2 _____. To buy fireworks from our website is easy. Many products have _____ 3 _____ available to help you select fireworks. When you have finalized your shopping trolley, use our _____ 4 _____ to place your order. All major credit cards and _____ 5 _____ are accepted. We can deliver anywhere in mainland U.K. except for addresses off the mainland including the Isle Of Wight, _____ 6 _____ etc. A _____ 7 _____ is used to deliver your order,

so we have a flat charge of _____ 8 _____ per firework order. You'd better use a
9 _____ or similar for the delivery address. Fireworks cannot be left without a
10 _____ and cannot be sold to anyone under age of 18.

② 商务文书翻译:

(10分)

Directions: Translate the following correspondence into Chinese.

Dear Mr. Smith,

Due to the rise in the world price of fireworks, from 1 January of next year, prices for our products are due to increase by 10% across the board.

Since you are a valued customer of long standing, we wish to give you the opportunity to beat the price increases by ordering now at the current prices. In addition, we are willing to give you a discount of 5% on all orders of more than GB £ 20,000. We believe that you will see the advantages of this arrangement, which will save you at least 15% on fireworks purchases in the coming year.

We look forward to your early reply.

Yours faithfully,

Tony Lee

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

56. 试题编号：1-56：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to Frontier Fireworks Ltd.

Frontier Fireworks Ltd. is a highly respected fireworks display company based in Sussex in the South East of England offering a full spectrum of artistic displays to suit all budgets and requirements over the whole of the U.K.. The company started trading in 1996, providing a different and fresh approach to fireworks display design firing unique, safe and spectacular fireworks displays. We now design, import and use 100% of our fireworks, so that from source to production we have a great connection and understanding regarding the fireworks that we use in our displays.

The company has gone through a recent expansion phase which has seen our store capacity increase exponentially. This has provided us with more importing

buying power so that we now have one of the greatest ranges of fireworks available in our industry to use for our displays. This has given us a firm standing as one of the best fireworks display operators in the U.K., firing displays for all types of events. The look of stunned admiration, the look of surprise, the jaw dropping excitement and the great spectacle of fireworks exploding in the sky is what drives us to keep firing the most audacious of displays. Over the years, millions of audiences have seen our fireworks spectacles with heart pounding performances full of imagination.

The company has also recently developed a new consumer fireworks sales department. We have always sold fireworks to the public but we have now expanded this side of the business. Take a look at the Buy Fireworks section of this website if you would like to purchase fireworks from our high quality range. This range includes Cakes, Single Ignitions, Rockets, Catherine Wheels, Fountains and Candle Barrages. If you have ever thought about having a low noise fireworks display, an aquatic display of fireworks on water, a musically choreographed show, a town centre display, daylight fireworks for a launch, confetti blasters for Christmas Lights Switch-on events, then we cover every aspect of fireworks display performance. In short, we are the company that has everything in place for a stunning, safe entertainment.

We use 100% of our own fireworks for our displays giving us a cutting edge over our rivals who cannot import. We design, manufacture and import tons of fireworks, providing us with great knowledge of what each firework actually does. We do not buy professional fireworks from other companies. Because of our importing powers we are much more financially viable and therefore cost effective compared to our competitors.

Our experience leads us to solving problem for clients and we have successfully and safely fired displays when other companies or organizers of events said it could not be done! We always strive to be the best at what we do. This has resulted in us providing displays in front of enchanted audience including The Duke of Westminster, Tom Cruise, Katherine Jenkins, Aled Jones, the X-Factor Finalists and working regularly each year for the Royal Philharmonic Orchestra to name but a few. These clients will not just use any fireworks company. They look for quality, reliability and

incredibly creative demanding displays.

All too often we have customers telling us that they purchased fireworks elsewhere only to be left disappointed by a puff of smoke and a few sparks. That does not happen here. We have some of the best fireworks that money can buy, all hand-picked by us after many nights of testing and watching how these fireworks actually perform. Prepare to be amazed and look skywards as we dazzle and enthrall you all with our range of fireworks. Please note that a minimum order of £100.00 Incl. VAT applies for all orders due to the need for specialist carriers for delivery. For smaller orders in the local area please contact us on Tel: 01323 488 866 and we will discuss your requirements.

Frontier Fireworks Ltd. is licensed to sell fireworks for 365 days of the year but deliveries on certain dates will be unavailable. Please see Delivery Information. Please also note that purchasers must be eighteen years old or over. It is illegal to sell adult fireworks to anyone under 18.

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

Frontier Fireworks Ltd. Profile

Frontier Fireworks Ltd., which started trading in _____ 1 _____, is a highly respected fireworks display company. It offers an extensive array of artistic displays to suit all _____ 2 _____ over the whole of the U.K. The increase of store capacity provides us with more _____ 3 _____. And a new _____ 4 _____ department has been established. If you want to buy fireworks online, take a look at the _____ 5 _____ section. It includes Cakes, Single Ignitions, _____ 6 _____, Catherine Wheels, Fountains and Candle Barrages. The company provides displays for celebrities including The Duke of Westminster, _____ 7 _____, Katherine Jenkins, Aled Jones, the X-Factor Finalists. The company has set a minimum order of _____ 8 _____ Incl. For smaller orders, you can telephone us at _____ 9 _____. It sells fireworks for 365 days of the year, but deliveries on specific dates will be _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following product description into Chinese:

Innovair Air-Conditioner Starts Wonderful Life

Innovative technology, superior quality.

Fast cooling, low noise.

Scientific design, excellent appearance.

The forerunner of the age of air conditioner, the leader of the age of air conditioner.

Taking Innovair Air-conditioner to home, you can enjoy coolness for a whole summer.

Taking Innovair Air-conditioner to home, you can enjoy comfort for good.

Innovair Air-conditioner, makes a better life.

Innovair Air-conditioner, splendid life will be in your hands.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

57. 试题编号：1-57：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to the Exhibit Company from the official website of the company.

A Brief Introduction to Exhibit Company

The Exhibit Company has provided full service and quality products to the tradeshow industry for more than 20 years. We are the world's leading exhibition organizer with a rapidly growing portfolio (系列服务) of events and partners in the economies of Brazil, Russia, India, China and the Middle East. This global perspective enables us to share local knowledge and world-leading expertise and resources for the benefit of our customers worldwide.

We cover all aspects of exhibitions and trade shows from the smallest modular stand (标准展位) to large custom designed stands or outdoor events. We can provide upgrades for a standard shell scheme stand or we can design something to suit your

budget whether it's \$10,000 or \$300,000. Whether you are exhibiting for the first time or are an old hand at trade shows, our job is to provide the best possible service for you, in whatever capacity you need us. Our ultimate aim is to help you achieve greater sales success from your exhibition or trade show. After all, that's what it's all about!

Looking for something a little more unique? The Exhibit Company offers an extensive array (排列) of creative designs from Nimlok, Nomadic, and several other manufacturers, to showcase your unique company identity. We also offer custom displays that are designed and fabricated in our own facility. We're your one-stop shop for high quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, banner stands and a full line of trade show display accessories. Our products are quality tested, built for lasting performance and are lightweight and use cutting edge materials letting you change, add on and modify as your business grows.

If you're not quite ready to make a display purchase, there are many rental solutions available to suit any budget. From small tabletops to 50 x 50 size booths, The Exhibit Company's inventory (详细目录) of rental items will make your company image far superior to the typical tradeshow rental. Instead of choosing a package, we will design your exhibit booth to achieve your company's specific trade show goals and budget.

Getting your display to the show site and having you looking your best is our specialty. We can organize, design, build and manage your whole event. Our design team will talk through your company goals, learn about you and your industry and use our extensive experience to provide the best exhibition stand design for your company. From the concept of production to the show floor: we're there to help you every step of the way. We offer show services to complete all the show forms. Attention to details is important. We work with the best shipping, installation and dismantle crews in the U.S. and Canada, and we also have affiliates in Europe and Asia.

We are committed to helping our customers grow their business and maximize their return on investment. Everything we do is driven by our customers' needs. We

enjoy ongoing relationships with exhibition organizers, international production companies and individual exhibitors alike. We want to be their indispensable partner and have a passion for understanding and exceeding our customers' expectations.

We are a high energy, fast moving, decisive organization that has a strong propensity for action. We always execute well and deliver on our intentions. We set aggressive goals and strive to beat them, and we hold ourselves and each other accountable for outstanding results. We welcome and push change; we challenge the status quo. We encourage our people to be entrepreneurial, take some risks and learn from mistakes. We are ready to make bold moves and decisions. We constantly look for new ideas, and value "out-of-the-box" thinking, and we keep things simple and minimize bureaucracy.

We put the highest priority on recruiting (补充, 招聘), developing and retaining outstanding people. Our managers are directly responsible for the development of their people and we recognize and reward achievement. What's more, we enjoy what we do and celebrate success. Our people are empowered to maximize their potential and contribution. Above all, we respect our people, encourage open and honest communication and behave in an ethical and principled manner.

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

The Exhibit Company Profile

The Exhibit Company is the world's premier exhibition organizer in offering full service and _____ 1 _____ to the tradeshow industry for over _____ 2 _____. With a rapidly growing portfolio of events and partners in the economies of Brazil, Russia, India, China and _____ 3 _____, we cover all aspects of exhibitions and trade shows from the smallest modular stand to large custom designed stands or _____ 4 _____. We have an extensive array of creative designs from _____ 5 _____, Nomadic, and several other manufacturers. We also offer custom displays that are designed and fabricated in _____ 6 _____. Our products range covers a wide variety of high

quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, _____ 7 _____ and a full line of trade show display accessories. If you're not quite ready to make a display purchase, our company's inventory of _____ 8 _____ will make your company image far superior than the typical tradeshow rental. We enjoy ongoing relationships with _____ 9 _____, international production companies and individual exhibitors alike. It is also our highest priority to recruit, develop and _____ 10 _____ outstanding people.

② 商务文书翻译: (10分)

Directions: Translate the following advertisement into Chinese.

This health-care food contains Vitamin C, Orange juice powder, Starch(淀粉), etc. It's healthy food that 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 dose 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(营养物) supplement of the same type.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

58. 试题编号：1-58：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

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

A Brief Introduction to Grucci

The Grucci of New York, a five-generation, family-owned and operated company in Brookhaven (布鲁克哈) on Long Island New York with production and distribution facilities in Virginia, design, produce, and display over 300 performances annually all around the world.

Southern Italy is the Grucci ancestral home. Angelo Lanzetta, founder and great-great-grandfather to Felix Grucci, Sr., started it all in 1850. In 1870, he brought the family's pyrotechnic (烟花的) artistry to Elmont, Long Island, New York, entering America as an immigrant through Ellis Island.

After Angelo's death in 1899, his son, Anthony carried on the family business

and in 1923 brought his nephew, Felix Grucci, Sr., to serve as an apprentice. Competition was strong, but the firework market was weak. Early in the Depression, they moved their business to Miami, Florida in hope of greener pastures. But, homesick, and at the urging of the family, they returned to Bellport, New York in 1929 to continue their business. The Depression Years were tough for Felix. He worked many nights as a drummer with a local band to make ends meet. There he met Concetta DiDio and they were married February 4, 1940. They raised three children: James, Donna and Felix Jr. All three children entered the family business.

Over the next three decades, Felix Grucci, Sr. gained a reputation as a master of his art. He developed the stringless shell, a major landmark innovation that improved fireworks safety by eliminating burning fallout, the firework industry's greatest safety problem. Demand for firework displays, other than traditional 4th of July displays declined during the 1960's further culling the firework industry. Only the best prevailed. Their genuine friendly mannerisms and professional approach won them many loyal clients, so they prospered.

Felix Grucci, Sr. continued to build his business with the help of his wife, Concetta, and three children, into a regional clientele including New Jersey and Connecticut during the late 1960's. The nation's bicentennial celebration in 1976 was a banner year for the fireworks industry. Grucci received rave reviews for their first major performance out of the New York tri-state area, for the nation's 1976 bicentennial celebration with fireworks on the Charles River for Arthur Fielder's Boston Pops.

However, every entertainer has a debut to national stardom, and in 1979, the Grucci's were indelibly etched in fireworks history. In 1979, the Grucci's became the first American family to win the Gold Medal for the United States at the annual Monte Carlo International Fireworks Competition beating other competitors from Denmark, France, Italy and Spain. This is revered by those in the fireworks entertainment community as the most prestigious competition in the world. The Grucci's consider this one of their greatest accomplishments, and the New York press dubbed them as "America's First Family of Fireworks".

From the Monte Carlo launching pad, the Grucci's continued their climb over the next three decades to be recognized throughout the world as the "Top Name in Fireworks Entertainment" in the world. They earned this title with fireworks for every presidential inauguration since Ronald Regan in 1981 to the present, every major casino grand opening since the Mirage in 1989 to the Wynn Macau to Sol Kerzner, Atlantis, Olympic Games, World's Fairs, and the Centennial celebrations of the Brooklyn Bridge (布鲁克林大桥) and the Statue of Liberty. In addition to producing public displays, the company also produces displays for private celebrations, which accounted for 60 percent of the company's revenue in 1999.

From our 1979 triumph as the first American fireworks family to win the Gold Medal for the United States at the annual Monte Carlo (蒙特卡罗) Fireworks Competition, to the Grand Opening of Denver's Invesco Field Stadium, the APEC Economic Summit Conference in Shanghai, China, and the 2002 Salt Lake City Winter Games, Grucci continues to redefine the art of pyrotechnics. Today, Donna and Felix Jr., the fourth generation, and Felix (Phil) Grucci, the fifth generation, are leading the family business into their third century of entertaining the world with fireworks.

Fireworks bring people together in one place and it is the least expensive way to entertain thousands and even tens of thousands of people. Fireworks sponsorship benefits include consumer and governmental recognition and appreciation, which will promote your public image and/or product awareness.

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

The Grucci Profile

The Grucci is a fireworks company headquartered in Brookhaven on New York's _____ 1 _____. It has been a five-generation, _____ 2 _____ business since its establishment. The company traces its pyrotechnic roots to _____ 3 _____, where Angelo Lanzetta started it all in 1850. Angelo Lanzetta was the great-great-grandfather to _____ 4 _____, after which the company was named. Grucci Sr. continued to develop the company with such a landmark innovation as _____ 5 _____, which improved fireworks safety by eliminating burning fallout. In 1979, the Gruccis became the first American family to win _____ 6 _____ for the United States at the annual Monte Carlo International Fireworks Competition, an event revered by the fireworks industry as _____ 7 _____ competition in the world. This also earned the family their nickname, "America's First Family of Fireworks," from the _____ 8 _____ press. Over next three decades, it has won the title of "Top Name in Fireworks Entertainment" with _____ 9 _____ for presidential inauguration, major casino grand opening, Atlantis, Olympic Games, _____ 10 _____, and the Centennial celebrations of the Brooklyn Bridge and the Statue of Liberty.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese.

Dec.8th, 2014

Dear Liming,

We met in the Guangzhou Fair Trade a month ago. We write to you now for the establishment of business relations. Our company (FMCG) is a major distributor of fast moving consumer goods established in 1989. We are particularly interested in the Shampoo your company produced. Would you please tell me the price of it? We'd appreciate it if you send us the catalog. We look forward to your early reply.

Yours sincerely,

Bill Smith

Sales Manager

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息,使用适当的单词或其同义词的正确形式填空,没空不超过3个单词,每空2分,共10题。	拼写错误、大小写错误、超过3个单词,均记0分
商务文书翻译	3分	能准确理解所给商务英语文本,商务背景、交际目的分析正确,语义信息理解正确,内容完整,记3分。主要内容每缺失一处,扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识,商务专业知识充分,术语表达准确一致,记3分。专业术语、贸易惯例、法规、条款等翻译错误,每项扣0.5分。	
	4分	译文表达连贯,双语转换顺畅,题材运用恰当,词义理解、语法、标点运用正确,达到译文目的,记4分。词义理解、语法、标点、句型表达,每错一处扣0.5分。	

59. 试题编号：1-59：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 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, Every time” promise. Our founder, Mike Ingram, decided to bide the time by opening a fireworks stand at the 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 C.E.O. of the company, Mike serves on a number of boards and councils to promote the safe use of fireworks throughout the country.

Showtime Fireworks 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, discharge of safe, reliable, high quality products prices appropriate. 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 is professionally trained and will design, transport, and execute your World Class Presentation. We will acquire all federal, state, and local licensees 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 customers grand vision to life. Whatever the event, if it's pyro-effects, Showtime Fireworks Ltd. is the production and presentation specialist.

Task: 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 "Showtime, Every time" promise. Its founder is _____ 1 _____. He opened _____ 2 _____ at age 15, and the stand was an instant hit. The next summer, Mike bought more fireworks and expanded his business to nearby _____ 3 _____, Missouri. In 1971, Mike bought out his wholesaler and formed Mid-American Fireworks. Over years, Showtime Fireworks has dazzled the audience by its expertise, _____ 4 _____ and creative vision. Spectacular displays are designed for a wide range of venues and all types of private parties and _____ 5 _____. We also offer _____ 6 _____ for cases such as

television, movies, videos, or whatever your special needs may be. All of our products will go through _____ 7 _____ by our company before they are used in any show. The company will acquire all the necessary licenses and permits from the _____ 8 _____ for customer's event. All the staff regards every display as a _____ 9 _____ and makes Showtime Fireworks the _____ 10 _____ specialist.

② 商务文书翻译: (10分)

Directions: 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

60. 试题编号：1-60：国际商务信息检索、商务文书翻译

(1) 任务描述

I. 注意事项：

① 所有考试项目均为机上操作。

② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+BUSINESS ENGLISH, 考试结束前将答卷另存入该文件夹，否则答卷无效。

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。

II. 考试要求：

① 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。

② 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。

III. 抽考试题：

① 国际商务信息检索： (20分)

Directions: Read the following brief introduction to FMC Corporation from the official website of the company.

A Brief Introduction to FMC Corporation

FMC Corporation is a diversified chemical company serving agricultural, industrial and consumer markets globally for more than a century with innovative solutions, applications and quality products. In 2008, FMC Corporation had gross revenues of US\$3.115 billion. Headquartered in Philadelphia, Pennsylvania, the company employs over 5,000 people worldwide. FMC Corporation divides its businesses into three segments: Agricultural Products, Specialty Chemicals and Industrial Chemicals.

FMC Agricultural Products provides crop protection and pest control products for worldwide markets. The global business offers a strong portfolio of insecticides

(杀虫剂) and herbicides (除草剂). FMC is also a leader in innovative packaging for the industry.

In the Specialty Chemicals Group, FMC BioPolymer is the world's leading producer of alginate (藻酸盐), carrageenan (角叉胶) and microcrystalline cellulose (微晶纤维素). Also in the Specialty Chemicals Group, FMC Lithium (锂) is one of the world's leading producers of lithium-based products and is recognized as the technology leader in the industry.

In the Industrial Chemicals Group, FMC Alkali Chemicals is the world's largest producer of natural soda ash (纯碱) and the market leader in North America.

● History

The roots of the FMC Corporation lie in the Bean Spray Pump Company established in California in 1883 when John Bean invented the hand spray pump. Over the next 34 years, he built his product into the preferred pump in the region. Another prosperous local firm in the 1920s was Frank L. Burrell's cannery. The two merged in 1928 to form the John Bean Manufacturing Company, which changed its name to the Food Machinery Corporation the next year. From this manufacturer of simple food production equipment the diverse FMC was to grow.

In 1943, the company launched into the chemical market by acquiring the Niagara Sprayer and Chemical Company, a strong independent manufacturer of insecticides and fungicides (杀真菌剂). This move was followed by the 1948 acquisition of Westvaco Chemical Corporation, which produced industrial chemicals. The Niagara merger left Food Machinery in the position of producing not only sprayers and pumps, but the chemicals to put through them; the later merger, upon which the company became the Food Machinery and Chemical Corporation, expanded their chemical product line even more. In 1961 the name was changed to FMC Corporation.

In 1967, the FMC Corporation merged with the Link-Belt Company. In 1986, the Link-Belt Construction Equipment Company was formed as a joint venture between FMC Corporation and Sumitomo Heavy Industries.

Between 1965 and 1985 FMC was the owner of the Gunderson metal works in

Oregon U.S.A., during that period it was known as the “Marine and Rail Equipment Division of FMC”(MRED), it was sold in 1985 to The Greenbrier Companies.

In the 1980s, 1990s, and 2000s, FMC Corporation began spinning several of its divisions into separate companies, and selling its divisions, including the John Bean Company, now a subsidiary of Snap-on Equipment, a division of Snap-on. Bolens was sold to Troy Built in 1991.

● Scandals

During the 1980s, FMC was involved in the insider trading scandals hitting Wall Street. In 1986, investor Ivan Boesky used illegally gained information about FMC’s restructuring plan to turn a profit of \$975,000. In the process, according to the company, his influence cost FMC some \$225 million in additional recapitalization costs.

In 2009, CBS television news magazine 60 Minutes ran an expose discussing the use of an FMC Corporation produced chemical, Furadan, as a poison used by Kenyan farmers to kill African lions. The piece suggested that the Furadan was a serious threat to the future of the lion population in Africa. FMC Corporation refused to comment for the piece.

● Recently

In 2000, FMC announced plans to restructure the company into two separate, publicly traded companies — a machinery business (FMC Technologies) and a chemicals business (FMC Corporation).

In 2006 FMC Corporation celebrated 75 years being listed on the New York Stock Exchange.

Pierre Brondeau has been named President and Chief Executive Officer succeeding William G. Walter, effective January 1, 2010. Mr. Brondeau was formerly with Dow Chemical and prior to that Rohm & Haas.

A former FMC site in San Jose, California is the proposed location for New Earthquakes Stadium, a new soccer-specific stadium for the San Jose Earthquakes.

Task: Search for useful information in the passage and complete the summary

below. Fill in each blank with NO MORE THAN THREE WORDS.

FMC Company Profile

FMC Corporation, a _____ 1 _____ company, provides solutions, applications, and products for agricultural, industrial and consumer markets _____ 2 _____. The company is based in _____ 3 _____ and has _____ 4 _____ employees.

The roots of the FMC Corporation lie in the _____ 5 _____ Company, established in California in _____ 6 _____. In 1943, the company launched into the _____ 7 _____. The company changed its name to FMC Corporation in _____ 8 _____. In last three decades, FMC Corporation began spinning several of its divisions into separate companies and _____ 9 _____. Its current President and CEO is _____ 10 _____.

② 商务文书翻译:

(10分)

Directions: Translate the following advertisement into Chinese.

Haili Chemical Products have constant innovation and powerful strength, depending on technological power from colleges and universities as well as policy supports from our government.

Haili Chemical Products are your best helpers in developing agriculture, with high quality, first-class service and competitive price.

Haili Chemical Products, prevent agricultural products from being harmed by insects and help your agricultural harvest to a greater level.

Choose Haili, choose quality.

Choose Haili, choose ease.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
国际商务信息检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，没空不超过3个单词，每空2分，共10题。	拼写错误、大小写错误、超过3个单词，均记0分
商务文书翻译	3分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记3分。主要内容每缺失一处，扣0.5分。	
	3分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记3分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣0.5分。	
	4分	译文表达连贯，双语转换顺畅，题材运用恰当，词义理解、语法、标点运用正确，达到译文目的，记4分。词义理解、语法、标点、句型表达，每错一处扣0.5分。	

二、专业核心技能

模块二 商务英语谈判

1. 试题编号：2-1：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉 Office 办公软件；具备国际贸易从

业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料：

① 出口方基本情况

表 1：出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2：进口方基本情况

Company	ALDI Group (Australia Branch)
Url	http://aldi.us/index_ENU_HTML.htm
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, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Tom Smith (the importer), Purchasing Manager of ALDI Group (Australia Branch), is visiting the Exhibition booth of Hunan Provincial Light Industrial Products Corporation Ltd.. Liu Li (the exporter), a sales representative, is receiving him. The importer wishes to establish long-term business relationship with the exporter, and is especially interested in one of the exporter's products — 3W GU10 LED Spot.

Party A:

Tom Smith (the importer), Purchasing Manager of ALDI Group (Australia Branch)

Tasks:

- Greet the importer, offer business card and make self-introduction;
- Visit the booth;
- Show interest in the exporter's products;
- Explain LED lights are in great demand in ALDI stores;
- Wish to establish business relationship;

- Show special interest in 3W GU10 LED Spot Light, and give credit status reference;
- Be willing to inquire as soon as possible.

Party B:

Liu Li (the exporter), sales representative of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Make self-introduction;
- Show the importer around the booth;
- Introduce the products displayed in the booth;
- State that you specialize in the export of LED Light;
- Show the same wishes to build business relations;
- State that 3W GU10 LED Spot is in great demand in overseas market;
- Promise to give related information and a beneficial offer.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 LED spot lights, 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 inside addresses of the sender, the receiver, 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—LED spot light;

Introduce your status and main products;

Provide commodity list and several samples for reference.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

2. 试题编号：2-2：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	TJ Morris Ltd.
Url	http://www.tjmorris.co.uk/
Office Address	Axis Business Park, Gilmooss, Liverpool, Merseyside L11 0JA, U.K.
Phone	0151 530 2920
Fax	0151 530 2922

③ 出口方信息

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

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building

material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Mr. Brown (the importer), representative of TJ Morris Ltd.

Tasks:

- Invite the counter party to negotiate the payment terms;
- Suggest D/A or D/P;
- Explain L/C will increase the cost of import;
- Insist on D/A or D/P;
- Compromise on other terms if D/A or D/P is acceptable;
- Suggest to pay half of the sales proceeds by sight L/C;
- Accept sight L/C;
- promise to open sight L/C next week;
- Ask for prompt shipment.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- State that you only accept irrevocable sight L/C;
- Insist on your original proposal;
- Suggest consulting the bank to reduce the deposit for opening the L/C;
- 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 sight L/C;
- Promise to deliver the switches on receiving sight L/C.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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 confirmed irrevocable L/C at sight --- your usual practice;

Express your expectation from the addressee.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

3. 试题编号：2-3：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	Foremost International Ltd.(Canada Branch)
Url	http://www.foremostgroups.com/page/contact
Office Address	5970 Chedworth Way, Unit A, Mississauga, Ontario, Canada
Toll free	888—256—7551
Phone	905—507—2005
Fax	905—507—2006
E-mail	foremostcanada@foremostgroups.com

③ 出口方信息

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

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light

industrial products, general merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Tim Hill (the importer), representative of Foremost International Ltd.

Tasks:

- Confirm receiving the sample and ask about the price;
- Ask whether the price is for a carton or not and how many pieces are in a carton;
- Ask for FOB term;
- Suggest CIF Toronto;
- Show your disagreement on the price (too high), and explain the reason;
- Admit the quality is better but still think the client won’t accept the price;
- Ask for discount on a large order;
- Agreed to reconsider.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

---- Offer USD 80, CIF Boston;

----State that the price is for one carton and 1000 pieces are packed in a carton;

----Refuse FOB term;

----Offer USD 60 per carton, CIF Toronto;

----Ask the importer to take the quality into account;

----Ask about the quantity;

----Offer USD 50, CIF Toronto;

----Remind the importer that the offer would be valid for three days.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Reply your client who thinks your quotation for biodegradable plastic cup is too high;

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

Take your business relations into consideration; offer to reduce your quotation by 3%;Make a proposal for 1/4 down payment.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

4. 试题编号：2-4：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

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

③ 出口方信息

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

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building

material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Seow Khim Popythelene Co. Pte Ltd. visits Wang Juan (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.. The importer is claiming for the bad quality of the High Density Polyethylene (高密度聚乙烯). But the exporter thinks it was possibly caused by rough handling.

Party A:

David Smith (the importer), Purchasing Manager of Seow.Khim Popythelene Co. Pte.Ltd.

Tasks:

- Greet each other;
- Propose the problem;
- Request for a face-to-face talk because the case is too serious;
- Mention the arrival time and reinspection;
- Put forward the on-the-spot records and photos;
- Insist on damage might have happened during loading;
- Request for the payment of 40% of the insured value;
- Insist on the payment of 40% of the insured value.

Party B:

Wang Juan (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Greet each other and be willing to offer help;
- Show regret and Guess the problem (quality problem of the dinnerware sets mentioned in the cable of January 11);
- Explain the doubt: it was possibly caused by rough handling;
- Show the attitude: try their best to make up for the loss;
- Ask for the records about the damaged goods;
- Ask how much of the content of the damaged goods is still usable;
- Put forward the suggestion of replacement;
- Compromise on the payment of 30% after ensuring the damage might have happened during loading.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

5. 试题编号：2-5：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

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

③ 出口方信息

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

Comprising twelve business departments, five branch companies, four factories and six Sino-overseas joint ventures, LIPC’s main business line includes: light industrial products, general merchandise, hardware, technology, porcelain, building

material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Jack Brown (the importer), Purchasing Manager of Naseeb International Corp. visits Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. They are talking about shipment. The exporter promise to make shipment by the end of May while the importer thinks it is too late. They also discussed about partial shipment and transshipment.

Party A:

Jack Brown (the importer), Purchasing Manager of Naseeb International Corp.

Tasks:

- Ask about the earliest time of shipment;
- Request for the delivery before the end of April to meet the sandal selling season;
- Not allow partial shipment;
- Agree the compromise made by the buyer;
- Choose Toronto as the transferring port;
- Confirm the port for transshipment;
- Insist on the shipment should be effected before the end of April;
- Express appreciation.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Indicate the possible shipment time (the end of May);
- Suggest to effect shipment by partial shipment;
- Make compromise and ask the factory to advance delivery by a month;
- Propose the means of transshipment and ask where the transferring port is;
- Make sure the transshipment: from Shanghai to Toronto and then Ontario;
- Arouse another problem: shipping space;
- Promise to satisfy the importer's requirement;
- Respond to the appreciation.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

Refer to the data as follows:

Contract No.	<i>TG503726</i>	Order No.	<i>152</i>
Name	<i>FUXIA LEATHER PLATFORM SANDALS</i>		
Model	<i>BIAN-1002</i> <i>sandals</i>	Quantity	<i>1,500 pairs</i>
Value	<i>USD41100.00</i>	Specification	<i>BIAN-1002</i>
ETD	<i>10 April, 2011</i>	Name of Vessel	<i>White Whale</i>

Port of Loading	<i>Shanghai</i>	Port of Destination	<i>Ontario</i>
-----------------	-----------------	---------------------	----------------

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

6. 试题编号：2-6：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

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

③ 出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp., Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB ¥ 1.184 billion and the net assets amounted to RMB ¥ 753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of

larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various business developing.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Donald Williams (the importer), Marketing Manager of Novozymes

Tasks:

- Suggest talking about the terms of payment;
- Propose D/P or D/A this time;
- Beg to make an exception and accept D/A or D/P;
- Hope 50% by L/C and the balance by D/P;
- Ask whether the credit is at sight or after sight;
- Wish to pay with a Usance L/C, 30 days or 60 days after sight;
- Express appreciation;
- Make confirmation.

Party B:

Deng Liang (the exporter), Marketing manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Ask which payment term the importer wishes to adopt;
- Demand confirmed and irrevocable letter of credit;
- Insist on payment by L/C;
- Stress L/C is the only term of payment to be accepted;
- Ask for L/C at sight;
- Accept 30 days L/C only for this transaction;
- Urge the L/C shall reach in early May;
- Draw a clean draft on the importer for the value of this shipment and hope it can be honored duly.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

Provide the previous terms of payment---confirmed, irrevocable letter of credit;

State the situation ---tie-up of funds for three or four months owing to this term;

State the difficulties of payment under this term---tight money condition and high bank interest;

Propose either “Cash against Documents on arrival of goods” or “Drawing on us at three months’ sight”.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

7. 试题编号：2-7：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Kraft Foods(Canada Branch)
Url	http://www.kraftfoodscompany.com/home/index.aspx
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Andrew Smith (the importer), Marketing Manager of Kraft Foods (Canada Branch)

Tasks:

----Suggest talking about the contract;

----Suggest going over other terms and conditions of the transaction;

----Stress that food must be well protected against water, moisture, mustiness, and be able to stand rough handling;

----Stress the goods to be shipped not later than June 2011;

----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.

Party B:

Deng Liang (the exporter), Marketing manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

----Confirm the following information: 100MT Frozen Snow Peas, specifications as Length: 40-80mm, Width: 10-22mm, t<5.5mm, at USD1, 050 per M/T, CIF Montreal;

----State your usual practice for the packing and shipping marks (pack the goods in new strong water-proof bags);

----Promise to pay attention to the packing;

----Guarantee the delivery time;

----State your practice of payment (Sight L/C, and the L/C should be opened 15 to 20 days prior to the date of delivery);

----Emphasize that the L/C should be valid until the 15th day after shipment;

----Show your agreement on the term of inspection and claim;

----Promise to have it ready in a couple of days.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

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

Accept the 6% discount offered and the terms of payment---confirmed irrevocable letter of credit payable at sight;

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

Ask for delivery within next 5 months;

Enclose the Order Form No. LY412.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

8. 试题编号：2-8：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Whole Foods Market
Url	http://www.wholefoodsmarket.com/
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Mr. Miller (the importer), Purchasing Manager of Whole Foods Market

Tasks:

- Make the phone call;
- Make self introduction
- Show dissatisfaction with the goods;
- Describe the details of the short weight and water damage;
- Lodge a claim for compensation by 3% of the total amount of the contract;
- Ask to ship back the damaged goods;
- Agree on selling the damaged goods at a lower price;
- End the call.

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Answer the call;
- Make self-introduction;
- Greet and offer help;
- Ask about the dissatisfaction;
- Promise to have a close investigation;
- Agree to compensate according to the contract;
- Suggest selling the damaged goods at a lower price;
- End the call.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Provide basic information about the shipment of goods being received;

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

State the probable reason of the damage—improper packing;

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

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

Demand immediate attention to this matter.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

9. 试题编号：2-9：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

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

③ 出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp., Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB ¥ 1.184 billion and the net assets amounted to RMB ¥ 753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the

background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various business developing.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Andrew Smith (the importer), Marketing Manager of Charoen Pokphand Group, is meeting Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. Andrew Smith wants to act as the sole agent of the exporter, and he is telling their advantages. Deng Liang is illustrating the requirements.

Party A:

Andrew Smith (the importer), Marketing Manager of Charoen Pokphand Group

Tasks:

- Express your wish to act as the sole agent;
- Ask about the condition to be a sole agent;
- Explain the advantages you have;
- Answer the question about direct selling;
- Promise to increase annual order if the terms are favorable;
 - Tell B about your plans;
- Express your expectation about the commission;
- Agree to the requirement.

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Decline A's requirements politely;
- Explain the condition of being a sole agent and ask about A's special advantages;
- Ask if A sells direct to shops;
- Enquire about the annual order A can guarantee;
- Emphasize the importance of annual order;
- Show satisfaction, and ask about the promotion plan;
- Reject A's requirement for commission and inform him of the general commission to the agents;
- Require not to sell similar products from other manufacturers.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

Confirm to offer an appointment as your sole agent for Sunflower seeds in Thailand;

Give basic terms and information—a trial period of 12 months and a commission

of 7% on the net value of all sales;

State that you are able to facilitate quick delivery, and will send full range of samples for showrooms;

Ask for immediate confirmation of this letter so as to get a formal agreement;

Promise to provide a circular for announcement of sole agency to your customers after signing.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分, 每少一个轮回扣1分。	谈判对话轮回少于3个, 本项目记0分。
		英语表达通顺, 句型使用正确记4分; 单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分, 套语每错一处扣1分。	
		理解题目要求, 信息点完整记8分; 信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分, 信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词, 本项目记0分。
		语言表达通顺, 句型使用正确记4分; 单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分, 套语每错一处扣1分。	
		理解题目要求, 信息点完整记8分; 信息点每缺失一处扣2分。	

10. 试题编号：2-10：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Probiotec Limited
Url	http://www.probiotec.com.au/Probiotec/index.aspx
Office Address	65 Bristol Street, Sydney 122002, Australia
Phone	+613 9278 7555
Fax	+61 3 9369 6730
E-mail	info@probiotec.com.au

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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Adam Smith (the importer), Manager of Sales & Marketing Department in Probiotec Limited, is calling Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. Adam Smith invites Deng Liang to attend an international fair. Deng Liang is asking for some information about it.

Party A:

Adam Smith (the importer), Manager of Sales & Marketing Department in Probiotec Limited.

Tasks:

- Greet B;
- Invite B to attend an international fair;
- Tell B the fair time;
- Tell B it will last a week and offer help if the exporter applies for the booth;
- Give more information about the fair;
- Tell B USD 2 for a square meter per day and you offer different sizes of booth;
- Offer help when B decorates the booth;
- Suggest using a short VCR to introduce the company and products;

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Greet A;
- Accept the invitation delightly and ask about the specific time;
- Ask how long the fair will last;
- Show appreciation and want to know more information about the fair;
- Ask about the fee of a booth;
- Show interest in a booth of 60 square meters;
- Ask for suggestions for preparation;
- Show appreciation.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., you are going to write to the Purchasing Manager from Probiotec Limited, to invite them to Chinese Export Commodities Fair held on April 15 to April 27, 2011 in 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Express your appreciation for B's visit to your company;

Agree to make an in-person discussion;

Invite B to participate in the Fair;

State that the general manager and sales representatives will negotiate with the buyer about the products, especially White Garlic;

Invite the buyer to visit the factories located in Changsha;

Promise to forward a formal invitation for an entry visa if the buyer decides to visit.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

11. 试题编号：2-11：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Onninen Group
Url	http://www.onninen.com
Office Address	Mittalinja 1, FI-01260 Vantaa, Finland
Phone	358 (0)204 85 5111
Fax	358 (0)204 85 5500
E-mail	infofinland@onninen.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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: In the Guangzhou Fair, Matthew Smith (the importer), Purchasing Manager of Onninen Group visits Ye Tong (the exporter), sales representative of BROAD Air Quality Technology Group. They introduce their company respectively and the importer wishes to establish long-term business relationship with the exporter.

Party A:

Matthew Smith (the importer), Purchasing Manager of Onninen Group

Tasks:

- Greet B and make self introduction;
- Show your appreciation and greet each other;
- Introduce your company;
- Introduce your products;
- Confess you have heard of his company;
 - Explain your financial position, credit standing and trade reputation can be obtained from your bank or local chamber of commerce;
- Promise to send a report home and make a specific inquiry.
- Show your coincidence.

Party B:

Ye Tong (the exporter), sales representative of BROAD Air Quality Technology Group

Tasks:

- Greet A and welcome him to come to the Fair;
- Tell A your purpose (seek an opportunity of doing business) and ask him to make a brief introduction of the company;
- Ask for the main products;
- Make a brief introduction of your company and show optimism towards cooperation;

- Express your hope to cooperate;
- Show confidence in cooperation;
- Show appreciation and express the good wish to the future;
- End the conversation politely.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write to a client from Onninen Group, who was introduced by the Commercial Counselor's Office in Finland, 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Provide the information channel;

Extend your wish to establish business relations;

Introduce your company and main products;

Provide commodity books and two samples: Two-Way Motor Valve BVS20-2-16 Valve (20mm) and Two-Way Motor Valve BVS125-2-16 Valve (125mm) for reference;

Invite the client to visit your website to gain more information;

Invite the importer to make enquiries.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

12. 试题编号：2-12：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Reach Cooling Group
Url	http://www.reachcooling.com/
Office Address	625 E 10th Avenue, Hialeah, Florida, U.S.A.
Phone	866-204-4080; 305-862-6360
Fax	305-887-9741
E-mail	sales@reachcooling.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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: William Smith (the importer), Purchasing Manager of Reach Cooling Group visits Liu Yang (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. The importer is impressed with Broad X Vacuum Boiler & Tube BG16 and eager to know the lowest quotation.

Party A:

William Smith (the importer), Purchasing Manager of Reach Cooling Group

Tasks:

- Extend wishes to cooperate;
- Show your impressed item and inquire its lowest price;
- Show disagreement with the price;
- Ask for a discount;
- Enquire about the terms of payment;
- Ask about the commission;
- Ask if B has a branch office in Hong Kong;
- Show your interest to cooperate.

Party B:

Liu Yang (the exporter), Manager of Sales & Marketing Department of BROAD
Air Quality Technology Group

Tasks:

- Ask what particular items party A is interested in;
- Provide the price list;
- Ensure A your product is about 10% cheaper than that of other supplier;
- Tell A the discount depends on the order;
- Prefer L/C;
- Agree to consider the commission if the order is large enough;
- Emphasize a sales representative will visit A they haven't a branch in Hong Kong;

---Show the same wishes.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the chief buyer of Reach Cooling Group, you are going to write to BROAD Air Quality Technology Group after reading its advertisement in *Business Week* to inquire about the relevant information. **(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;

Provide the information channel;

Show your interest in their products-- vacuum boiler;

Introduce your company: a global leader in manufacturing and distribution of aftermarket cooling products for automotive, light and heavy duty truck applications;

Request for booklets;

Inquire about the prices of goods, package, terms of payment, discount, insurance, freight and so on;

Promise to place a regular order if the offer is favorable.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

13. 试题编号：2-13：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Innovair Corporation
Url	http://www.innovair.com/
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Edward Bush (the importer), Purchasing Manager of Innovair Corporation visits Wang Jun (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. The importer is interested in the items of BY50, BY300 and BY1000 and the exporter quotes the price to him.

Party A:

Edward Bush (the importer), Purchasing Manager of Innovair Corporation

Tasks:

- Greet B and inquire about the supply position;
- Show your interest in the items of BY50, BY300 and BY1000;
- State you wish to place an order of three sets of BY50, five sets of BY300 and five sets of BY1000;
- Ask for the lowest price;
- Suggest bringing down the price at least by 10%;
- Emphasize your survey shows the price of air condition indoor units is falling;
- Ask about the delivery;
- Indicate that you'll fax home to make the decision and discuss the details with party A tomorrow morning.

Party B:

Wang Jun (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group

Tasks:

- Wonder what items A is interested in;
- Inquire about the quantity;
- Offer USD 4700 per item for the first two and USD 5500 per item for the third;

- Show your disagreement on the price;
- Emphasize the high quality and good reputation contributing to your goods sales;
- Suggest meeting each other half way;
- Promise to deliver the goods within one month after receiving L/C;
- End the dialogue politely.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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 2011 from shanghai to Mexico with partial shipment and transshipment not allowed;

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

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

14. 试题编号：2-14：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	GreenStar Energy Systems & Alliance
Url	http://www.greenstarsales.com/default.html
Office Address	1510 SW 17th Street, Suite #302Ocala , Florida, U.S.A.
Phone	352-291-1600
Toll Free	866-941-6922
Fax	352-291-1601

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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: Edward Jones (the importer), Purchasing Manager of GreenStar Energy Systems & Alliance visits Zhao Ping (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. The importer's favorite items are BROAD heat meter BRL 15, BRL 25 and BRL 40. The exporter offers him BRL 15 and BRL 40 at the unit price of USD 65.00 and BRL 25 at USD70.00. The importer asks for lower prices.

Party A:

Edward Jones (the importer), Purchasing Manager of GreenStar Energy Systems & Alliance

Tasks:

- Ask for a lower price for the repeated order;
- Ask for the lowest price;
- Indicate your favorite items;
- Express your disagreement on the prices (too high);
- Indicate the quantity in this order;
- Emphasize your order is a sizable one;
- State the ideal price;
- Accept the offer and ensure all the other terms will be the same as the last time

Party B:

Zhao Ping (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group.

Tasks:

- Refuse the requirement and tell him the price last time is the bottom;
- Enquire about his favorite items;
- Make an offer for these items;
- Ask about the quantity in this order;

- Emphasize that your price is competitive;
- Enquire about the suggestion on the price;
- State that you can only lower the unit price just a little;
- End the dialogue politely.

② 商务函电撰写: (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the chief buyer of GreenStar Energy Systems & Alliance, USA, you are going to write to the sales representative of BROAD Air Quality Technology Group, who made an offer to you, with the intention of making a counteroffer. **(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 thanks for quotations for heat meters;

Acknowledge the good quality of the goods but indicate the quotation is high;

Emphasize the prices of the similar products from other manufacturers are lower than that of the export's;

State your reasonable reasons for a reduction of price by 10%;

Express your expectation from the addressee.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备

测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
------	---	----

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

15. 试题编号：2-15：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Clima Tech Corporation
Url	http://www.clima-tech.com/tiki-index.php?page=HomePage
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

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

Party A:

David House (the importer), Purchasing Manager of Clima Tech Corporation

Tasks:

- Require to make a direct shipment;
- Suggest contacting the shipping company to obtain a direct ship;
- Enquire about the reason;
- Suggest adapting tramps;
- Expect to deliver the goods right away in other ways;
- Express your worry on transshipment;
- Wonder if the goods will arrive in time;
- State that you'll fax home and tell B the decision tomorrow.

Party B:

Zhang Hua (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group

Tasks:

- Disagree and explain the shipping space has already been booked;
- Indicate there's no direct ship in these two months;
- Explain the reason why you can't make it (there is a great demand recently);
- Express your worry about enough tonnage even if a tramp could be obtained;
- Suggest considering transshipment;
- State that there's no other way except waiting;
- Insist on transshipment;

---- End the dialogue.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Inform the importer Air Condition Indoor Units would be delivered by transshipment;

Emphasize that there are 6 six sailings monthly from Shanghai to USA;

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

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

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

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

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备

测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
------	---	----

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

16. 试题编号：2-16：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Galaxy Refrigeration Private Limited Co.
Url	http://www.galaxyintl.com/
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.

IV. 抽考试题:

① 商务谈判对话设计:

(25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Bush (the importer), Purchasing Manager of Galaxy Refrigeration Private Limited visits Liu Dongmei (the exporter), trade representative of BROAD Air Quality Technology Group. They are discussing the insurance about WPA, the Risk of Breakage, and so on.

Party A:

David Bush (the importer), Purchasing Manager of Galaxy Refrigeration Private Ltd.

Tasks:

- Suggest discussing the terms of insurance;
- Enquire about what kind of insurance coverage B will insure for the goods;
- Express your wonder if B could cover the Risk of Breakage;
- Ask about the procedure for filing a claim in case of any loss or damage;
- Ask about the availability period to claim;
- Express your wonder whether to cover it for 130% of the invoice value or not;
- Express your agreement with B.

Party B:

Liu Dongmei (the Exporter), trade representative of BROAD Air Quality Technology Group

Tasks:

- Ask about the questions or requirements;
- Consider WPA;
- Give a positive answer, but indicate that A will pay the extra premium;
- Provide a survey report and claim after the arrival of the consignment;
- Tell A that it is within 60 days after the arrival of the consignment;
- Inform A that you usually cover it for 110%, so A should bear the extra premium;
- Express your expectation to have a pleasant cooperation.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 discuss 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

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

Request for covering TPND and SRCC in addition to FPA and War Risk;

Emphasize that the additional insurance terms were not agreed upon by both parties;

State the usual practice of the seller for the nature of the contracted goods and explain the reason;

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

Suggest amending the L/C to cover the extra premium.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
商务函电 撰写	25	理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	信函字数少于25词，本项目记0分。
		函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

17. 试题编号：2-17：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	Devidayal (Sales) Limited
Url	http://www.devidayalagro.com/
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, 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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Edward Green(the importer), Purchasing Manager of Devidayal (Sales) Limited

Tasks:

----Introduce your colleagues to B;

----Show interest in the monosultap of HLC and inquire details about the goods;

----Ask for 5% discount;

----Suggest irrevocable L/C 60 days at sight;

----Accept the discount, and ask about the commission;

----Suggest a commission of 4%;

----Suggest discussing the agreement tomorrow.

Party B:

Huang Songjun(the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd.

Tasks:

----Greet the guests;

----Explain details about the goods;

----Give discounts of 2%;

----Insist on the payment terms of irrevocable L/C at sight;

----Accept the terms of payment, but only 3% discount;

----Give a commission of 2%;

----Agree on 3% commission;

----End the dialogue politely.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

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

Introduce the market situations—various providers are promoting insecticides with strong efficacy and reasonable prices;

Provide information that the prices of some brands of insecticides are 10% less;

Indicate that price advantage is still necessary in occupying the market.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

18. 试题编号：2-18：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	MainPlus Chemicals Ltd. (U.K.)
Url	http://www.mainpluschem.com/
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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

<p>Situation: James Carter (the importer), Purchasing Manager of MainPlus Chemicals Ltd. (U.K.), is calling Huang Songjun(the exporter), Manager of Sales & Marketing</p>
--

Department of Hunan Haili Chemical Industry Co. Ltd.. James lodged a claim with Mr. Huang on the wrong goods sent to them the day before by fax. Now James is inquiring about it.

Party A:

James Carter (the importer), Purchasing Manager of MainPlus Chemicals Ltd.
(U.K.)

Tasks:

- State having lodged a claim via fax yesterday;
- Ask about the reason for the wrong shipment;
- Ask if the workers didn't check the contract;
- Doubt the case is done on purpose;
- Lodge a claim of 5% of the total value;
- Enquire how to handle the incorrect shipment;
- Demand to ship the correct goods as soon as possible.

Party B:

Huang Songjun(the seller), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. , Ltd.

Tasks:

- Admit receiving the fax;
 - Promise to investigate immediately and confess the fault was made by Shipping Department;
- Show deep regret and explain mistakes are inevitable sometimes;
- Make sure the fault was result only from the poor management;
- Allow only a claim of 3%;
- Beg to send the goods back, and promise to cover all of the cost;
- Promise to handle the shipment.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation

with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

19. 试题编号：2-19：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	MH&W International Corp.
Url	http://www.mhw-intl.com/about.htm
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Jack Stevens (the importer), Purchasing Manager of MH&W International Corp., is visiting Sany Group. He expresses their wishes to establish trade relations with Sany Group. They 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 Mr. Stevens.

Party A:

Jack Stevens (the importer), Purchasing Manager of MH&W International Corp.

Tasks:

- Make self-introduction and exchange business cards;
- Express your excitement of this journey (it is the first time to China);
- Extend your wish to establish trade relations;
- Talk about credit status reference;
- Ask for the latest catalogue;
- Show your interest in Stainless Steel Helical Gear and want to have a look;
- Extend your wish to go and have a look tomorrow afternoon, 3 o'clock.

Party B:

Lin Xiong (the exporter), Manager of Marketing Department of Sany Group

Tasks:

- Make self-introduction and exchange business cards;
- Ask about Mr. Stevens' trip;
- Express the same wish to establish trade relations;
- Show your confidence in the best intentions and closest cooperation;
- Provide the latest catalogue;
- Explain the goods are in the showroom, half an hour's car ride;
- Promise to pick him up at his hotel tomorrow afternoon.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

20. 试题编号：2-20：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	Merco Trading Co.
Url	http://www.merco.com.au/products.php
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Lin Xiong (the exporter), Marketing Manager of Sany Group

Tasks:

----Express welcome;

----Offer the price list and catalogues of pipe for engine;

----Insist the prices are reasonable;

----Reduce the price to 5% for friendship's sake;

----Insist on L/C;

----State the shipment date is in April;

----Suggest using boxes for packaging;

----Put forward the insurance clause: covered by the importer for 110% of invoice value against WPA, Clash Breakage and War Risk.

Party B:

Bob Hill (the importer), Purchasing Manager of Merco Trading Co.

Tasks:

- 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 show disagreement on the price (too high);
- Cut down the price by 8%;
- Suggest D/P;
- Ask about the time of shipment, not allowing partial shipment;
 - Agree to use boxes for packaging;
- Accept the insurance clause.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

21. 试题编号：2-21：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	Schlumberger
Url	http://www.slb.com/about.aspx
Office Address	277 Park Avenue, New York, New York 10172, U.S.A
Phone	+12812854376
E-mail	Registrations@slb.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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Jim Clinter (the importer), Purchasing Manager of Schlumberger, is calling Lin Xiong (the exporter), Marketing Manager of Sany Group. Jim asks whether Lin Xiong has received the inquiry on the goods of ISUZU ENGINE PARTS: 3KR1 LINER KIT, 4LE1 LINER KIT, 6BG1 LINER KIT, and asks Mr. Lin to make a quotation.

Party A:

Lin Xiong (the exporter), Marketing Manager of Sany Group

Tasks:

- Make a call to quote for the inquiry;
- Confirm the goods and quantity: 1000 pieces, 1500 pieces, 1600 pieces for ISUZU engine parts, 3KR1 LINER KIT, 4LE1 LINER KIT, 6BG1 LINER KIT respectively;
- Make a quotation: 16 US\$ per piece, C.I.F., New York, Shipment will be effected in November;
- Ask for the importer's opinion on the price;
- Reject and explain the reason why you can't accept (cannot make a profit, the production cost is high);
- Suggest US\$ 15 per piece, packed in carton, 20 pieces per carton;
- State the offer will remain open for three days.

Party B:

Jim Clinter (the importer), Purchasing Manager of Schlumberger

Tasks:

- Show anxiety to know the quotation;
- Express your worry about the prices;
- State that the price is so high that it is difficult to make a bid;
- Suggest a 15% discount;
- Ask for the best price the exporter can offer;
- Enquire about the packing;
- Ask about the valid time of the offer.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Sany Group, you are going to write to the Purchasing Manager from Schlumberger, to make a quotation for Isuzu engine parts they are interested in. (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;

Provide samples and all necessary information on the products;

Commodity	Isuzu engine parts		
Specification	<i>3KR1 Liner Kit</i>	<i>4LE1 Liner Kit</i>	<i>6BG1 Liner Kit</i>
Quantity	1000 pieces	1500 pieces	1500 pieces
Unit Price	USD15.00	USD 15.00	USD 15.00
Shipment	To be effected before the end of November 2010		
Payment	irrevocable L/C in the seller's favor payable by draft at sight		

Ask for in-time opening of L/C.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

22. 试题编号：2-22：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	The Tokyo Electric Power Company, Incorporated (TEPCO)
Url	http://www.tepco.co.jp/en/index-e.html
Office Address	1-1-3 Uchisaiwai-cho, Chiyoda-ku, Tokyo, Japan
Phone	0120-995-001
Fax:	0120-995-088

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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Hamano (the importer), Purchasing Manager of The Tokyo Electric Power Company, Incorporated, is visiting Lin Xiong (the exporter), Marketing Manager of Sany Group. Hamano thinks Mr. Lin's offer is too high, and Lin Xiong agrees to meet each other half way after negotiation.

Party A:

Hamano (the importer), Purchasing Manager of the Tokyo Electric Power Company, Incorporated.

Tasks:

- Complain about the high offer;
- Explain the reason why you can't accept the price(difficult to make any sales with that price);
- Ask for the lowest price the exporter can offer;
- Show your intention to cancel the whole deal;
- Suggest meeting each other half way;
- Ask for B's suggestion;
- Suggest cutting the price to 60 dollars.

Party B:

Lin Xiong (the exporter), Marketing Manager of Sany Group

Tasks:

- Ensure A of the quality;
- Stress the price of this kind of goods has gone up since last year;
- Emphasize this is the rock-bottom price, and make no concession;
- Explain the reason why you cannot cut down the price (the gap is too great);
- Show your unwillingness to meet each other half way;
- Suggest a reduction of another 30 dollars;
- Accept the suggestion.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of The Tokyo Electric Power Company, Incorporated, Incorporated (TEPCO), you are going to write to the Sales Manager from Sany Group, to make a counteroffer for 20,000 pieces of Malleable Flanged Nipple Iron (ISO9001). **(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;

Refuse the quotation of USD 2.20 unit price;

Give the fact that some products of Korean origin are ten percent less in price;

Counteroffer as follows:

1. Unit price: USD2.0;
2. Trade terms: CIF Osaka;
3. Terms of shipment: with partial shipment and transshipment not allowed;
4. Other term as per the seller's letter dated October 8;
5. Your expectation from the addressee.

(2) 实施条件

表 3：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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

23. 试题编号：2-23：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	MALI Group
Url	http://mali-group.visionline.ch/en/home/
Office Address	Landstrase 175 5430 wetnngen 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Lin Xiong (the exporter), Marketing Manager of Sany Group

Tasks:

- Suggest talking about the shipment;
- Inform B of your usual practice to ship the goods by regular liners;
- Express impossibility of getting all the goods ready soon for prompt shipment;
 - Show your uncertainty of the deadline of loading period, and Suggest partial shipment;
 - Show your disagreement with one lot shipment (no direct steamer from Shanghai to Gothenburg in two months);
- Refuse to use tramps (tramps are scarce; not enough tonnage to make a full cargo);
- Explain transshipment will add to the expense, but will try;

----Promise to find connection steamer and get the goods dispatched within the stipulated time.

Party B:

Shed Johns (the importer), Purchasing Manager of MALI Group

Tasks:

- Ask how to ship the goods;
- Require prompt shipment (badly needed);
 - Enquire about the exact deadline of the loading period;
 - Prefer one lot shipment;
 - Suggest tramps;
 - Suggest transshipment;
- Agree to transshipment if no direct vessel is available;
- Show appreciation.

② 商务函电撰写: (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 factory are heavily booked with orders for months ahead;

Inform the importer the best you can do is to ship the goods as 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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

24. 试题编号：2-24：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

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

③ 出口方信息

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

At Sany Group, we believe that developing and manufacturing of quality, industry-leading products is always a top priority. Each year, Sany Group re-invests 5-7% of its sales revenue into the R&D, making it possible to expand its product lines

to concrete, road, port, hoisting, pile driving, excavating machineries and wind energy products. Now as one of the most successful enterprises in China, Sany Group is also the world's largest concrete machinery manufacturer and ranks 6th among the top 50 global construction machinery manufacturers.

Besides constantly improving the quality of our products, Sany Group is also committed to providing customers with all-round and efficient services. 15 logistics centers and spare parts warehouses have been set up with logistics and service systems all over the world.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

John Black (the importer), Purchasing Manager of KK P.L.C

Tasks:

- Suggest talking about the insurance;
- Request an insured amount of 25% above the invoice value;
- Ask about the seller's usual practice;
- Emphasize the insurance was supposed to be included in the quotation;
- Enquire about the usual coverage for pump and motor parts;
- Ask the exporter if the risks cover the breakage;
- Agree to insure against FPA and War Risks;
- Ask how to pay the premium;
- Show your satisfaction of the way of paying the premium.

Party B:

Lin Xiong (the exporter), Marketing Manager of Sany Group

Tasks:

----Agree to discuss insurance details;

----Refuse the importer's request (the insured amount is a bit excessive);

----Suggest the importer to cover the insurance for 110% of the CIF value;

----Emphasize the extra premium for additional insurance shall be borne by the importer;

----Explain that you just quote the normal coverage at regular rate;

----Explain it only covers FPA and War Risks and insurance company insures breakage risk with a 5% franchise;

---- Ensure to insure against FPA and War Risk is the best way;

---- Explain the premium will be deducted from the commission of 5% payable to the buyer;

----Promise to insure after loading the goods.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

State that the original contract was made on CIF basis;

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

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

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

Express your expectation from the addressee.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

25. 试题编号：2-25：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Dynamic Fireworks Corporation
Url	http://dynamicfireworks.co.uk/
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 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”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

David Black (the importer), Purchasing Manager of Dynamic Fireworks Corporation

Tasks:

- Suggest D/A or D/P;
- Suggest paying the first consignment by sight L/C and the second by sight D/P;
- Accept L/C considering the future business relationship;
- Promise to issue L/C a.s.a.p;
- Express the hope that the cooperation spirit will guide in solving all the other problems;
- Ask for the commission;
- Ask if the commission is added to the prices;
- Suggest quoting on CIF 3% or CFR 3%.

Party B:

Yang Dong (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd.

Tasks:

- Show understanding;
- Suggest sight L/C;
- Ask for prompt shipment;
- Show appreciation;
- Show agreement to talk about the commission;
- Indicate your prices do not include the commission;

----Agree to quote either CIF or CFR plus commission;

---- Accept the suggestion.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备

测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
------	---	----

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

26. 试题编号：2-26：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Frontier Fireworks Ltd.
Url	http://www.frontierfireworks.co.uk/
Office Address	23 Southfield, Pole Gate, East Sussex, BN26 5LX, U.K.
Phone	01323 488 866
Fax	01323 488 855
E-mail	info@frontierfireworks.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 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”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Tom Hope (the importer), Purchasing Manager of Frontier Fireworks Ltd. visits Li Zhigang (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd. The importer has a few questions about the draft contract such as the terms of payment and arbitration; the exporter explains them to him.

Party A:

Tom Hope (the importer), Purchasing Manager of Frontier Fireworks Ltd.

Tasks:

- Greet B and state you've made a close study of the draft contract;
- State the first point (terms of payment) and suggest changing D/P to L/C;
- State the second point (arbitration) and suggest making a third country as the arbitration place;
- Ask about the reason for choosing China as the arbitration place;
- Accept the explanation;
- Express the willingness to talk about anything unclear in the contract;
- Inquire about the time to sign the contract.

Party B:

Li Zhigang (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd

Tasks:

- Express the willingness to answer any question in the draft contract;
- Show understanding towards the first point;
- Show understanding towards the second point;
- Respond to the first point by adopting L/C;
- Explain the reason for choosing China;
- Express appreciation;
- State the time to sign the contract.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co., Ltd., you are going to write to a client from Frontier Fireworks Co., Ltd. in England to inform them you have fulfilled the order as the stipulated time. **(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 order No.;

Inform the importer of the dock name, vessel name, destination, ETD and ETA;

Promise to pass the necessary documents onto the importer's agent at the Chartered Bank and they may finally reach importer's bank in England;

Restate the goods have been packed as required: crates, marked with importer's name and numbers, 6ft*4ft*3ft, 5 cwt.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

27. 试题编号：2-27：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Exhibit Company
Url	http://exhibitcompany.com/
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.

Devoting to Fireworks Industry, Expecting brighter future

Panda Fireworks Group Co., Ltd boasts several high-class and professional

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

Global strategy with eyes on global market

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Jordan Carter (the importer), Purchasing Manager of the Exhibit Company visits Hua Shan (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co. Ltd. The importer tells the exporter that the goods they received were not in line with what they ordered as: Flying Dragon Rocket Fireworks of the specification JSD029 49 shots and JSD030 138 shots. The exporter agrees to replace the wrong goods and to be responsible for the related expense.

Party A:

Jordan Carter (the importer), Purchasing Manager of the Exhibit Company

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.

Party B:

Hua Shan (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd.

Tasks:

- Ask for the concrete situation;
- Explain the possible causes of the mistakes;
- Express your sincere regret;
- Agree to replace the wrong goods;
- State the time;
- Insist on sending the wrong goods back;
- Agree to be responsible for the expense;
- Ensure the satisfaction of future deals.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co. Ltd., you are going to write to a client from the Exhibit Company in U.S.A., who claimed for short delivery. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

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

Indicate the importer claimed for 25 Cartons of 138 shots Flying Dragon Rocket Fireworks;

Explain the reason for short delivery is caused by staff's negligence;

Take some measures to make up;

Express the regrets for the inconvenience caused by the shortage.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

28. 试题编号：2-28：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Grucci
Url	http://grucci.com/indexhotel.html
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 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”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Carter (the importer), Purchasing Manager of the Gucci visits Li Jing (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd. The exporter suggests the importer act as their sole agent. They are together discussing some terms of a sole agent.

Party A:

David Carter (the importer), Purchasing Manager of the Gucci.

Tasks:

----Express appreciation of being invited to visit Panda Fireworks Group Co., Ltd.;

---- Show willingness to promote friendship and cooperation;

---- Express satisfaction with the products;

---- Express appreciation and willingness to act as the sole agent;

---- Emphasize the difficulty of the annual turnover of 180,000 pieces;

---- Suggest 100,000 pieces for a start;

---- Agree with the proposal and ask for 10% commission.

Party B:

Li Jing (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd

Tasks:

---- Express your sincere welcome;

---- Show your desire to know more information about Gucci;

----Invite A to act as your sole agent;

---- Express the requests on the annual turnover and the time period of a sole agent;

----Inquire about the acceptable annual turnover;

---- Propose the annual turnover of 140,000 pieces;

---- Propose 5% commission.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation

with at least 100 words. (Note: Your letter should adopt the modified-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.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	

		对话能使用准确的套语记8分，套语每错一处扣1分。	分。
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

29. 试题编号：2-29：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Showtime Fireworks Ltd.
Url	http://www.fireworkssupermarket.com/
Office Address	3010 S.Ingram Dr. Springfield, MO 65803, Illinois, U.S.A.
Phone	417.862.1931
Fax	417.862.9250
E-mail	michaelingram1@mac.com

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 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”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Li Ping (the exporter), Sales Manager of Panda Fireworks Group Co. Ltd. invites David Miller (the importer), Manager of Sales & Marketing Department of Showtime Fireworks Ltd., to attend the Continental Exhibition from October 15 to 20.

Party A:

Li Ping (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd

Tasks:

- Invite B to visit the exhibition;
- Introduce your cooperation and product;
- Express your appreciation;
- Express the same wish and state the purpose of this exhibition;
- Inform B of the time and place of the exhibition;
- Indicate many new designs and products will be displayed;
- Show your willingness to set up an appointment during non exhibit hours

Party B:

David Miller (the importer), Manager of Sales & Marketing Department of Showtime Fireworks Ltd.

Tasks:

- Express appreciation and ask for the information of the cooperation and product;
- Indicate the information channel to know the company and refer to the good reputation;
- Extend your wish to establish business relations;
- Inquire about the time and place of the exhibition;
- Ask about whether the new products will be exhibited;
- Promise to arrange the visit;
- Express your appreciation.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co. Ltd., you are going to write to a client of Showtime Fireworks Ltd. to invite him to attend your booth at Canton Fair 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Invite your American client to visit your booth No: 13.1 J 34, at Canton Fair from Oct 24th to Oct 30th 2011;

Introduce your status and your main products and services;

Extend your wish to establish business relations.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分, 每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

30. 试题编号：2-30：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	FMC Corporation
Url	http://www.fmc.com/
Office Address	1735 Market Street, Philadelphia, PA 19103 U.S.A.
Tollfree	1 800-322-7107
Phone	215-299-6000
Fax:	215-299-5998

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 10000 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 10000 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 10000 tons for organophosphorus pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10000MT and 5000MT, 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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Daniel Black (the importer), Purchasing Manager of FMC Corporation visits Huang Jianjun (the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd (HLC). Mr. Black expresses his wishes to establish business relations with HLC.

Party A:

Daniel Black (the importer), Purchasing Manager of FMC Corporation

Tasks:

- Greet B and exchange business card;
- Indicate the information channel and extend wish to establish business relations;
- Introduce the corporation and ask for the product catalogue and price list;
- Express appreciation;
- Show confidence in the trade with HLC;
- Ensure the credit status;
- Wish to make a special inquiry soon.

Party B:

Huang Jianjun (the exporter), Manager of Sales & Marketing Department of HLC Co. Ltd.

Tasks:

- Greet A and exchange business card;
- Extend the same wish to establish business relations;
- Show the product catalogue and price list;
- Introduce the products (good quality, stability and durability);
- Express the same confidence;
- Promise to trade on the basis of equality and mutual benefit;
- Promise to make an offer as soon as possible and wish to further develop business.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Haili Chemical Industry Co. Ltd., you are going to write to a client from FMC Corporation, who was introduced by the Commercial Counselor's Office in U.S.A., 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Specify the information channel;

Extend your wish to establish business relations;

Introduce your company information and main products;

Provide commodity books and several samples for reference.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分, 每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

31. 试题编号：2-31：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	ALDI Group (Australia Branch)
Url	http://aldi.us/index_ENU_HTML.htm
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 and 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 agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Tom Smith (the importer), Purchasing Manager of ALDI Group, is calling Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.. The importer is making a claim against the exporter for the damage of 3W GU10 LED Spot. The exporter decides to lodge a claim against the shipping company and the insurance company.

Party A:

Tom Smith (the importer), Purchasing Manager of ALDI Group

Tasks:

- Express a claim about the damage of the goods;
- Complain about two crushed packing cartons;
- Emphasize the goods was completely destroyed, and wonder about the reasons;
- Suggest taking it up with the shipping company;
- Offer a copy of the bill of lading, and some pictures of the damaged goods;
- Express your willingness to wait for the settlement of the claim;
- Express your appreciation.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Ask about the details of the damage;
- Ask about the condition of the damaged goods;
- Suspect it was the fault of the shipping company;
- Ask for some evidence;
- Promise to contact the shipping company at once and ask A to hold on to wait a minute;
- Inform A that the shipping company will be responsible for the damage, and promise to deliver another two cartons of goods;
- Ensure such thing will not happen again in the future.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to the shipping company (**APL International Transportation Agencies CO. LTD**, 16220 N. Scottsdale Road Suite 300, Scottsdale, Arizona, USA) to complain of short delivery of two cases. **(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;

Inform the shipping company that your client (ALDI Group in U.S.A.) has received the cargo;

Specify the B/L No., contracted quantity, arrival date and the vessel name;

Emphasize that the B/L, shipping order and the Mate's receipt shows the goods were shipped in good condition;

Lodge a claim against the shipping company.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

32. 试题编号：2-32：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	TJ Morris Ltd.
Url	http://www.tjmorris.co.uk/
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 and 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 agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25 分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Jim Brown (the importer), Purchasing Manager of TJ Morris Ltd., is meeting with Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. in Mr. Wang’s office. Mr. Brown wishes to be the sole agent on the products of switches. They are discussing the terms and commission.

Party A:

Jim Brown (the importer), Purchasing Manager of TJ Morris Ltd.

Tasks:

- Express the appreciation to be invited to China;
- Extend your wish to sign sole agent agreement with B for 3 years;
- Promise to sell 50, 000 boxes annually, and ask for a 5% commission;
- Ask about the exporter’s proposal;
- Express the difficulties;
 - Accept the proposal, and inquire about the time for agreement;
- Ask about the exact time of meeting.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Express your expectation of A's visit and face-to-face talk;
- Show your agreement if increasing the turnover;
- Think the annual turnover is conservative for a sole agent;
 - Propose 60,000 boxes to be sold in the first year, 70,000 boxes in the second year, and 80,000 boxes in the third year;
- Suggest taking the quality and competitive price into account;
 - Suggest tomorrow afternoon;
- Set the time of 3 o'clock.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to a chief buyer, TJ Morris Ltd, who was introduced by your Chamber of Commerce in their country, with the hope of establishing business relations. **(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;

Specify the information channel;

Introduce your company and main products briefly;

Provide catalog and price list;

Invite detailed inquiries.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

33. 试题编号：2-33：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	Foremost International Ltd.(Canada Branch)
Url	http://www.foremostgroups.com/page/contact
Office Address	5970 Chedworth Way, Unit A, Mississauga, Ontario, Canada
Toll free	888—256—7551
Phone	905—507—2005
Fax	905—507—2006
E-mail	foremostcanada@foremostgroups.com

③ 出口方信息

After more than 30 years of great pains taking and 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 agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Tim Hill (the importer), a representative of Foremost International Ltd., comes to visit Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd. in Mr. Wang’s office. They have a negotiation about the terms of payment on biodegradable plastic cup. They finally agree on L/C after sight.

Party A:

Tim Hill (the importer), representative of Foremost International Ltd.

Tasks:

- Suggest talking about the terms of payment;
- Extend the wish to accept D/P for this transaction and future ones;
 - Demand to pay by installment;
- Insist on payment by installment;
- Agree to pay the interest;
- Accept the demand of paying 20% of the contract value with orders;
- Accept the requirement;
- Express your appreciation of B’s friendly consideration.

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Require confirmed and irrevocable L/C;
- Insist on L/C (the normal terms of payment in international business);
- Suggest payment over 2 months without charges of any kind;
- Emphasize the annual interest up to 6% for installment;
- Approve the request of installment, but 20% of the contract value is to be paid with orders;
- Inform the bank and time of the payment;
- Mention the reason for accommodation;
- Express the confidence in a bright future.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a representative from Foremost International Ltd., the chief importer, you are going to write to the sales representative of Hunan Provincial Light Industrial Products Corporation Ltd. to inform them that you have opened the L/C as required. Meanwhile, you should remind them to prepare some necessary documents. **(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;

Inform the exporter you have received the Proforma Invoice No.7659 and you are going to place an initial order for 5,000 biodegradable plastic cups;

Specify the opening bank, L/C amount;

Emphasize that the seller should draw a 60 days draft and prepare shipping documents, commercial invoice and insurance certificate;

Remind the seller of the validity of the L/C.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

34. 试题编号：2-34：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	Seow Khim Polythelene Co Pte Ltd
Url	http://www.partyware.com.sg/index.htm
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 and 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 agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Seow Khim Popythelene Co. Pte Ltd. visits Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.. The importer is coming to inquire about the prices of Porcelain Dinner Sets. They finally settle the price.

Party A:

David Smith (the importer), Purchasing Manager of Seow Khim Popythelene Co. Pte Ltd.

Tasks:

- Introduce yourself, and extend the wish to conclude some business;
- Inquire about the lowest price for goods of Porcelain Dinner Set;
- Ask whether the prices are CIF or FOB;
- Want to know whether the prices on the list are firm offers;
- Ask for quotation of CIF, and promise to order if the prices are favorable;
- Inquire about the minimum quantity of the order requirement;
- Express the need of 800 sets for WWD0004 20-Piece Dinnerware Set and 500 sets for WWD0004 47-Piece Dinnerware Set;
- Ask if any room for any reduction in price.

Party B:

Wang Juan (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Greet him and emphasize the products sell well abroad;
- Show the catalogue and price list, and offer based on the international market;
- State the prices are on the FOB Shanghai basis, and without engagement;
- Emphasize the prices are realistic and based on reasonable profit;
- Inquire about the quantity of the order to adjust the prices accordingly;
- Require at least 400 sets for the minimum quantity of an order;
- Offer USD4.40 and USD10.34 respectively;
- Refuse, and emphasize the prices are very favorable.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to the chief buyer, Seow Khim Polythelene Co Pte., Ltd., to make an offer for Dinnerware Sets. **(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;

Thank the importer for their specific inquiries;

Emphasize the good quality of these goods and you have received a lot of repeat order;

Specify the details of the offer, including the type, quantity, unit price and total amount; ways of payment and transportation;

Inform the importer of the validity of the offer;

Provide the pamphlets.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

35. 试题编号：2-35：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
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

表 2: 进口方基本情况

Company	Naseeb International Corp.
Url	http://www.naseebintl.com/
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 and 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 agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Hill (the importer), Sales Representative of Naseeb International Corp., is visiting Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.. The importer is complaining to the exporter about the quality of Fuxia leather platform sandals. They are discussing the settlement of the claim.

Party A:

David Hill (the importer), Sales Representative of Naseeb International Corp.

Tasks:

- Express the need to make a claim;
- Complain about the inferior quality (inferior to the samples, cracks and flaws);
- Show the proofs (records and photos by the surveyors);
- Mention the possibility of the poor workmanship;
- State the quantity (100 pairs);
- Complain about the poor quality control;
- Express your wish to get the replacements as soon as possible;
- Appreciate the exporter’s kind attitude and assistance

Party B:

Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd.

Tasks:

- Ask what the claim is about;
- Ask for the proofs;
- Inquire about the importer's opinions;
- Confirm the quantity of the inferior sandals;
- Express your doubt that it is due to careless transportation;
- Promise to ask the manufacturer to look into the matter;
- Promise to urge the manufacturer to deliver the goods soon;
- Express the hope that this incident will not affect their future business.

② 商务函电撰写: (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Hunan Provincial Light Industrial Products Corporation Ltd., you are going to write to the chief importer, Naseeb International Corp., to complain about the delay of L/C. **(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;

Emphasize that you have repeatedly requested the importer to expedite the opening of L/C;

Specify that their delay made you awkward and left the S/C outstanding;

Stress that you may cancel the S/C if L/C doesn't reach you by a certain time;

Inform the importer you may lodge a claim against him for the loss.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

36. 试题编号：2-36：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

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

③ 出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB ¥ 1.184 billion and the net assets amounted to RMB ¥ 753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the

background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing in 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd. is calling Donald Williams (the importer), Marketing Manager of Novozymes. Deng Liang cannot accept the counter offer made by Donald Williams. They are discussing the problem over the telephone, and wish to settle the price.

Party A:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import & Export Group Corp. Ltd.

Tasks:

- Greet Mr. Williams;
- Express your disagreement of the counter offer;
- Emphasize the price has gone up since last year;
- Suggest considering the quality and popularity of the goods;
- Insist that the offer is reasonable;
- Suggest a special offer of 2% discount;
- Agree to cut the price by 3%;

Party B:

Donald Williams (the importer), Marketing Manager of Novozymes

Tasks:

- Ask about the counter offer;
- Complain about the high offer;
- Emphasize the price is higher than other suppliers, and not competitive;
- Ask for 5% discount;
- Emphasize the difficulty in convincing the client at the price;
- Express the wish to order 200 MT more if the prices are reasonable;
- Accept the price.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd., you are going to write back to the Sales Manager of Novozymes, who requested you to make a price reduction. **(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;

Reply to the letter of July 18 in which the sales manager of Novozymes asked you to cut your price;

State your reasons for your quotation: good quality of your Purple Speckled Kidney Beans—natural and non-polluted food and a reduction in production;

Agree to reduce your previous quotation by 3%;

Ask for 30% down payment with the order.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

37. 试题编号：2-37：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Kraft Foods(Canada Branch)
Url	http://www.kraftfoodscompany.com/home/index.aspx
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 in 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Andrew Smith (the importer), Marketing Manager of Kraft Foods Company, is meeting with Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd. in Mr. Deng's office. The importer wishes to establish business relations with the exporter. They are discussing the possibilities of doing business together.

Party A:

Andrew Smith (the importer), Marketing Manager of Kraft Foods Company.

Tasks:

---- Introduce yourself briefly;

----Indicate the channel of knowing the exporter, and express your wishes to establish business relations;

----Make a brief introduction to the company import business (specialize in import of Chinese food, and have been in this line of business for 20 years);

----Express your hope to do more business in this line;

----Offer information of the credit of the company;

----Show especial interest in Frozen Snow Peas;

----Ask for lower price;

----Ask for the discount for large orders.

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Introduce yourself briefly;
- Express your good will (entering into business relationship with the importer on the basis of equality and mutual benefit);
- Introduce the main business of your company (food and oils);
- Show the similar desire to do more business;
- Show appreciation;
- Promise to provide samples upon request for quality check purpose;
- Emphasize the price is very favorable;
- Promise to have it ready in a couple of days;
- Give the discount range from 3% to 5%.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 Purchasing Manager of Kraft Foods, which was introduced by *Yangcheng Evening News*, 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Indicate information channel;

Extend your wish to establish business relations;

Introduce your company information and main products;

Provide commodity pamphlets for reference.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

38. 试题编号：2-38：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Whole Foods Market
Url	http://www.wholefoodsmarket.com/
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 in 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

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

Party A:

Mr. Miller (the importer), Purchasing Manager of Whole Foods Market

Tasks:

- Suggest talking about terms of payment, D/P or D/A this time;
- Beg to make an exception because L/C is costly;
- Agree to compromise on other terms if D/P is accepted;
- Suggest meeting each other half way;
- Accept the terms of payment, and promise to open L/C in the exporter's favor;
- Suggest accepting D/P for future transactions;
- Ask for the time of opening the L/C;
- Inquire about the validity of the L/C;

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- 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 is delivered;
- Inform that the expiry date is 15 days after the date of shipment.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 inside addresses of the sender, the receiver, 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.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

39. 试题编号：2-39：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

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

③ 出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB ¥ 1.184 billion and the net assets amounted to RMB ¥ 753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the

background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing in 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Andrew Smith (the importer), Marketing Manager of Charoen Pokphand Group, is meeting Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.. Andrew Smith wants to know the price of Sunflower Seed, and asks about the commission of doing business with Deng.

Party A:

Andrew Smith (the importer), Marketing Manager of Charoen Pokphand Group

Tasks:

- Express your pleasure to have the chance to visit the company;
- Show interest in Sunflower Seed, and inquire lowest quotations, CIF Bangkok;
- Demand an indication of price;
- Ask about the commission, 3 to 5 percent commission from European suppliers;
- Wish to do business on commission basis (2 or 3 percent);
- Want to have large orders;
- Ask for 2 percent commission for 2000 M/T annually;
- Promise to order as soon as possible.

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Ask the importer what he is interested in;
- Ask about the quantity the importer requires so as to work out the offers;
- Offer FOB price lists, subject to the exporter's confirmation;
- Refuse any commission, and consider it only for larger orders;
- Offer 1% commission depending on the quantity of goods ordered;
- Ask about the maximum annual turnover the importer could fulfill;
- Promise to wait until the importer places an order with the exporter.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of Charoen Pokphand Group, you are going to write to a sales representative of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd. to negotiate the prices 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Extend your thanks for their quotation for 500M/T of sunflower seeds on May 12;

Indicate the importer's quotation is too high and ask for cutting the prices by 8%;

Request for arranging insurance against All Risks in Stockholm and having the business done under CIF instead of CRF Bangkok.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

40. 试题编号：2-40：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd.
Url	http://www.hunancof.com/yw/index.asp
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

表 2: 进口方基本情况

Company	Probiotec Limited
Url	http://www.probiotec.com.au/Probiotec/index.aspx
Office Address	65 Bristol Street, Sydney 122002, Australia
Phone	+613 9278 7555
Fax	+61 3 9369 6730
E-mail	info@probiotec.com.au

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 in 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Adam Smith (the importer), Manager of Sales & Marketing Department in Probiotec Limited, is meeting Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd. Adam Smith thinks the price Deng Liang offered is much too high, and asks for 10% discount. Finally they meet each other the half way, and settle the price.

Party A:

Adam Smith (the importer), Manager of Sales & Marketing Department in Probiotec Limited.

Tasks:

- Ask to settle the price first;
- Refuse the reduction of only 2%;
- Ask for 10% discount;
- Want to call the whole deal off;
- Suggest meeting each other half way;
- Propose a further reduction of 50 dollars;
- Ask for the exporter's suggestion;
- Suggest meeting each other half way once more.

Party B:

Deng Liang (the exporter), Marketing Manager of Hunan Cereals, Oils Foodstuffs Import and Export Group Corp. Ltd.

Tasks:

- Agree to reduce the price by 2%;
- Ask for the importer's opinion about the price;
- Refuse to make a reduction to that extent;
- Disagree with the importer;
- Ask the importer for a proposal;
- Refuse the proposal;
- Give a reduction of another 30 dollars.
- Accept the suggestion.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-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 Marketing Manager of Probiotec Limited to negotiate prices 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Inform him of the receipt of his letter dated April 12;

Explain your reasonable quotation based on your high quality of your white garlic;

Agree to cut by 5% of your price to meet his requirement on condition that his individual purchase is not less than 800 tons.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

41. 试题编号：2-41：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Onninen Group
Url	http://www.onninen.com
Office Address	Mittalinja 1, FI-01260 Vantaa, Finland
Phone	358 (0)204 85 5111
Fax	358 (0)204 85 5500
E-mail	infofinland@onninen.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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: John Wilson (the importer), Purchasing Manager of Onninen Group visits Zhang Tao (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. Mr. Wilson wishes to adopt D/P for this transaction, while Mr. Zhang dismissed the proposal with detailed explanation. Eventually, they come to an agreement on L/C.

Party A:

John Wilson (the importer), Purchasing Manager of Onninen Group

Tasks:

- Greet B and identify terms of payment as the topic;
- Indicate their preference for D/P;
- Complain about the high cost of L/C;
- Ensure to open a Letter of Credit;
- Confirm the time of shipment;
- Express appreciation and understanding;
- Decide to open the L/C by telex.

Party B:

Zhang Tao (the exporter), Manager of Sales & Marketing Department of BROAD
Air Quality Technology Co. Ltd

Tasks:

- Greet A and identify terms of payment as the topic;
- Indicate their preference for L/C;
- Express their requirements for L/C;
- Emphasize the deadline of terms of payment;
- Promise to deliver the goods as soon as possible;
- Explain their effort for getting ready for the delivery;
- Inquire the way of opening L/C.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write to the Import and Export Manager of Onninen Group to request for earlier 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 inside addresses of the sender, the receiver, the date, the complimentary close and the signature;

Extend your thanks for their intention of pushing the sale of your 2-way motor valve in Finland;

Express your apology for not accepting D/A at 90 days' sight;

Indicate payment on L/C basis is your usual practice;

Make a proposal to accept payment by D/P at sight as compromise.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

42. 试题编号：2-42：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Reach Cooling Group
Url	http://www.reachcooling.com/
Office Address	625 E 10th Avenue, Hialeah, Florida, U.S.A.
Phone	866-204-4080 305-862-6360
Fax	305-887-9741
E-mail	sales@reachcooling.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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: Edward Adam (the importer), Purchasing Manager of Reach Cooling Group visits Wang Wei (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. Mr. Adam likes prompt shipment, while Mr. Wang inform him that only partial shipment is available under that circumstance. They discuss about the details and come to an agreement.

Party A:

Edward Adam (the importer), Purchasing Manager of Reach Cooling Group

Tasks:

- Greet B and take means of transportation as topic;
- Confirm the time and mode of shipment;
 - Inform the destination port (Miami);
- Express urgent need of the goods;
- Advise to adopt partial shipment;
- Wish to catch their urgent demand;
- Express satisfaction for the details of transportation.

Party B:

Wang Wei (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd.

Tasks:

- Greet A and take means of transportation as topic;
- Inquire destination port;
- Confirm the time of shipment;
- Express appreciation;
- Accept the advice;
 - Promise to ship one third of the goods firstly;
- Emphasize the content written on the contract.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation

with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write to the Purchasing Manager of Reach Cooling Group to request for extending shipping date. (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 reference documents including: L/C No. 386, and Order No. 1172 for 600 sets of Broad X Vacuum Boilers;

State your reasons for extending shipping date for ten days;

Inform the importer of the certain shipping date you want to extend to;

Extend your thanks for their cooperation.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分, 每少一个轮回扣1分。	谈判对话轮回少于3个, 本项目记0
		英语表达通顺, 句型使用正确记4分; 单词、句型每错一处扣0.5分。	

		对话能使用准确的套语记8分，套语每错一处扣1分。	分。
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

43. 试题编号：2-43：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Innovair Corporation
Url	http://www.innovair.com/
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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: John Davis (the importer), Purchasing Manager of Innovair Corporation visits Li Jian (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. Their negotiation has been moving on well. And now they are going to settle matters of insurance.

Party A:

John Davis (the importer), Purchasing Manager of Innovair Corporation.

Tasks:

- Greet B and take insurance as their topic;
- Show agreement and praise for People's Insurance Co;
- Inquire terms of insurance coverage;
- Identify the relationship between damage and WPA;
- Inquire about the insurance of Risk of Breakage;
- Inquire about the way of packing;
- Show agreement and wish to write down in contract.

Party B:

Li Jian (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd.

Tasks:

- Greet A and prefer to be insured by the People's Insurance Co;
- Confirm world-round agents of People's Insurance Co;
- Explain the details of insurance coverage;
- Show preference for WPA;
- Promise to contain Risk of Breakage with high cost;
- Explain the details of packing and promise to pack carefully;
- Agree to write down in the contract.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write a reply to a client from Innovair Corporation, who requested for effecting insurance on the captioned shipment for 125% of the invoice value. **(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 reference documents: Order No. 3845 for 100 sets of Air Condition Indoor Units;

State your practice for insure shipment against All Risks for the invoice value plus 10%;

Make clear that the extra premium is for importers' account.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

44. 试题编号：2-44：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	GreenStar Energy Systems & Alliance
Url	http://www.greenstarsales.com/default.html
Office Address	1510 SW 17th Street, Suite #302 Ocala, Florida, U.S.A.
Phone	352-291-1600
Toll Free	866-941-6922
Fax	352-291-1601

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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: George Damon (the importer), Purchasing Manager of GreenStar Energy Systems & Alliance Corporation visits Xu Kai (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. Their negotiation has been moving on well. And now they are going to discuss matters of transportation.

Party A:

George Damon (the importer), Purchasing Manager of GreenStar Energy Systems & Alliance Corporation.

Tasks:

- Greet B and inquire the time and mode of transportation;
- Ask about the reason for adopting this kind of mode;
- Identify the responsibility for the shipment;
- Advise to adopt prompt shipment;
- Ask about the deadline of the loading period and suggest transshipment;
- Ask about requirement for the containers;
- Wish to make a special inquiry soon.

Party B:

Xu Kai (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd.

Tasks:

- Greet A and take terms of transportation as topic;
- Explain the normal rules of shipment;
- Explain the reasons (time, cost and distance);
- Express difficulty in prompt shipment;
- Show kinds of effort to step up the production;
- Identify the time of loading period and deny transshipment;
- State the requirement for container and express satisfaction.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of GreenStar Energy Systems & Alliance, you are going to write to the sales representative of BROAD Air Quality Technology Group to urge for shipment. (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 our L/C No.124 and our Order No. 159 for 1500PCS of Broad Heat Meters;

Ask for their attention to the time limit and the consequence of delay;

Notify the importer of your requirement for the shipment in time;

Extend your thanks for their cooperation.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

45. 试题编号：2-45：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Clima Tech Corporation
Url	http://www.clima-tech.com/tiki-index.php?page=HomePage
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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: Steve Miller (the importer), Purchasing Manager of Clima Tech Corporation had a talk with Huang Kai (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. The importer lodged a claim for the damage of goods. And the exporter sent Mr. Huang to settle this matter. They came to a satisfactory solution finally.

Party A:

Steve Miller (the importer), Purchasing Manager of Clima Tech Corporation.

Tasks:

- Greet B and take matters of claim as topic;
- Identify improper packing as key cause;
- Show authoritative certificate;
- Show their attitude to solve this matter;
- Ensure standard handling procedures;
- Lodge a claim for compensation of US \$50,000;
- Appreciate the exporter's cooperation.

Party B:

Huang Kai (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd.

Tasks:

- Greet A and show the purpose of visiting;
- Confirm the quality before shipment;
- Show disagreement for the judge and analyze the reasons;
- Ask for the pictures as proof;
- Analyze the reasons as importer handling;
- Ask about the details of claim;
- Promise to accept the claim and feel sorry for the inconvenience.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation

with at least 100 words. (Note: Your letter should adopt the modified-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 decline his claim for the damage to 6 sets of pump sets. (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;

Emphasize that the pump sets sent by S/S “Happy Dolphin” were severely damaged;

Provide the shipping documents to prove the goods in perfect condition when loaded;

Make clear that the damage must have taken place in transit;

Suggest the importer to claim on the shipping company.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

46. 试题编号：2-46：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd 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

表 2: 进口方基本情况

Company	Galaxy Refrigeration Private Limited Co.
Url	http://www.galaxyintl.com/
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 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. You have made a special contribution to the country.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: Daniel Anderson (the importer), Purchasing Manager of Galaxy Refrigeration Private Limited Co. has a talk with Yao Qiang (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. The importer lodges a claim for 3 rusty sets of vacuum boilers. And the exporter sends Mr. Yao to settle this matter. They come to a satisfactory solution.

Party A:

Daniel Anderson (the importer), Purchasing Manager of Galaxy Refrigeration Private Limited Co.

Tasks:

- Lodge a claim against B;
- Show the defective vacuum boilers;
- Inquire about the reasons of getting rusty;
- Show disagreement of the analysis;
- Ask for compensation by 5% of the total amount;
- Identify the time of replacement;
- Express satisfaction for the settlement.

Party B:

Yao Qiang (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd.

Tasks:

- Inquire about the concrete situation;
- Analyze the reason as the dampness at sea;
- Show regret for this matter;
- Promise to be responsible for the damage;
- Promise to replace the damaged goods soon;
- Promise it will never occur;
- Show sorry for the inconvenience.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the chief importer, Galaxy Refrigeration Private Limited Co., India, you are going to write to the sales representative of BROAD Air Quality Technology Group to complain about wrong goods delivered. (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;

Inform the exporter of receipt of your Order No.368 goods sent by the S/S “Good Luck” at Mumbai;

Indicate the wrong goods in case No.24;

Request for arranging for the dispatch of replacement at once because your customers in urgent need of them.

Inquire how to dispose the wrong goods.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

47. 试题编号：2-47：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	Devidayal (Sales) Limited
Url	http://www.devidayalagro.com/
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 10000 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 10000 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 10000 tons for organophosphorus pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10000MT and 5000MT, 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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Daniel Black (the importer), Purchasing Manager of Devidayal (Sales) Limited has a talk with Zhang Hua (the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd (HLC). The importer lodges a claim for the leaking of goods. And the exporter sends Mr. Zhang to settle this matter. They come to a satisfactory solution.

Party A:

Daniel Black (the importer), Purchasing Manager of Devidayal (Sales) Limited.

Tasks:

- Decide to lodge a claim;
- Point out 10% of the bags was leaking;
- Show the result of closer inspection;
- Identify the seriousness of damage;
- Suggest reducing 15% of the total value;
- Express satisfaction for the settlement.

Party B:

Zhang Hua (the exporter), Manager of Sales & Marketing Department of HLC Co. Ltd.

Tasks:

- Show hearty attitude to settle this matter;
- Ask about the causes of the leakage;
- Ensure it as a singular case;
- Confirm good's quality and good reputation;
- Promise to accept the claim;
- Offer to have a friendly chat in future.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Haili Chemical Industry Co., Ltd.,

you are going to write to a client from Devidayal (Sales) Limited to settle their claim 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's claim for the short shipment of 30 cartons of insecticides in the letter of 12 March;

Tell them the mistake was made by your new staff;

Agree to arrange the shipment for the short-shipped goods and promise to bear the charges for this;

Express your apology for the inconvenience caused.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	

		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项 目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

48. 试题编号：2-48：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	MainPlus Chemicals Ltd. (U.K.)
Url	http://www.mainpluschem.com/
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 10000 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 10000 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 10000 tons for organophosphorus pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10000MT and 5000MT, 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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: John Palmer (the importer), Purchasing Manager of MainPlus Chemicals
--

Ltd. has a talk with Li Lei (the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd (HLC). The negotiation goes well between groups and they are going to settle terms of shipment. The importer expects for prompt delivery, but it isn't available for the exporter. They come to a satisfactory solution.

Party A:

John Palmer (the importer), Purchasing Manager of MainPlus Chemicals Ltd.

Tasks:

- Require to talk about the transportation;
- Ask for prompt shipment;
- Insist on shipping goods at one time;
- Suggest transshipment;
- Suggest partial shipment;
- Emphasize the demands of the customers;
- Express satisfaction for dealing this matter.

Party B:

Li Lei (the exporter), Manager of Sales & Marketing Department of HLC Co. Ltd.

Tasks:

- Accept the request;
- Show the difficulty of prompt shipment;
- Dismiss the proposal of transshipment;
- Show agreement on partial shipment and analyze the advantages;
- Promise to ship one third of the goods first;
- Suggest shipment clauses;
- Suggest writing down the clauses on contract.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Hunan Haili Chemical Industry Co., Ltd., you are going to write to the chief importer, MainPlus Chemicals Ltd. (U.K.), to confirm the packing and shipping marks. **(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;

Thank the importer for their inquiry about the packing and shipping marks of the goods under the contract;

Specify the packing conditions: powders being wrapped in plastic bags; bags being packed in tins; the lids being sealed with adhesive tape; ten tins being packed in a wooden case;

Specify the shipping marks: weight, measurement; country of origin.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

49. 试题编号：2-49：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	MH&W International Corp.
Url	http://www.mhw-intl.com/about.htm
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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: John Smith (the importer), Purchasing Manager of MH&W International Corp. visits Gao Yu (the exporter), Manager of Sales & Marketing Department of Sany Group. The two groups have smooth agreements on many terms. Now, they are going to settle terms of payment.

Party A:

John Smith (the importer), Purchasing Manager of MH&W International Corp.

Tasks:

- Express pleasure to meet B;
- Inquire about the usual practice of payment;
 - Complain about the high cost of L/C;
- Decide to accept L/C in view of future business relationship;
- Suggest that the arrival of L/C should be 15 days before the delivery date;
- Inquire the time of shipment and validity of L/C;
- Decide to open the L/C by telex.

Party B:

Gao Yu (the exporter), Manager of Sales & Marketing Department of Sany Group

Tasks:

- Express the same pleasure;
- Show L/C at sight is the only mode;
- State the reasons of choosing L/C (additional protection of the bank's guarantee);
- Respond the arrival of L/C should be a month before the delivery date;
- Explain the process of arranging goods and shipment takes time;
 - Promise to get the goods ready in April;
- Inquire the way of opening L/C.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a purchasing representative of MH&W International Corp., you are going to write to the Sales Manager from Sany Group, to ask for modifying the terms of payment for buying Stainless Steel Helical 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;

Promise to place the enclosed order;

Propose T/T in replacement of the usual practice---confirmed irrevocable letter of credit;

State the reasons of the modification---saving time and expenses for customers and facilitating bilateral sales.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

50. 试题编号：2-50：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	Merco Trading Co.
Url	http://www.merco.com.au/index.php
Office Address	9-11 Harvard Way, Canning Vale 6155, Western Australia, Australia
Phone	(08) 9455 5100
Mobile	0415 965 530
E-mail	merco@iinet.net.au

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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Merco Trading Co. visits Li Ming (the exporter), sales representative of Sany Group. They are discussing the earliest shipment time, the quality difference and the loading rate.

Party A:

Li Ming (the exporter), sales representative of Sany Group

Tasks

- Start to talk about the shipment;
- Mention the delivery time;
- Ensure the quantity difference not exceeding 5%;
- Promise to get the goods ready within 15 to 25 days;
- Accept the requirement;
- Indicate the loading rate is 280 tons per weather working day;
- Point out any increase in loading rate means extra charges;
- Promise to notice the ship's information as soon as possible.

Party B:

David Smith (the importer), Purchasing Manager of Merco Trading Co.

Tasks:

- Ask for the earliest shipment;
- Inquire about the quantity difference when loading the goods;
- Ask the time of the ship at the port of loading;
- Require the exporter to be responsible for the losses if the goods can't be ready on time;
- Start to talk about the loading rate;
- Demand to increase the loading rate to 300 tons;
- Accept 280 tons as the loading rate;
- Ask for the notice of ship's name and ship's description by cable 12 days before the date of loading.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of Merco Trading Co, you are going to write to the Sales Manager of Sany Group, to urge the shipment of the goods---13,000 pieces of Pipe for Engine. **(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 contractual time of shipment--- the end of June 2010;

Emphasize the importance of punctual shipment---to catch the beginning of the selling season;

Require the goods to be dispatched with the least possible delay.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

51. 试题编号：2-51：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	Schlumberger
Url	http://www.slb.com/about.aspx
Office Address	277 Park Avenue, New York, New York 10172, U.S.A
Phone	+12812854376
E-mail	Registrations@slb.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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: At Sany Group, John Smith (the importer), Purchasing Manager of Schlumberger visits Liu Shaoxiong (the exporter), sales representative of Sany Group. Mr. Liu introduces Sany Group and shows the importer their newly-designed engine in the showroom. John Smith expresses his wishes to establish business relationship with the exporter.

Party A:

John Smith (the importer), Purchasing Manager of Schlumberger

Tasks:

- Express the wish to establish business relations;
- Express appreciation for the kind consideration;
- Ask for information about Sany Group;
- Wish to have a look at the samples;
- Express appreciation for the invitation to look around the showroom;
- Show great interest in the engine;
- Ask for the latest catalogue;
- Show confidence in close cooperation and substantial benefits.

Party B:

Liu Shaoxiong (the exporter), sales representative of Sany Group

Tasks:

- Express the same wish;
- Express the willingness to offer help;
- Introduce Sany Group;
- Invite to look around the showroom;
- Show A around the showroom;
- Show A your newly-designed engine;
- Promise to offer the latest catalogue later;
- Show the same confidence.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of Schlumberger, you are going to write to the Marketing Manager of Sany Group, to set up business relationships with interest in their Isuzu Engine Parts. (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 information channel--- International Business Daily;

Introduce your company's basic information;

Ask for return mail catalogues and detailed price lists;

Suggest the exporter to check your credit through the Bank of New York Mellon Corporation.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

52. 试题编号：2-52：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	The Tokyo Electric Power Company, Incorporated (TEPCO)
Url	http://www.tepco.co.jp/en/index-e.html
Office Address	1-1-3 Uchisaiwai-cho, Chiyoda-ku, Tokyo, Japan
Phone	0120-995-001
Fax	0120-995-088

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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Sugita Tomokazu (the importer), Purchasing Manager of The Tokyo Electric Power Company visits Zhao Ming (the exporter), sales representative of Sany Group. They are discussing the shipment. Sugita Tomokazu asks Mr. Zhao to advance the shipment, and Mr. Zhao suggests him to adopt partial shipment.

Party A:

Sugita Tomokazu (the importer), Purchasing Manager of the Tokyo Electric Power Company

Tasks:

- Ask for the earliest time of delivery;
- Require to ship the order as soon as possible;
- Demand to advance the shipment for the large order;
- Ask for suggestion to deal with the problem;
 - Accept B's suggestion;
- Ask for the expected time of the first lot---the beginning of November;
- Require to have the goods shipped with containers;
- Hope to advance the second shipment.

Party B:

Zhao Ming (the exporter), sales representative of Sany Group

Tasks:

- Agree to ship by the end of December;
- Promise to try your best to effect shipment;
- Refuse and explain the reasons;
- Propose partial shipment;
- State the benefits to accept partial shipment;
- State the possible time of first shipment---the end of November;
- Promise to get in touch with the shipping company;
- Agree to meet the request.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Sany Group, you are going to write to the Purchasing Manager of The Tokyo Electric Power Company, Incorporated (TEPCO), to ask for transshipment of 20000 pieces of Malleable Flanged Nipple. (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;

Express appreciation for the importer's L/C No. WW412 for 20000 pieces of Malleable Flanged Nipple;

State the original route of shipment---from Shanghai to Osaka;

Require amendment of L/C for transshipment through Busan of Korea;

State the reason of requiring transshipment---no regular boat sailing between ports in China and Osaka at present.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

53. 试题编号：2-53：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

Company	MALI Group
Url	http://mali-group.visionline.ch/en/home/
Office Address	Landstrase 175 5430 wetnngen 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.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of MALI Group visits Li Ming (the exporter), sales representative of Sany Group. The importer tells the exporter that 20 of the goods were terribly rusty due to poor workmanship according to their inspection. After discussing, the exporter agrees to replace the rusty goods and compensate 1000 pieces to the importer.

Party A:

David Smith (the importer), Purchasing Manager of MALI Group

Tasks:

- Complain about the bad quality of the products;
- Explain 20 of the goods were terribly rusty;
- State that the rust is due to poor workmanship and show the on-the-spot records and photos;
- Refuse the full amount of the goods;
- Explain the reasons for the delayed claim;
- Demand the replacement of rusty goods and a compensation of 1000 pieces;
- Accept the request.

Party B:

Li Ming (the exporter), sales representative of Sany Group

Tasks:

- Ask for the concrete condition;
- Express your regret and the other factors which caused rust;
- Ask for the suggestion for a settlement;
- Refuse the requirement because of the delayed claim;
- Suggest meeting each other half way and try to make up their losses;
- Promise to give the result the day after tomorrow;
- Demand to have the faulty goods returned for examination.

② 商务函电撰写: (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of MALI Group, you are going to write to the Marketing Manager of Sany Group, to ask for replacement of goods not in accordance with the quality of the samples. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

State that the quality of goods received is not in accordance with the samples;

Ask for replacement of goods of quality matching the samples;

Promise to extend the agreed time if the exporter confirms to supply the correct goods.

(2) 实施条件

表 3: 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一台服务器，40-50台计算机，并安装office办公软件，配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

54. 试题编号：2-54：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Sany Group
Url	http://www.sanygroup.com/group/en-us/
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

表 2: 进口方基本情况

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

③ 出口方信息

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

At Sany Group, we believe that developing and manufacturing of quality, industry-leading products is always a top priority. Each year, Sany Group re-invests 5-7% of its sales revenue into the R&D, making it possible to expand its product lines

to concrete, road, port, hoisting, pile driving, excavating machineries and wind energy products. Now as one of the most successful enterprises in China, Sany Group is also the world's largest concrete machinery manufacturer and ranks 6th among the top 50 global construction machinery manufacturers.

Besides constantly improving the quality of our products, Sany Group is also committed to providing customers with all-round and efficient services. 15 logistics centers and spare parts warehouses have been set up with logistics and service systems all over the world.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of KK P.L.C. visits Li Hua (the exporter), sales representative of Sany Group. The importer claims to the exporter of the wrong goods, and demand a 20% reduction in price. After discussing, the exporter agrees to deliver the correct goods immediately and reduce 10% in price; the importer agrees to deliver the wrong goods back this month and the exporter pays the shipment.

Party A:

David Smith (the importer), Purchasing Manager of KK P.L.C

Tasks:

- Indicate the purpose;
- Confirm your ordered pump and motor parts 2000 pieces of A4VG125, 3000 pieces of A4VG90 and 3500 pieces of A4VG140, but you received 2000 pieces of A4VG90 and 3000 pieces of A4VG125;
- Demand a 20% reduction in price;
- Stress the loss is caused by the exporter;
- State the losses are because of the wrong goods;
- Ask for the earliest delivery;
- Accept B's proposal;

---- Agree and ask B to pay the shipment of delivering the wrong goods back;

Party B:

Li Hua (the exporter), sales representative of Sany Group

Tasks:

----Receive politely and ask for details;

----Apologize and ask for the suggestion for a settlement;

---- Refuse the request of 20% reduction in price;

---- Express regret and state the goods are in good condition after the importer's checking;

----Agree to deliver the correct goods immediately and reduce 10% in price;

----Promise to effect shipment within a week;

---- Ask A to deliver the wrong goods back this month;

----Agree and hope this incident will not affect established good relations between two sides.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Sany Group, you are going to write to the Purchasing Manager from KK P.L.C, to solve the claim lodged against your company. (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 apology for mixing up some of the goods;

Indicate that the error may be caused by confusion of the labels;

Promise that 500 pieces of the mixed goods are on the way to the buyer;

Promise to allow 1% discount in next order for compensation.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分,信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词,本项目记0分。
		语言表达通顺,句型使用正确记4分;单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分,套语每错一处扣1分。	
		理解题目要求,信息点完整记8分;信息点每缺失一处扣2分。	

55. 试题编号：2-55：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Dynamic Fireworks Corporation
Url	http://dynamicfireworks.co.uk/
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 hundreds of 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 markets, 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 exporters in China and one of the largest fireworks producers and traders in the world with the brand “Panda”.

IV. 抽考试题:

① 商务谈判对话设计:

(25 分)

Directions: You are required to design a dialogue based on the following

situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Dynamic Fireworks Corporation visits Yang Hao (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd. The importer is interested in JSI006 Blessing Celebration Crackers and JS1009 8 Feet Red Firecracker and tends to order 300 cartons but he thinks the offer is too high. After negotiation, the exporter lowers the price.

Party A:

David Smith (the importer), Purchasing Manager of Dynamic Fireworks Corporation

Tasks:

- Ask for the price range of the fireworks;
- Complain about the high price;
- Indicate the price is higher than the quotations from other sources;
- Require to reduce the price of every type by 10 dollars;
- Emphasize your order is a sizable one;
- State the order is 300 cartons;
- Show interest in JSI006 Blessing Celebration Crackers and JS1009 8 Feet Red Firecracker;
- Ask B to reduce a little further.

Party B:

Yang Hao (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.

Tasks:

- Give the price range: 30 to 80 dollars per carton;
- Insist the price is competitive in the world market;
- Ask for the buyer's expected price;
- Refuse the request;
- Ask for the exact quantity;
- Ask for the importer's favorable goods;

---Agree to offer 25 dollars for JSI006 Blessing Celebration Crackers and 30 dollars for JS1009 8 Feet Red Firecracker;

---Confirm you could quote 22 dollars for the first type on condition the order is placed soon the L/C at sight is issued.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of the Dynamic Fireworks Corporation, you are going to write to the Sales Manager r from Panda Fireworks Group Co., Ltd., to make an enquiry for fireworks and firecrackers. (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 information channel for getting the seller's name and address--- Bank of China;

State that there is urgent need for fireworks and firecrackers for U.K. festivals like Guy Fakes Day;

Promise to place large orders if the quotation is competitive and open irrevocable L/C after the orders have been confirmed.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

56. 试题编号：2-56：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Frontier Fireworks Ltd.
Url	http://www.frontierfireworks.co.uk/
Office Address	23 Southfield, Pole Gate, East Sussex, BN26 5LX, U.K.
Phone	01323 488 866
Fax	01323 488 855
E-mail	info@frontierfireworks.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 hundreds of 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 markets, 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 exporters in China and one of the largest fireworks producers and traders in the world with the brand “Panda”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Frontier Fireworks Ltd. visits Luo Hao (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.. The importer is interested in JSF011 Confetti Shooter for Wedding and JSF002 Parachute Battalion Fireworks. The importer tends to order 200 cartons but he thinks the offer is too high. After negotiation, the exporter lowers the price.

Party A:

David Smith (the importer), Purchasing Manager of Frontier Fireworks Ltd.

Tasks:

- Express your wish to do business and ask for quotation;
- Show interest in JSF011 Confetti Shooter for Wedding and JSF002 Parachute Battalion Fireworks;
- Complain about the high price;
- Suggest 30 dollars;
- Show your desire to cancel the business because of the high price;
- Demand how much can be reduced;
- Plan to order 200 cartons and propose your expected price.

Party B:

Luo Hao (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.

Tasks:

- Ask for the interested products;
- Tell the unit price (50 dollars per carton);
- Ask for his expected price;
- Refuse, and emphasize the quality;
- Agree to consider reducing the price a little exceptionally;
- Offer 45 dollars per carton for more than 200 cartons;
- Tell the bottom price (35 dollars for the first type and 45 dollars for the second type).

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Panda Fireworks Group Co., Ltd., you are going to write to the Purchasing Manager from Frontier Fireworks Ltd., to make a reply to the enquiry for fireworks and firecrackers. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

State that the enquiry has been passed through Commercial Counselor's Office;

Make a brief introduction to your company;

Recommend the following popular products;

Commodity& specifications	Unit Prices
JSF011 Confetti Shooter For Wedding	USD 35
JSF002 Parachute Battalion Fireworks	USD 45

State the basic terms and conditions---FOB Shenzhen, confirmed irrevocable sight L/C, ready for shipment one month from receipt of the written order.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

57. 试题编号：2-57：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Exhibit Company
Url	http://exhibitcompany.com/
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.

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 hundreds of 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 markets, 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 exporters in China and one of the largest fireworks producers and traders in the world with the brand “Panda”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Exhibit Company visits Li Ming (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.. They are talking about the terms of payment. The importer suggests D/P but the exporter insists on L/C. Finally they reach an agreement.

Party A:

David Smith (the importer), Purchasing Manager of Exhibit Company

Tasks:

- Start to talk about the terms of payment;
- Stress L/C is the safest method, but a bit complicated;
- Suggest D/P;
- Ask for the time to open L/C if the goods should be delivered in March;
- Require to postpone the time of opening the L/C;
- Ask for the validity of L/C;
- Express your goodwill of the cooperation.

Party B:

Li Ming (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.

Tasks:

- Accept confirmed L/C at sight;
- Insist on L/C is your usual practice;
- Refuse the request;
- Suggest opening the L/C about 30 days before the time of shipment;
- Emphasize postponing will make the delivery late;
- Indicate validity is 15 days after the date of shipment;
- Express the same goodwill.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Exhibit Company, you are going to write to the Sales Manager from Panda Fireworks Group Co., Ltd., to make some advices to the establishment of L/C. (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 established with New York Bank the confirmed, irrevocable sight Letter of Credit accompanied by a full set of the shipping documents;

Require arranging shipment upon receipt of the L/C;

Emphasize the importance of delivery without delay;

Require the name of the carrying vessel and its sailing date as soon as possible.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判 对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	

		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项 日记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

58. 试题编号：2-58：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Grucci
Url	http://grucci.com/indexhotel.html
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 hundreds of 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 markets, 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 exporters in China and one of the largest fireworks producers and traders in the world with the brand “Panda”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Grucci visits Li Ming (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd. They are talking about the terms of payment. The importer suggests D/P but the exporter insists on L/C. Finally they reach an agreement.

Party A:

David Smith (the importer), Purchasing Manager of Grucci

Tasks:

- Start to talk about the terms of payment;
- Suggest D/P or D/A;
- Emphasize the inconvenience if adopting L/C;
- Emphasize the importance of D/P or D/A;
- Accept L/C and ask the time to open the L/C if you want the goods to be delivered in March;
- Promise to open L/C as soon as possible
- Promise to issue early next month;
- Wish the cooperation a success.

Party B:

Li Ming (the exporter), Sales Manager of Panda Fireworks Group Co., Ltd.

Tasks:

- Accept sight L/C only;
- Refuse the suggestion of D/P or D/A;
- Emphasize L/C is the usual practice;
- Stress the sight L/C gives exporters additional protection of the banker's guarantee;
- Prefer to open the L/C one month before the time of delivery;
- Ask for the concrete time;
- Promise to dispatch the goods promptly after getting L/C.
- Express the same wish.

② 商务函电撰写： (25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Panda Fireworks Group Co., Ltd., you are going to write to Grucci, to require the amendment of L/C covering 700 cartons of Shots Color Pearl Flower Fireworks and Shots Color Pearl Flower Fountain. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

State the original conditions--- shipment should be effected not later than the end of March, and transshipment is not allowed;

State the reason for the amendment of L/C--- workers' strike;

Require the importer to extend the date of shipment and the validity of the L/C to April 15th and May 1st respectively;

Require the reply by fax as soon as possible.

(2) 实施条件

表 3: 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一台服务器, 40-50台计算机, 并安装office办公软件, 配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
------	----	-----	----

商务谈判 对话设计	25	轮回达到8个记5分，每少一个轮回扣1分。	谈判对话轮回少于3个，本项目记0分。
		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分，套语每错一处扣1分。	
商务函电 撰写	25	理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	信函字数少于25词，本项目记0分。
		函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

59. 试题编号：2-59：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
Url	http://pandafireworks.com/
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

表 2: 进口方基本情况

Company	Showtime Fireworks Ltd.
Url	http://www.fireworkssupermarket.com/
Office Address	3010 S.Ingram Dr. Springfield, MO 65803, Illinois, US.A.
Phone	417.862.1931
Fax	417.862.9250
E-mail	michaelingram1@mac.com

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 hundreds of 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 markets, 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 exporters in China and one of the largest fireworks producers and traders in the world with the brand “Panda”.

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: David Smith (the importer), Purchasing Manager of Showtime Fireworks Ltd visits Xiao Ping (the exporter), sales representative of Panda Fireworks Group Co., Ltd. The importer claims to the exporter that some of the goods were terribly water-stained because of improper packing, so he demands a compensation of 200 cartons. After negotiation, the exporter agrees to compensate 150 cartons. The importer asks the exporter to pay for the inspection fee. The exporter refuses.

Party A:

David Smith (the importer), Purchasing Manager of Showtime Fireworks Ltd.

Tasks:

- Lodge a claim for compensation;
- Stress the terribly water-stained goods are because of improper packing;
- Show the inspection report and on-the-spot photos;
- Propose a compensation of 200 cartons;
- Ask for a compensation of 150 cartons;
- Ask B to pay survey fee;
- Show your wish of not letting the same thing happen.

Party B:

Xiao Ping (the exporter), sales representative of Panda Fireworks Group Co. Ltd.

Tasks:

- Ask for the concrete situation;
- Emphasize the scientific processing controls and packing process;
- Inquire about the suggestion for a settlement;
- Refuse the request, and agree to give a compensation of 100 cartons;
- Accept the proposal;
- Refuse to pay the inspection fee;
- Promise it won't happen in the future.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Sales Manager of Panda Fireworks Group Co., Ltd., you are going to write to the Purchasing Manager from Showtime Fireworks Ltd., to accept claims lodged against you. (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 the reasons of the claim----20 cartons shortage in quantity and inferior quality;

Explain the facts--- shortage was due to the workers' negligence, and the quality is up to standard;

Accept the claim in consideration of the fireworks being examined by a public surveyor and long-standing business;

Promise to enclose the check for USD 23,600 and the final settlement.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮

对话设计		英语表达通顺，句型使用正确记4分；单词、句型每错一处扣0.5分。	回少于3个，本项目记0分。
		对话能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项目记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

60. 试题编号：2-60：商务谈判对话设计、商务函电撰写

(1) 任务描述

I. 注意事项：

- ① 所有考试项目均为机上操作。
- ② 开考后，考生必须在F盘上新建一个文件夹，命名为：考生号（即考生当日抽考号码）+商务英语谈判，考试结束前将答卷另存入该文件夹，否则答卷无效。
- 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。

II. 考试要求：

① 商务谈判对话设计：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务英语谈判句型、套语和惯用表达；
2. 能在30分钟内设计并书写不少于8个回合的谈判对话，做到信息点完整、语言正确、表达通顺，符合商务谈判表达习惯。

(2) 素养要求：

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

② 商务函电撰写：

(1) 技能要求

1. 能正确运用商务谈判过程中建立贸易关系、价格、付款式、包装与运输方式、保险条款、投诉与索赔等常用的商务信函格式、套语和惯用表达；
2. 能在30分钟内书写不少于100词的外贸函电，做到信息点完整、专业术语及信函套语使用准确，语言表达通顺，符合商务信函格式。

(2) 素养要求

具备使用办公设备和电子商务的能力，熟悉Office办公软件；具备国际贸易从业人员基本素质，实事求是，谦虚礼貌，顾全大局，具有良好的沟通能力、调查分析能力和服务意识，服从安排，听从指挥，举止文明，操作规范。

III. 考试资料:

① 出口方基本情况

表 1: 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
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

表 2: 进口方基本情况

Company	FMC Corporation
Url	http://www.fmc.com/
Office Address	1735 Market Street, Philadelphia, PA 19103 U.S.A.
Tollfree	1 800-322-7107
Phone	215-299-6000
Fax:	215-299-5998

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 organophosphorus 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

IV. 抽考试题:

① 商务谈判对话设计: (25分)

Directions: You are required to design a dialogue based on the following situation with at least 8 rounds.

Situation: Daniel Greene (the importer), Purchasing Manager of FMC Corporation visits Guo Lei (the exporter), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd (HLC). Mr. Greene thinks HLC's price is too high to accept. He insists on the reduction of the price. They are bargaining on this issue.

Party A:

Daniel Greene (the importer), Purchasing Manager of FMC Corporation.

Tasks:

- Greet B and suggest talking about the price;
- Complain about the high price and demand a discount of 10%;
- Complain the price is more costly than expected;
- Expect for better offer;
- Insist on a discount of 10%;
- Agree on 5% discount;
- Express appreciation and good wish for cooperation.

Party B:

Guo Lei (the exporter), Manager of Sales & Marketing Department of HLC Co. Ltd.

Tasks:

- Greet A and ask for the idea about price;
- Emphasize the price is reasonable and competitive;
- Refuse, and mention the good quality;
- Inquire about A's proposal;
- Suggest a compromise –5% discount;
- Suggest taking business and friendship into consideration;
- Wish to cooperate well in future.

② 商务函电撰写:

(25分)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Haili Chemical Industry Co., Ltd., you are going to write to the Purchasing Manager from FMC Corporation, to advise him to accept the quotation for Fungicides. **(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 your goods are better in quality than Japanese items although they may be 10% less in price;

Refuse to accept the importer's counteroffer;

Promise to give 2% discount at most.

(2) 实施条件

表 3: 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一台服务器,40-50台计算机,并安装office办公软件,配置局域网。	必备
测评专家	每40名考生配备1名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

(3) 考核时量

60分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
商务谈判对话设计	25	轮回达到8个记5分,每少一个轮回扣1分。	谈判对话轮回少于3个,本项目记0分。
		英语表达通顺,句型使用正确记4分;单词、句型每错一处扣0.5分。	
		对话能使用准确的套语记8分,套语每错一处扣1分。	

		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	
商务函电 撰写	25	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于25词，本项 日记0分。
		语言表达通顺，句型使用正确记4分；单词、语法每错一处扣0.5分。	
		函电中能使用准确的套语记8分，套语每错一处扣1分。	
		理解题目要求，信息点完整记8分；信息点每缺失一处扣2分。	

模块三：外贸单证缮制

1. 试题编号：3-1：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA

Phone	86-731-82282882
Fax	86-731-82282881
E-mail	Carter22@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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

After several rounds of negotiation, Party A and Party B come to terms on February 12 over the transaction of 6000 PCS Chinese Painting. A brief summary of the meeting is as follows:

1. Product Name: CHINESE LANDSCAPE PAINTING
2. Quantity: 6000PCS
3. Unit Price: USD 40/PC CIF HAMBURG, GERMANY
4. Amount: 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, HAMBUG, 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:TRADITIO NAL, 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)

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

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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. _____

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000001

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authourized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4：评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 3 分； 3、货物总价：计算准确无误，货币名称正确，记 3 分； 4、总价文字描述：大写数字英文表述准确无误，记 2 分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记 4 分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记 2 分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记 5 分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记 3 分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记 2 分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记 2 分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记 2 分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记 4 分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

2. 试题编号：3-2：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 24 over the transaction of 300000 PCS CHINESE KNOT. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: CHINESE KNOT 2. Quantity: 300000PCS 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: D/P 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	300000	PCS	USD 0.65	USD 195000

LOW/BLUE/RED OR OTHER COLOR, SPECIAL: HANDMADE				
Total:	300000	PCS	USD 195000	
Say Total:	USD ONE HUNDRED AND NINETY THOUSAND ONLY			
Payment:	L/C 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

(3)VESSEL: DONG FENG V115

IV. 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. IV0000002	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: _____				

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000002

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorised Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
商业发票缮制	14	1、进口商名称和地址: 填写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 3 分; 3、货物总价: 计算准确无误, 货币名称正确, 记 3 分; 4、总价文字描述: 大写数字英文表述准确无误,	商业发票缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填,

		记 2 分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记 4 分。	则不得分。
国际海运货物 委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记 2 分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记 5 分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记 3 分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记 2 分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记 2 分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记 2 分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记 4 分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

3. 试题编号：3-3：合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO.168 WARZARD STREET,HAMBURG,GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 24 over the transaction of 10000 PCS CHINESE OILED-PAPER UMBRELLA. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: CHINESE OILED-PAPER UMBRELLA 2. Quantity: 10000PCS 3. Unit Price: USD 30/PC CFR HAMBURG, GERMANY 4. Amount: USD 300000 5. Specification: MATERIAL: HIGHQUALITYPAULOWNIA, PACKAGING: 40PCS /CARTON 	

6. Payment: D/A 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 PREPAID" .
 - +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,		10000	PCS	USD 30	USD 300000

PACKAGING: 40PCS/CARTON				
Total:	10000	PCS	USD 300000	
Say Total:	USDTHIRTY 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 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)

35

32

0.12

TOTAL ONE 20' CONTAINER

(2)INVOICE NO. :IV0000003

PACKING LIST NO. :PL0000003

(3)VESSEL: DONG FENG V115

IV. 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. IV0000003	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: _____				

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000003

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
商业发票缮制	14	1、进口商名称和地址: 填写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 3 分; 3、货物总价: 计算准确无误, 货币名称正确, 记 3 分; 4、总价文字描述: 大写数字英文表述准确无误, 记 2 分; 5、其他栏目 (发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等) 填写正	商业发票缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。

		确，记4分。	
国际海运货物 委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

4. 试题编号：3-4：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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 100 PCS GOLD INLAID WITH JADE PENDANT. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 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:	2019-02-10
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 160000
Total:	100	PCS	USD 1600000	
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

(2)INVOICE NO. :IV0000004

PACKING LIST NO. :PL0000004

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000004

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authourized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共8处错误,每处2分,找出错误记1分,修正错误记1分。
商业发票缮制	14	1、进口商名称和地址:填写准确无误,记2分; 2、货物描述:品名拼写正确,规格信息填写准确无误,记3分; 3、货物总价:计算准确无误,货币名称正确,记3分; 4、总价文字描述:大写数字英文表述准确无误,记2分; 5、其他栏目(发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等)填写正确,记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
国际海运货物委托书缮制	10	1、收货人条款:根据备忘录中有关提单的条款的规定进行正确的填写,记2分; 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等,填写准确无误,记5分; 3、其他栏目(托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目):信息完整无误,拼写正确,记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
汇票缮制	10	1、出票条款:包括开证行完整名称、信用证号和开证日期,填写准确无误,记2分; 2、收款人:信用证下以议付行为收款人;托收汇票,以出口商为收款人;信息完整无误,拼写正确,记2分; 3、金额及币种:币种与金额必须与备忘录保持一致,填写准确无误,记2分; 4、其他栏目(出票日期、付款期限、付款人等栏目):信息完整无误,拼写正确,记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。

5. 试题编号：3-5：合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881
E-mail	Carter22@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 15-18, 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	
<p>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:</p> <ol style="list-style-type: none"> 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	90	PCS	USD 200	USD 180000

ATERIALS:NATURAL A CARGO JADE, SIZE:58MM DIAMETER, PACKAGING: 10PCS/CARTON				
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

(2)INVOICE NO. :IV0000005

PACKING LIST NO. :PL0000005

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. :38438/02

IV. 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. _____

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/K G	MEAS.
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000005

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY

湖南卡特贸易公司

卡特

(Authourized Signature)

(2) 实施条件

表3：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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共8处错误,每处2分,找出错误记1分,修正错误记1分。
商业发票缮制	14	1、进口商名称和地址:填写准确无误,记2分; 2、货物描述:品名拼写正确,规格信息填写准确无误,记3分; 3、货物总价:计算准确无误,货币名称正确,记3分; 4、总价文字描述:大写数字英文表述准确无误,记2分; 5、其他栏目(发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等)填写正确,记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
国际海运货物委托书缮制	10	1、收货人条款:根据备忘录中有关提单的条款的规定进行正确的填写,记2分; 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等,填写准确无误,记5分; 3、其他栏目(托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目):信息完整无误,拼写正确,记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
汇票缮制	10	1、出票条款:包括开证行完整名称、信用证号和开证日期,填写准确无误,记2分; 2、收款人:信用证下以议付行为收款人;托收汇票,以出口商为收款人;信息完整无误,拼写正确,记2分; 3、金额及币种:币种与金额必须与备忘录保持一致,填写准确无误,记2分; 4、其他栏目(出票日期、付款期限、付款人等栏目):信息完整无误,拼写正确,记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。

6. 试题编号：3-6：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>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:</p> <ol style="list-style-type: none"> 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]	
BANBOO 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 EIGHTEEN 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 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

2.4

0.0487

TOTAL SIX 20' CONTAINERS

(2)INVOICE NO. :IV0000006

PACKING LIST NO. :PL0000006

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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)

(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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000006

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4)评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共8处错误,每处2分,找出错误记1分,修正错误记1分。
商业发票缮制	14	1、进口商名称和地址:填写准确无误,记2分; 2、货物描述:品名拼写正确,规格信息填写准确无误,记3分; 3、货物总价:计算准确无误,货币名称正确,记3分; 4、总价文字描述:大写数字英文表述准确无误,记2分; 5、其他栏目(发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等)填写正确,记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
国际海运货物委托书缮制	10	1、收货人条款:根据备忘录中有关提单的条款的规定进行正确的填写,记2分; 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等,填写准确无误,记5分; 3、其他栏目(托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目):信息完整无误,拼写正确,记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
汇票缮制	10	1、出票条款:包括开证行完整名称、信用证号和开证日期,填写准确无误,记2分; 2、收款人:信用证下以议付行为收款人;托收汇票,以出口商为收款人;信息完整无误,拼写正确,记2分; 3、金额及币种:币种与金额必须与备忘录保持一致,填写准确无误,记2分; 4、其他栏目(出票日期、付款期限、付款人等栏目):信息完整无误,拼写正确,记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。

7. 试题编号：3-7：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>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:</p> <ol style="list-style-type: none"> 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. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON007	
		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] [Hambug, 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			

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000007

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY

湖南卡特贸易公司

卡特

(Authorised Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核 每题共 8 处错误,每处 2 分,找出错误记 1 分,修正错误记 1 分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 3 分； 3、货物总价：计算准确无误，货币名称正确，记 3 分； 4、总价文字描述：大写数字英文表述准确无误，记 2 分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记 4 分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记 2 分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记 5 分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记 3 分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记 2 分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记 2 分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记 2 分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记 4 分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

8. 试题编号：3-8：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO.168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>After several rounds of negotiation, Party A and Party B come to terms on May 22 over the transaction of 100000BAGS CHOCOLATE BISCUIT. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: CHOCOLATE BISCUIT 2. Quantity: 100000BAGS 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. 168 WARZAR STREET, HAMBURG, GERMANY	No.	CON008	
		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:PLACEDINV ENTILATED, 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

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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. IV0000008	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: _____					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000008

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4)评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共8处错误,每处2分,找出错误记1分,修正错误记1分。
商业发票缮制	14	1、进口商名称和地址:填写准确无误,记2分; 2、货物描述:品名拼写正确,规格信息填写准确无误,记3分; 3、货物总价:计算准确无误,货币名称正确,记3分; 4、总价文字描述:大写数字英文表述准确无误,记2分; 5、其他栏目(发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等)填写正确,记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
国际海运货物委托书缮制	10	1、收货人条款:根据备忘录中有关提单的条款的规定进行正确的填写,记2分; 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等,填写准确无误,记5分; 3、其他栏目(托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目):信息完整无误,拼写正确,记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
汇票缮制	10	1、出票条款:包括开证行完整名称、信用证号和开证日期,填写准确无误,记2分; 2、收款人:信用证下以议付行为收款人;托收汇票,以出口商为收款人;信息完整无误,拼写正确,记2分; 3、金额及币种:币种与金额必须与备忘录保持一致,填写准确无误,记2分; 4、其他栏目(出票日期、付款期限、付款人等栏目):信息完整无误,拼写正确,记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。

9. 试题编号：3-9：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO.168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
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	
<p>After several rounds of negotiation, Party A and Party B come to terms on May 22 over the transaction of 10000PCS WOMEN' S PYJAMAS. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: WOMEN' S PYJAMAS 2. Quantity: 10000PCS 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. 168 WARZARD STEET, HAMBURG, GERMANY	No.	CON009	
		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

(2)INVOICE NO. :IV0000009

PACKING LIST NO. :PL0000009

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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. IV0000009	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: _____				

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)
(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000009

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4)评分细则

表4：评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核 每题共 8 处错误,每处 2 分,找出错误记 1 分,修正错误记 1 分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 3 分； 3、货物总价：计算准确无误，货币名称正确，记 3 分； 4、总价文字描述：大写数字英文表述准确无误，记 2 分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记 4 分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记 2 分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记 5 分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记 3 分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记 2 分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记 2 分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记 2 分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记 4 分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

10. 试题编号：3-10：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of SheratonHotel, 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 May 22 over the transaction of 4000PCS DANCEWEAR. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: DANCE WEAR 2. Quantity: 4000PCS 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. 168 WARZAD STREET, HAMBURG, GERMANY	No.	CON010	
		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]	
DANCE WEAR 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 HUNDRED 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

(2)INVOICE NO. :IV0000010

PACKING LIST NO. :PL0000010

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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. _____

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000010

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authourized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4)评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共8处错误,每处2分,找出错误记1分,修正错误记1分。
商业发票缮制	14	1、进口商名称和地址:填写准确无误,记2分; 2、货物描述:品名拼写正确,规格信息填写准确无误,记3分; 3、货物总价:计算准确无误,货币名称正确,记3分; 4、总价文字描述:大写数字英文表述准确无误,记2分; 5、其他栏目(发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等)填写正确,记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
国际海运货物委托书缮制	10	1、收货人条款:根据备忘录中有关提单的条款的规定进行正确的填写,记2分; 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等,填写准确无误,记5分; 3、其他栏目(托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目):信息完整无误,拼写正确,记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。
汇票缮制	10	1、出票条款:包括开证行完整名称、信用证号和开证日期,填写准确无误,记2分; 2、收款人:信用证下以议付行为收款人;托收汇票,以出口商为收款人;信息完整无误,拼写正确,记2分; 3、金额及币种:币种与金额必须与备忘录保持一致,填写准确无误,记2分; 4、其他栏目(出票日期、付款期限、付款人等栏目):信息完整无误,拼写正确,记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分,未填、错填,则不得分。

11. 试题编号：3-11：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON011	
		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:TRADITIO NAL, SUBJECTS:SCENERY	6000	PCS	USD 40	USD 240000
Total:	6000	PCS	USD 240000	
Say Total:	USD TWO HUNDRED AND FORTY THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	10pcs/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 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 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 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 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)

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 190412 CHINA

50: APPLICANT
GERMANY PETER TRADING COMPANY
NO. 168 WARZARD STREET, HAMBURG, GERMAN

59: BENEFICIARY
CHINA CARTER TRADING COMPANY
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 244,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 60 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMANY

44C: LATEST DATE OF SHIPMENT 190330

45A: DESCRIPTION OF GOODS
6000 PCS CHINESE LANDSCAPE PAINTING
USD 35/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 TO COLLECT" .

+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.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)
15	10	0.099

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV0000011

PACKING LIST NO. :PL0000011

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000011			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000001

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	
联系人 Contact		电话 Tel.		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)					
包装方式: 运输方式:					
<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 %	3、保险金额 Insured Value
2、CIF 金额 CIF value	4、费率 (‰) Rate
	5、保险费 Premium
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 10 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 (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice

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

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

装箱单缮制	14	<p>1、进出口商名称和地址：拼写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记2分；</p> <p>3、货物包装数量（大写）：计算准确无误，表述正确，记3分；</p> <p>4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记3分；</p> <p>5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记4分。</p>	装箱单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	<p>1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量等，填写准确无误，记3分；</p> <p>3、保险险别、投保加成填写正确，记2分；</p> <p>4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。</p>	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误，记2分；</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记2分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。</p>	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

12. 试题编号：3-12：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON012	
		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: YELLOW/B LLOW/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 FIVE THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	150 pcs/carton packed in 2000 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 18, 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 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 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 120 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)

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	190228
31D:	DATE AND PLACE OF EXPIRY	190420GERMANY
50:	APPLICANT	
	GERMANY PETER TRADING COMPANY	

NO. 168 WARZARD STREET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTE TRADING COMPANY

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD195,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMANY

44C: LATEST DATE OF SHIPMENT 190412

45A: DESCRIPTION OF GOODS
30000 PCS CHINESE KNOT
USD 0.65/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 PREPAID" .
- +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.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

3 2.7 0.012

TOTAL ONE 20' CONTAINER

(2)INVOICE NO. :IV0000012

PACKING LIST NO. :PL0000012

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank,Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-28

L/C NO. : 38438/02

IV. 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 14 分)

(注: 信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000012			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000001

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		邮编	

Applicant's Add		Code	
联系人 Contact		电话 Tel.	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)			
包装方式:			
运输方式:			
<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: 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</p>			
特别约定 Special Conditions:			
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
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 10 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 (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin		

	requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)
Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。

货物运输险投保单缮制	10	<p>1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量等，填写准确无误，记3分；</p> <p>3、保险险别、投保加成填写正确，记2分；</p> <p>4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。</p>	<p>货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误，记2分；</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记2分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。</p>	<p>产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>

13. 试题编号：3-13：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON013	
		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 OILED-PAPER UMBRELLA MATERIAL:HIGHQUALITYPAULOWNIA, PACKAGING:40PCS/CARTON	10000	PCS	USD 30	USD 300000
Total:	10000	PCS	USD 300000	
Say Total:	USD THREE HUNDRED THOUSAND ONLY			
Payment:	L/CAT 60 DAYS AFTER SIGHT			
Packing	40 pcs/carton packed in250cartons			
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 18, 2019 with partial shipment and transshipmentallowed.			
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, 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 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)

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	190228
31D:	DATE AND PLACE OF EXPIRY	190520GERMANY
50:	APPLICANT	
	GERMANY PETER TRADING COMPANY	
	NO. 168 WARZARD STREET, HAMBURG, GERMAN	
59:	BENEFICIARY	

CHINA CARTER TRADING COMPANY
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD30000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT 30 DAYS AFTER SIGHT
42D: DRAWEE CITI BANK, HAMBURG BRANCH
43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO HAMBURG, GERMANY
44C: LATEST DATE OF SHIPMENT 190418
45A: DESCRIPTION OF GOODS
10000 PCSCHINESE OILED-PAPER UMBRELLA
USD 30/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 PREPAID" .
+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.
71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)
 35 32 0.12

TOTAL ONE 20' CONTAINER

(2)INVOICE NO. :IV0000013

PACKING LIST NO. :PL0000013

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-28

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000013 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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	
联系人 Contact		电话 Tel.		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)			
包装方式:			
运输方式:			
<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: 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</p>			
特别约定 Special Conditions:			
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
<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> <p>投保人签字(盖章)日期</p>			

4、请根据以上资料缮制产地证。(本题共 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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 align="center">_____</p> <p 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 align="center">_____</p> <p align="center">(importing country)</p>		
Place and date, signature and stamp of certifying authority			Place and date, signature and stamp of certifying authority		

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目 (合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
		1、收发货人名称及地址填写准确无误, 记 2 分;	产地证缮制

产地证缮制	10	<p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记2分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。</p>	<p>部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>
-------	----	--	--

14. 试题编号：3-14：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON014	
		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]	
GOLD INLAID WITH JADE PENDANT MATERIAL: GOLD, JADE, SIZE: 28 ×18×5MM, CHAIN: 43-44CM, WEIGHT: 7.25G	100	PCS	USD 1600	USD 160000
Total:	100	PCS	USD 160000	
Say Total:	USD ONE HUNDRED AND SIXTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	1pc/box packed in 100 boxes			
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 May 31, 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 130% 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 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, 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)

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	190420
31D:	DATE AND PLACE OF EXPIRY	190612 CHINA
50:	APPLICANT	
	GERMANY PETER TRADING COMPANY	

NO. 168 WARZARD STREET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 244,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 60 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMANY

44C: LATEST DATE OF SHIPMENT 190531

45A: DESCRIPTION OF GOODS
100 PCS GOLD INLAID WITH JADE PENDANT
USD 160/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 PREPAID" .
+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.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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/BOX) N. W. :(KGS/BOX) MEAS. :(CBM/BOX)

15 10 0.099

LCL

(2)INVOICE NO. :IV0000014

PACKING LIST NO. :PL0000014

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank,Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注: 信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000014			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000001

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	
联系人		电话		电子邮箱	

Contact		Tel.		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)					
包装方式:					
运输方式:					
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium					
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 10 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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in <div style="text-align: center; margin: 10px 0;"> _____ (country) </div> and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to <div style="text-align: center; margin: 10px 0;"> _____ (importing country) </div>		
Place and date, signature and stamp of certifying authority			Place and date, signature and stamp of certifying authority		

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确 无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正 确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人 等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写 准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目 (合同号码、信用证号码、发票号码、 运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
		1、收发货人名称及地址填写准确无误, 记 2 分;	产地证缮制

产地证缮制	10	2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
-------	----	---	---------------------------------

15. 试题编号：3-15：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON015	
		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]	
GREEN JADE BANGLE ATERIALS:NATURAL A CARGO JADE, SIZE:58MM DIAMETER, PACKAGING: 10PCS/CARTON	900	PCS	USD 200	USD 180000
Total:	900	PCS	USD 180000	
Say Total:	USD ONE HUNDRED AND EIGHTY THOUSAND ONLY			
Payment:	L/C AT 90 DAYS AFTER SIGHT			
Packing	10pcs/carton packed in 90 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 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, 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 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)

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 CHINA
50:	APPLICANT	

GERMANY PETER TRADING COMPANY
NO. 168 WARZARD STREET, HAMBUR, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 180,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT 60 DAYS AFTER SIGHT
42D: DRAWEE CITI BANK, HAMBURG BRANCH
43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO HAMBURG, GERMAN
44C: LATEST DATE OF SHIPMENT 190420
45A: DESCRIPTION OF GOODS
900 PCS GREEN JADE BANGLE
USD 200/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 TO COLLECT" .
+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.
71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

15 10 0.099

LCL

(2)INVOICE NO. :IV0000015

PACKING LIST NO. :PL0000015

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank,Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000015 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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		邮编 Code	

Add				
联系人 Contact		电话 Tel.		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)				
包装方式:				
运输方式:				
<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: 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</p>				
特别约定 Special Conditions:				
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(‰) Rate 5、保险费 Premium				
<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> <p>投保人签字(盖章)日期</p>				

4、请根据以上资料缮制产地证。(本题共 10 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)					
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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)		

Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority
---	---

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分;	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值

		4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。	计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

16. 试题编号：3-16：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	--

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON016	
		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]	
BAMBOO 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 EIGHTEEN THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	50pcs/carton packed in 3600 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 110% 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)

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	190410CHINA
50:	APPLICANT	
	GERMANY PERTER TRADING COMPANY	

NO. 168 WARZARD STREET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 180,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 60 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG 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 190422

45A: DESCRIPTION OF GOODS
180000 PCS BAMBOO TABLEMATS
USD 1/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 TO COLLECT" .
- +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.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

3 2.4 0.0487

TOTAL SIX 20' CONTAINERS

(2)INVOICE NO. :IV0000016

PACKING LIST NO. :PL0000016

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000016			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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		邮编 Code	

Add			
联系人 Contact		电话 Tel.	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)			
包装方式:			
运输方式:			
<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: 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</p>			
特别约定 Special Conditions:			
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
<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>			

- 2.本投保单所填各项内容均属实，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 10 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 (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in		

	the Generalized System of Preferences for goods exported to _____ (importing country)
Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
		1、投保人名称及地址、联系人、电话、被保险人	货物运输险

货物运输险投保单缮制	10	<p>等，填写准确无误，记 2 分；</p> <p>2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分；</p> <p>3、保险险别、投保加成填写正确，记 2 分；</p> <p>4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。</p>	<p>投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误，记 2 分；</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记 2 分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。</p>	<p>产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>

17. 试题编号：3-17：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON017	
		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 BOWL 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 DAYS AFTER SIGHT			
Packing	20pcs/carton packed in 6500 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 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 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)

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	190526
31D:	DATE AND PLACE OF EXPIRY	190630 CHINA
50:	APPLICANT	

GERMAN PETER TRADING COMPANY
NO. 168 WARZARD STREET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 260,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT 60 DAYS AFTER SIGHT
42D: DRAWEE CITI BANK, HAMBURG BRANCH
43P: PARTIAL SHIPMENTS ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO HAMBURG, GERMAN
44C: LATEST DATE OF SHIPMENT 190422
45A: DESCRIPTION OF GOODS
130000 PCS BAMBOO BOWL
USD 2/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 PREPAID" .
+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.
71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

2.7 2 0.0271

TOTAL THREE 40' CONTAINERS

(2)INVOICE NO. :IV0000017

PACKING LIST NO. :PL0000017

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank,Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000017			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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		邮编	

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 10 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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences		

	for goods exported to _____ (importing country)
Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等)	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。

		填写正确，记 4 分。	
货物运输险投保单缮制	10	<p>1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分；</p> <p>2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分；</p> <p>3、保险险别、投保加成填写正确，记 2 分；</p> <p>4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。</p>	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误，记 2 分；</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记 2 分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。</p>	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

18. 试题编号：3-18：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON018		
		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]		
CHOCOLATE BISCUIT ORIGIN:ENGLAND, STORAGE:PLACEDINV ENTILATED, DRY, COOL PLACE		100000	BAGS	USD 1.5	USD 150000
Total:		100000	BAGS	USD 150000	
Say Total:	USD ONE HUNDRED AND FIFTY THOUSAND ONLY				
Payment:	L/C AT SIGHT				
Packing	50pcs/carton packed in 2000 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 not allowed and transhipment 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 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)

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	190526
31D:	DATE AND PLACE OF EXPIRY	190710CHINA
50:	APPLICANT	
	GERMAN PETER TRADING COMPANY	

NO. 168 WARZARD STREET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 260,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMANY

44C: LATEST DATE OF SHIPMENT 190530

45A: DESCRIPTION OF GOODS
10000 BAGS CHOCOLATE BISCUIT
USD 1.5/BAG

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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING FPA, WAR RISK AND STRIKE RISK.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

3.85 3.7 0.046

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. :IV0000018

PACKING LIST NO. :PL0000018

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000018 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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		邮编	

址 Applicant's Add				Code	
联系人 Contact		电话 Tel.		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)					
包装方式:					
运输方式:					
<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: 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</p>					
特别约定 Special Conditions:					
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium					
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 10 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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____		

	(country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)
Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等)	装箱单缮制 部分每个空白栏目按其规定的分值 计算得分, 未填、错填, 则 不得分。

		填写正确，记4分。	
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记2分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记3分； 3、保险险别、投保加成填写正确，记2分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

19. 试题编号：3-19：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881
E-mail	Carter22@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON019	
		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]	
WOMEN'S PYJAMAS 20PCS PER CARTON, COLOR: PINK, FABRIC CONTENT: 100% COTTON	10000	PCS	USD 20	USD 200000
Total:	10000	PCS	USD 200000	
Say Total:	USD TWO HUNDRED THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	20pcs/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 June 30, 2019 with partial shipment not allowed and transhipment 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 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)

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	190522
31D:	DATE AND PLACE OF EXPIRY	190722CHINA
50:	APPLICANT	
	GERMANY PETER TRADING COMPANY	
	NO. 168 WARZARD STEET, HAMBURG, GERMANY	
59:	BENEFICIARY	
	CHINA CARTER TRADING COMPANY	

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 260,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMAN

44C: LATEST DATE OF SHIPMENT 190701

45A: DESCRIPTION OF GOODS
10000 PCS WOMEN'S PYJAMAS
USD 20/BAG

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 BLANK
ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING W. A. , WAR RISK AND
STRIKE RISK.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)
5.5 5 0.012

LCL

(2)INVOICE NO. :IV0000019

PACKING LIST NO. :PL0000019

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000019 装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000001

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	
联系人 Contact		电话 Tel.		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)					
包装方式:					
运输方式:					
<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: 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</p>					
特别约定 Special Conditions:					
1、加成 Value Plus About % 2、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium					
<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> <p>投保人签字(盖章)日期</p>					

4、请根据以上资料缮制产地证。(本题共 10 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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in <div style="text-align: center;"> _____ (country) </div> and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to <div style="text-align: center;"> _____ (importing country) </div>		
Place and date, signature and stamp of certifying authority			Place and date, signature and stamp of certifying authority		

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值 计算得分, 未填、错填, 则 不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目 (合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值 计算得分, 未填、错填, 则 不得分。

产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
-------	----	---	--------------------------------------

20. 试题编号：3-20：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 1：出口方基本情况

Company	CHINA CARTER TRADING COMPANY
Office Address	NO. 88 WUYI ROAD, CHANGSHA, HUNAN, CHINA
Phone	86-731-82282882
Fax	86-731-82282881

E-mail	Carter22@163.com
--------	------------------

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY PETER TRADING COMPANY
Office Address	NO. 168 WARZARD STREET, HAMBURG, GERMANY
Phone	0049-40-3315815
Fax	0049-40-3315816
E-mail	PETER55@gmail.com

③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.	CON020	
		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]	
DANCEWEAR FABRIC: POLYESTERFIBRE, LENGTH: 86CM, SIZE: S, M, L, XL, XXL	4000	PCS	USD 50	USD 200000
Total:	4000	PCS	USD 200000	
Say Total:	USD TWO HUNDRED THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	50pcs/carton packed in 80 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 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 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 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 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)

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	190522
31D:	DATE AND PLACE OF EXPIRY	190722CHINA
50:	APPLICANT	
	GERMANY PETER TRADING COMPANY	

NO. 168 WARZARD STEET, HAMBURG, GERMANY

59: BENEFICIARY

CHINA CARTER TRADING COMPANY

NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA

32B: AMOUNT USD 20,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT SIGHT

42D: DRAWEE CITI BANK, HAMBURG 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 190630

45A: DESCRIPTION OF GOODS
4000 PCS DANCEWEAR
USD 50/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 PREPAID" .
- +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.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINA 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)

16 15 0.14

LCL

(2) INVOICE NO. : IV0000020

PACKING LIST NO. : PL0000020

(3) VESSEL: DONG FENG V115

(4) Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23Linken Avenue, Hamburg, Germany

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

L/C NO. : 38438/02

IV. 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 14 分)

(注: 信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000020			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA CARTER TRADING COMPANY
 湖南卡特贸易公司
 卡特
 (Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000001

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	
联系人		电话		电子邮箱	

Contact		Tel.		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)					
包装方式:					
运输方式:					
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium					
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 10 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)					
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
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)		

Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority
---	---

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、信用证金额和币种是否有误; 6、信用证中溢短装条款是否有误; 7、唛头是否有误; 8、装运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	信用证审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分; 3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目 (合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目):	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则

		信息完整无误，拼写正确，记3分。	不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

21. 试题编号：3-21：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 12-15, 2019
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 10000 PCS Men's T-shirt. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: MEN'S T-SHIRT 2. Quantity: 10000PCS 3. Unit Price: USD 50/PC CIF SYDNEY, AUSTRALIA 4. Amount: USD500,000.00 5. Specification: COLOR: GREY, FABRIC CONTENT: 100% COTTON 6. Payment: L/C AT 30 DAYS AFTER SIGHT 7. Packing: 20pcs/carton, packed in 500 cartons. 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed. 9. Shipping marks: N/M 10. Insurance: To be covered by the seller for 110% of the invoice value against F.P.A., STRIKE RISK and WAR RISK. 11. Documents required: +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 	

+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".
 +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 26 ZHONGSHANG ROAD, CHANGSHA, HUNAN, CHINA					
SALES CONTRACT					
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON021		
		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] [MELBOURNE, 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 SIGHT				
Packing	20pcs/carton packed in 600 cartons				
Port of Shipment:	Ningbo, China				
Port of Destination:	Sydney, Australia				
Shipment:	To be shipped from Shanghai, China to Sydney, Australia 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 seller for 110% 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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

4 3.6 0.008

LCL

(2) INVOICE NO. : IV0000021

PACKING LIST NO. : PL0000021

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

SAY TOTAL:		Total: []	[]

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000021

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1

合同审核	16	5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

22. 试题编号：3-22：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 12-15, 2019
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 6000 Sets Men's Pajamas. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: MEN'S PAJAMAS 2. Quantity: 6000 SETS 3. Unit Price: USD 40/SET CIF SYDNEY, AUSTRALIA 4. Amount: USD240,000.00 5. Specification: COLOR: HEALTHER GREY, FABRIC CONTENT: 100% COTTON 6. Payment: L/C AT SIGHT 7. Packing: 20sets/carton, packed in 300 cartons. 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than APRIL 01, 2019. Transshipment is allowed, but partial shipment is not allowed. 9. Shipping marks: N/M 10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk. 11. Documents required: +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 	

+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".
 +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA					
SALES CONTRACT					
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, SYDNEY, AUSTRALIA	No.	CON022		
		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
			[FOB] [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 TWENTY FOUR THOUSAND ONLY				
Payment:	L/C AT SIGHT				
Packing	20pcs/carton packed in 300 cartons				
Port of Shipment:	Shanghai, China				
Port of Destination:	Melbourne, Australia				
Shipment:	To be shipped from Shanghai, China to Sydney, Australia by vessel no later than April 1, 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 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 COLLECT” . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC’s arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

6 5.5 0.016

LCL

(2)INVOICE NO. : IV0000022

PACKING LIST NO. : PL0000022

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

IV. 抽考试题

1、请根据考试资料中的谈判备忘录(3)审核错误的合同(4)，指出不符之处并修正。(本题共 16 分)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

ISSUER:		商业发票 COMMERCIAL INVOICE		
TO:		NO. IV0000022	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount

[]			
Total: [] []			
SAY TOTAL: _____			

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注:合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000022 Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

23. 试题编号：3-23：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 12-15, 2019
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 20000 PCS GIRL' S COTTON KNIT PULLOVER. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: GIRL' S COTTON KNIT PULLOVER 2. Quantity: 20000PCS 3. Unit Price: USD 30/PC CIF SYDNEY, AUSTRALIA 4. Amount: USD600,000.00 5. Specification: COLOR: YELLOW, FABRIC CONTENT: 100% COTTON 6. Payment: By sight L/C 7. Packing: 20pcs/carton, packed in 1000 cartons. 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed. 9. Shipping marks: N/M 10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk. 11. Documents required: <ul style="list-style-type: none"> +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK 	

ENDORSED, MARKED "FREIGHT PREPAID" .

+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.

+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.

+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 18 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON023	
		Date:	2019-02-15	
Dear sirs:				
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;				
Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF] [SYDNEY, AUSTRALIA]	
BOY' S COTTON KNIT PULLOVER COLOR: YELLOW FABRIC CONTENT: 100% COTTON	20000	PCS	USD 30	USD 600,000.00
Total:	20000	PCS		USD 60,000.00
Say Total:	USD SIX HUNDRED THOUSAND ONLY			
Payment:	D/P at sight			
Packing	20pcs/carton packed in 1000 cartons			
Port of Shipment:	Guangzhou, 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 and transshipment not allowed.			
Shipping Mark:	SYDNEY G. W. :4KGS N. W. :3.6KGS 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.			

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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

4 3.6 0.008

LCL

(2) INVOICE NO. : IV0000023

PACKING LIST NO. : PL0000023

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

IV. 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. IV0000023	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
[]				

SAY TOTAL:		Total: []	[]

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000023

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

24. 试题编号：3-24：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 12-15, 2019
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 8000 PCS WOOL SQUARES. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: WOOL SQUARES 2. Quantity: 8000PCS 3. Unit Price: USD 40/PC CIF SYDNEY, AUSTRALIA 4. Amount: USD320,000.00 5. Specification: MATERIAL:20% SILK, 80% WOOL, COLOR:BLACK AND WHITE, SIZE:135×135CM 6. Payment: By sight L/C 7. Packing: 10pcs/carton, packed in 800 cartons. 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01, 2019 with partial shipment and transshipment not allowed. 9. Shipping marks: SYDNEY G. W. :5.5KGS N. W. :5KGS ORIGIN:CHINA 10. Insurance: To be covered by the seller for 110% of the invoice value 	

against All Risks and War Risk.

11. Documents required:

+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.

+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".

+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.

+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.

+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 16 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA					
SALES CONTRACT					
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON024		
		Date:	2019-02-15		
Dear sirs:					
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;					
Commodity & Specification		Quantity	Unit	Unit Price	Amount
				[CFR] [SYDNEY, AUSTRALIA]	
WOOL SQUARES MATERIAL:20%SILK, 80%WOOL, COLOR:BLACK, SIZE:135×135CM		8000	PCS	USD 40	USD 320,000.00
Total:		8000	PCS	USD 320,000.00	
Say Total:		USD THIRTY TWO THOUSAND ONLY			
Payment:		D/P after 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 11, 2019 with partial shipment 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 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 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.
<p>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.</p>	
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

0.018

LCL

(2) INVOICE NO. : IV0000024

PACKING LIST NO. : PL0000024

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

SAY TOTAL:		Total: []	[]

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000024

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		<p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	
商业发票缮制	14	<p>1、进口商名称和地址：填写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记3分；</p> <p>3、货物总价：计算准确无误，货币名称正确，记3分；</p> <p>4、总价文字描述：大写数字英文表述准确无误，记2分；</p> <p>5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。</p>	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	<p>1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分；</p> <p>3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。</p>	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	<p>1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分；</p> <p>2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分；</p> <p>3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分；</p> <p>4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。</p>	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

25. 试题编号：3-25：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA SUNSHINE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9000
Fax	02-9675-9001
E-mail	SUNSHINE88@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Lizhong (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. David (Party B: Purchasing Manager of Australia Sunshine Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 10000 BOXES SHORTBREAD COOKIES. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: SHORTBREAD COOKIES 2. Quantity: 10000 BOXES 3. Unit Price: USD 12/BOX CIF SYDNEY, AUSTRALIA 4. Amount: USD120,000.00 5. Specification: INGREDIENTS:WHEAT FLOUR, VEGETABLE OIL, SUGAR, 9% BUTTER, CORN STARCH, WEIGHT:59G/BOX 6. Payment: By sight L/C 7. Packing: 100boxes/carton, packed in 100 cartons. 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment not allowed and transshipment allowed. 9. Shipping marks: N/M 10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk. 11. Documents required: +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 	

+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID".
 +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY					
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA					
SALES CONTRACT					
Messrs:	AUSTRALIA MOON BAY TRADING COMPANY NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA	No.	CON025		
		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]		
SHORTBREAD COOKIES INGREDIENTS: WHEAT FLOUR, VEGETABLE OIL, SUGAR, 9% BUTTER, CORN STARCH, WEIGHT: 70G/BOX		10000	BOXES	USD 10	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 120 cartons.			
Port of Shipment:		Shanghai, China			
Port of Destination:		Melbourne, Australia			
Shipment:		To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment allowed and transshipment not allowed.			
Shipping Mark:		SYDNEY G. W. : 7KGS N. W. : 5.9KGS 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 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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

7 5.9 0.03

LCL

(2) INVOICE NO. : IV0000025

PACKING LIST NO. : PL0000025

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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. IV0000025	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount
[]				

SAY TOTAL:		Total: []	[]

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000025

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3：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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误；	合同审核每题共 8 处错误，每处 2 分，找出错误记 1

合同审核	16	5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

26. 试题编号：3-26：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian 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 Millennium Trading Company)
PRESENT:	Mr. Smith (Party B: Purchasing Manager of Australia Alice Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 150000 PCS ELECTRIC SWITCH. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: ELECTRIC SWITCH 2. Quantity: 150000 PCS 	

- 3. Unit Price: USD 5/PC CIF SYDNEY, AUSTRALIA
- 4. Amount: USD750,000.00
- 5. Specification: 86MM*86MM; WHITE; PC, COPPER; MAX.CURRENT:10A; MAX.VOLTAGE:250V.
- 6. Payment: By sight L/C
- 7. Packing: 100pcs/carton, packed in 1500 cartons
- 8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment not allowed and transshipment allowed.
- 9. Shipping marks: N/M
- 10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
- 11. Documents required:
 - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON026
	NO. 28 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15
	AUSTRALIA		
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]	
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 75,000.00
Say Total:	USD SEVEN HUNDRED AND FIFTY THOUSAND ONLY			
Payment:	By sight L/C			
Packing	100pcs/box packed in 1500 cartons.			
Port of Shipment:	Shanghai, China			
Port of Destination:	Melbourne, Australia			
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than April 30, 2019 with partial shipment allowed and transshipment not allowed.			
Shipping Mark:	SYDNEY G. W. :12KGS N. W. :10KGS 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 W.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 COLLECT" .			

	<p>3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES.</p> <p>4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.</p> <p>5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.</p>
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

12 10 0.036

TOTAL ONE 40' CONTAINER

(2) INVOICE NO. : IV0000026

PACKING LIST NO. : PL0000026

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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

Total: [] []
SAY TOTAL: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000026

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		<p>7、唛头是否有误；</p> <p>8、起运港和目的港是否有误；</p> <p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	
商业发票缮制	14	<p>1、进口商名称和地址：填写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记3分；</p> <p>3、货物总价：计算准确无误，货币名称正确，记3分；</p> <p>4、总价文字描述：大写数字英文表述准确无误，记2分；</p> <p>5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。</p>	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	<p>1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分；</p> <p>3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。</p>	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	<p>1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分；</p> <p>2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分；</p> <p>3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分；</p> <p>4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。</p>	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

27. 试题编号：3-27：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian 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 Millennium Trading Company)
PRESENT:	Mr. Smith (Party B: Purchasing Manager of Australia Alice Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 100MT Frozen Snow Peas. A brief summary of the meeting is as follows:</p> <p>1. Product Name: Frozen Snow Peas</p>	

2. Quantity: 100 MT
3. Unit Price: USD 800/MT CIF SYDNEY, AUSTRALIA
4. Amount: USD80,000.00
5. Specification: Length: 40-80mm Width: 10-22mm, t<5.5mm
6. Payment: By sight L/C
7. Packing: 20KGS/BAG packed in 5000 bags
8. Shipment: To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than May 1, 2019 with partial shipment not allowed and transshipment allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All risks, 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.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY	No.	CON027
	NO. 28 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15
	AUSTRALIA		
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
			[CFR] [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		USD80,000.00
Say Total:	USD EIGHTEEN THOUSAND ONLY			
Payment:	By sight L/C			
Packing	20kgs/bag packed in 5000 cartons.			
Port of Shipment:	Nanjing, China			
Port of Destination:	Sydney, Australia			
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel no later than May 1, 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 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 COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3			

COPIES.	
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. : IV0000027

PACKING LIST NO. : PL0000027

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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. _____

--

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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	MARKS &	NO. OF	GROSS	NET	MEAS.

GOODS	NUMBERS	PACKAGE	WEIGHT/KG	WEIGHT/KG	
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000027

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

商业发票缮制	14	<p>1、进口商名称和地址：填写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记3分；</p> <p>3、货物总价：计算准确无误，货币名称正确，记3分；</p> <p>4、总价文字描述：大写数字英文表述准确无误，记2分；</p> <p>5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。</p>	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	<p>1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分；</p> <p>3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。</p>	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	<p>1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分；</p> <p>2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分；</p> <p>3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分；</p> <p>4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。</p>	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

28. 试题编号：3-28：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian 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 Millennium Trading Company)
PRESENT:	Mr. Smith (Party B: Purchasing Manager of Australia Alice Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 1000mt Peanut Meat. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: Peanut Meat 2. Quantity: 1000 MT 	

3. Unit Price: USD 750/MT CIF SYDNEY, AUSTRALIA
4. Amount: USD750,000.00
5. Specification: Moisture:5.5% , Admixture: max.0.2%
6. Payment: By sight L/C
7. Packing: 50KGS/BAG packed in 20000 bags
8. 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.
9. Shipping marks: SYDNEY
G. W. :50.5KGS/BAG N. W. :50KGS
ORIGIN:CHINA
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
11. Documents required:
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY	No.	CON028
	NO. 28 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15
	AUSTRALIA		
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] [MELBOURNE, AUSTRALIA]	
Peanut Meat Moisture:6.5% 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:	L/C AT 30 DAYS AFTER SIGHT			
Packing	20kgs/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 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 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 COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES.			

	4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

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

TOTAL THREE 40' CONTAINERS

(2) INVOICE NO. : IV0000028

PACKING LIST NO. : PL0000028

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

IV. 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. _____

--

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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.
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000028

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

29. 试题编号：3-29：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian 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 Millennium Trading Company)
PRESENT:	Mr. Smith (Party B: Purchasing Manager of Australia Alice Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 100000 PCS Biodegradable Plastic Cup. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: Biodegradable Plastic Cup 2. Quantity: 100000PCS 	

3. Unit Price: USD 1.5/PC CIF SYDNEY, AUSTRALIA
4. Amount: USD150,000.00
5. Specification: Material: Biodegradable PP; Volume: 350 ML/12 OZ
6. Payment: To be made by sight L/C
7. Packing: 100pcs/carton packed in 1000 cartons
8. 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.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM COMPANY			
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON029
	NO. 28 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15
	AUSTRALIA		
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 FIFTEEN THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	100pcs/carton packed in 1000 boxes			
Port of Shipment:	Shanghai, China			
Port of Destination:	Toronto, Canada			
Shipment:	To be shipped from SHANGHAI, CHINA to SYDNEY, AUSTRALIA by vessel before the end of March 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 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 COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			

Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.

BUYERS	SELLERS
(Signature)	(Signature)

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' CONTAINER

(2)INVOICE NO. : IV0000029

PACKING LIST NO. : PL0000029

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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. _____

--

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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	MARKS &	NO. OF	GROSS	NET	MEAS.

GOODS	NUMBERS	PACKAGE	WEIGHT/KG	WEIGHT/KG	
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000029

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

30. 试题编号：3-30：合同审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③谈判备忘录

Minutes of a Meeting	
TIME:	MAR. 12-15, 2019
PLACE:	Conference Room of Huatian 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 Millennium Trading Company)
PRESENT:	Mr. Smith (Party B: Purchasing Manager of Australia Alice Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on March 15 over the transaction of 12000PCS MEN' S SHIRT. A brief summary of the meeting is as follows:</p> <p>1. Product Name: MEN' S SHIRT</p>	

2. Quantity: 12000PCS
3. Unit Price: USD 80/pc CIF SYDNEY, AUSTRALIA
4. Amount: USD960,000.00
5. Specification: 65% COTTON 35% POLYESTER WITH LONG SLEEVES-2
POCKETS ;COMPOSITION:45*45 110*76COLOR:JS880 BLUE
6. Payment: By sight L/C
7. Packing: 50pcs/carton packed in 240 cartons
8. 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.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value
against All Risks.
11. Documents required:
 - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK
ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO. 26 ZHONGSHAN ROAD, CHANGSHA, HUNAN, CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON030
	NO. 22 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15
	AUSTRALIA		
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 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		USD96,000.00
Say Total:	USD NINE HUNDRED AND SIXTY THOUSAND ONLY			
Payment:	By sight L/C			
Packing	50pcs/box packed in 240 cartons			
Port of Shipment:	Ningbo, 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:	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.			
Documents:	1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT			

	<p>TO ORDER AND BLANK ENDORSED, MARKED “FREIGHT COLLECT” .</p> <p>3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES.</p> <p>4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.</p> <p>5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.</p>
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

G. W. : (KGS/CARTON)	N. W. : (KGS/CARTON)	MEAS. : (CBM/CARTON)
6	5.5	0.016

LCL

(2) INVOICE NO. : IV0000030

PACKING LIST NO. : PL0000030

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Melbourne Branch

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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. IV0000030	DATE	
TRANSPORT DETAILS:		S/C NO.	L/C NO.	
		TERMS OF PAYMENT		
Marks and Numbers	Description of goods	Quantity	Unit Price	Amount

ADDRESS:					
PORT OF LADING:		PORT OF DESTINATION			
OCEAN VESSEL :					
DESCRIPTION OF GOODS	MARKS & NUMBERS	NO. OF PACKAGE	GROSS WEIGHT/KG	NET WEIGHT/KG	MEAS.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000030 Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：填写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，填写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，填写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

31. 试题编号：3-31：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 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., STRIKE RISK 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.
<p>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.</p>	
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	190412 CHINA
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	
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 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

LCL

(2)INVOICE NO. :IV0000031

PACKING LIST NO. :PL000031

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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) _____			
包装方式: _____ 运输方式: _____			
<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》)</p> <p> <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、CIF 金额 CIF value _____ 3、保险金额 Insured Value _____ 4、费率(%) Rate _____ 5、保险费 Premium _____			
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 10 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)					
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;	8. Original Criterion (see Notes	9.Gross Weight Or other	10.Number and date of invoice

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

(2) 实施条件

表3：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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

32. 试题编号：3-32：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 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	20sets/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.
<p>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.</p>	
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	
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

LCL

(2) INVOICE NO. : IV0000032

PACKING LIST NO. : PL000032

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO. 123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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) _____			
包装方式: _____ 运输方式: _____			
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、CIF 金额 CIF value _____ 3、保险金额 Insured Value _____ 4、费率(%) Rate _____ 5、保险费 Premium _____			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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;	8. Original Criterion (see Notes	9.Gross Weight Or other	10.Number and date of invoice

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

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

33. 试题编号：3-33：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 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 01, 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.
<p>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.</p>	
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	190412 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	190401
45A:	DESCRIPTION OF GOODS	
	20000 PCS GIRL' S KNIT PULLOVER	
	USD 30/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 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

LCL

(2) INVOICE NO. : IV0000033

PACKING LIST NO. : PL000033

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO. 123 William Avenue, Melbourne, Australia

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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) _____			
包装方式： _____ 运输方式： _____			
<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、CIF 金额 CIF value _____ 3、保险金额 Insured Value _____ 4、费率 (‰) Rate _____ 5、保险费 Premium _____			
<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 10 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

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

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
		1、申请人和受益人的名称与地址是否有误;	信用证审核

信用证审核	16	<p>2、品名、规格、数量、重量、单价是否有误；</p> <p>3、货物包装、体积是否有误；</p> <p>4、使用的贸易术语是否有误；</p> <p>5、信用证金额和币种是否有误；</p> <p>6、信用证中溢短装条款是否有误；</p> <p>7、唛头是否有误；</p> <p>8、装运港和目的港是否有误；</p> <p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	每题共 8 处错误,每处 2 分,找出错误记 1 分,修正错误记 1 分。
装箱单缮制	14	<p>1、进出口商名称和地址: 拼写准确无误, 记 2 分;</p> <p>2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记 2 分;</p> <p>3、货物包装数量 (大写): 计算准确无误, 表述正确, 记 3 分;</p> <p>4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分;</p> <p>5、其他栏目 (发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。</p>	装箱单缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
货物运输险投保单缮制	10	<p>1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记 2 分;</p> <p>2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记 3 分;</p> <p>3、保险险别、投保加成填写正确, 记 2 分;</p> <p>4、其他栏目 (合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。</p>	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误, 记 2 分;</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确, 记 3 分;</p> <p>3、运输路线、生产国及贸易国信息填写正确, 记 2 分;</p> <p>4、其他栏目 (货物唛头、发票号码及日期、产品数量等栏目): 信息完整无误, 拼写正确, 记 3 分。</p>	产地证缮制部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。

34. 试题编号：3-34：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 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 01, 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.
<p>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.</p>	

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 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

LCL

(2) INVOICE NO. : IV0000034

PACKING LIST NO. : PL0000034

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO. 123 William Avenue, Melbourne, Australia

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

L/C NO. : 38438/02

IV. 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 14 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:					

--	--

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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	包装及数量		保险单货物项目		

- 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 10 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	6.Marks and numbers of	7.Number	8. Original	9.Gross	10.Number and	

number	packages	and kind of packages; description of goods	Criterion (see Notes overleaf)	Weight Or other quantity	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>		

(2) 实施条件

表3: 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	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	必备

专家	工作经验或三年以上外贸单证缮制实践教学指导经历。	
----	--------------------------	--

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

35. 试题编号：3-35：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 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:	<ol style="list-style-type: none"> 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. 			
<p>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.</p>				
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 12/BOX

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)
7	5.9	0.03

LCL

(2)INVOICE NO. :IV0000035

PACKING LIST NO. :PL000035

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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) _____			
包装方式: _____			
运输方式: _____			
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、CIF 金额 CIF value _____ 3、保险金额 Insured Value _____ 4、费率(%) Rate _____ 5、保险费 Premium _____			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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>		

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

36. 试题编号：3-36：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON036	
	NO. 22 SWANSTON STREET, MELBOURNE,	Date:	2019-03-20	
	AUSTRALIA			
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]	
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:	<ol style="list-style-type: none"> 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. 			
<p>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.</p>				
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 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

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' CONTAINER

(2)INVOICE NO. :IV0000036

PACKING LIST NO. :PL0000036

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000036

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	
联系人 Contact		电话 Tel.		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		

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 10 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)					
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>		

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

37. 试题编号：3-37：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON037	
	NO. 22 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15	
	AUSTRALIA			
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 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 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.
<p>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.</p>	
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. 8 WILLIAM 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

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 TWO 40' CONTAINERS

(2) INVOICE NO. : IV0000037

PACKING LIST NO. : PL0000037

(3) VESSEL: QIAN JIN V3221

(4) Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO. 123 William Avenue, Melbourne, Australia

(5) Issuing Date of L/C: 2019-03-30

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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		

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 10 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)					
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;	8. Original Criterion (see Notes	9.Gross Weight Or other	10.Number and date of invoice

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

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

38. 试题编号：3-38：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON038	
	NO. 22 SWANSTON STREET, MELBOURNE,	Date:	2019-03-20	
	AUSTRALIA			
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. 8 WILLIAM 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

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 THREE 40' CONTAINERS

(2) INVOICE NO. :IV0000038

PACKING LIST NO. :PL0000038

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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		

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 10 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;	8. Original Criterion (see Notes	9.Gross Weight Or other	10.Number and date of invoice

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

(2) 实施条件

表3：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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共8处错误,每处2分, 找出错误记1分,修正错误 记1分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记2分; 2、货物描述: 品名拼写正确, 规格信息填写准确无误, 记2分; 3、货物包装数量(大写): 计算准确无误, 表述正确, 记3分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记3分; 5、其他栏目(发票号码、发票日期、货物唛头等)填写正确, 记4分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等, 填写准确无误, 记2分; 2、货物描述、货物唛头、包装的总数量等, 填写准确无误, 记3分; 3、保险险别、投保加成填写正确, 记2分; 4、其他栏目(合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记3分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误, 记2分; 2、包装种类及数量、货物描述及原产地标准信息填写正确, 记3分; 3、运输路线、生产国及贸易国信息填写正确, 记2分; 4、其他栏目(货物唛头、发票号码及日期、产品数量等栏目): 信息完整无误, 拼写正确, 记3分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分, 未填、错填, 则不得分。

39. 试题编号：3-39：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON039	
	NO. 28 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15	
	AUSTRALIA			
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.
<p>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.</p>	
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. 8 WILLIAM 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	
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' CONTAINER

(2)INVOICE NO. :IV0000039

PACKING LIST NO. :PL000039

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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 14 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:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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：MI0000039

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	
联系人 Contact		电话 Tel.		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		

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 10 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 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>			

(2) 实施条件

表3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表4: 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记2分； 3、货物包装数量（大写）：计算准确无误，表述正确，记3分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记3分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记4分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记2分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记3分； 3、保险险别、投保加成填写正确，记2分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。	货物运输险投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

40. 试题编号：3-40：信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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

表 2: 进口方基本情况

Company	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 8 WILLIAM STREET, MELBOURNE, AUSTRALIA
Phone	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Fax	02-9675-9006
E-mail	02-9675-9008

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD, CHANGSHA, HUNAN, CHINA				
SALES CONTRACT				
Messrs:	AUSTRALIA ALICE TRADING COMPANY	No.	CON040	
	NO. 22 SWANSTON STREET, MELBOURNE,	Date:	2019-03-15	
	AUSTRALIA			
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.			
<p>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</p>				

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
- 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

LCL

(2) INVOICE NO. :IV0000040

PACKING LIST NO. :PL0000040

(3)VESSEL: QIAN JIN V3221

(4)Negotiating Bank: Bank of China, Hunan Branch

NO.170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI BANK, MELBOURNE BRANCH

NO.123 William Avenue, Melbourne, Australia

(5)Issuing Date of L/C:2019-03-30

L/C NO. : 38438/02

IV. 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 14 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:

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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				邮编 Code	
联系人 Contact		电话 Tel.		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	包装及数量		保险单货物项目		

Marks & Nos.	Packing & quantity	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) _____			
包装方式: _____			
运输方式: _____			
<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、CIF 金额 CIF value _____ 3、保险金额 Insured Value _____ 4、费率 (%) Rate _____ 5、保险费 Premium _____			
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 10 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 style="text-align: center;">GENERALIZED SYSTEM OF PREFERENCES</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">(Combined declaration and certificate)</p> <p style="text-align: center;">FORM A</p>			
3. Means of transport and route (as far as known)		4. For official use			
5.Item	6.Marks and numbers of	7.Number	8. Original	9.Gross	10.Number and

number	packages	and kind of packages; description of goods	Criterion (see Notes overleaf)	Weight Or other quantity	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>		

(2) 实施条件

表3: 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	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	必备

专家	工作经验或三年以上外贸单证缮制实践教学指导经历。	
----	--------------------------	--

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表4：评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分， 找出错误记 1 分，修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

41. 试题编号：3-41:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	JAN. 5-8, 2019
PLACE:	Conference Room of HUATIAN Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on January 8 over the transaction of 5000 sets Chinese Wooden Tea Service.

A brief summary of the meeting is as follows:

1. Product Name: WOODEN TEA SERVICE
2. Quantity: 5000SETS
3. Unit Price: USD 50/SET CIF HAMBURG, GERMANY
4. Amount: USD250000

5. Specification: PACKING: 1SET/BOX, 5SETS/CARTON

6. Payment: L/C AT 30 DAYS AFTER SIGHT

7. Packing: 5 sets/carton, packed in 1000 cartons.

8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than March31, 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.

④合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 FURONG ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY		No.	CON041
			Date:	2019-01-12
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]	
WOODEN TEA SERVICE	5000	SETS	USD 40	USD 250000

PACKING: 1SET/BOX, 5SETS/CARTON				
Total:	5000	SETS	USD 250000	
Say Total:	USD TWO HUNDRED AND FIFTY THOUSAND ONLY			
Payment:	L/C AT SIGHT			
Packing	4 SETS/CARTON packed in 1000 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 March 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:	<ol style="list-style-type: none"> 1. SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES. 2. FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES. 			
Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in				

effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.

BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

G. W. :5. 5(KGS/CTN) N. W. :5(KGS/CTN) MEAS. :0. 048(CBM/CTN)

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV00000041

PACKING LIST NO. :PL00000041

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-05

L/C NO. :48408/41

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.

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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000041

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

42. 试题编号：3-42:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	JAN. 20-23, 2019
PLACE:	Conference Room of HUATIAN Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on January 23 over the transaction of 50000 boxes Dry Cell Battery. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: AAA Battery 2. Quantity: 50000 BOXES 3. Unit Price: USD 1/BOX CIF HAMBURG, GERMANY 	

4. Amount: USD50000

5. Specification: VOLTAGE: 1.5V, DRY CELL BATTERY, 2PCS/BOX

6. Payment: L/C AT 30 DAYS AFTER SIGHT

7. Packing: 100 boxes/carton, packed in 500 cartons.

8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 2nd, 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.

11. Documents required:

+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.

+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .

+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.

+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.

+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON042	
		Date:	2019-01-28	
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

			[CFR] [Hamburg, Germany]	
VOLTAGE: 1.5V, DRYBATTERY, 2PC S/BOX	50000	BOX	USD 0.5	USD 50000
Total:	50000	BOX	USD 50000	
Say Total:	USD FIVE HUNDRED THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	10 boxes/carton packed in 500 cartons			
Port of Shipment:	Shenzhen, China			
Port of Destination:	Hamburg, Italy			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 22, 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 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)

⑤相关资料

(1)PACKING:

G. W. :5. 5 (KGS/CTN) N. W. :5 (KGS/CTN) MEAS. :0. 0027 (CBM/CTN)

LCL

(2)INVOICE NO. :IV00000042

PACKING LIST NO. :PL00000042

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Changsha Branch

NO. 170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-03-05

L/C NO. : 48413/42

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.

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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000042

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

43. 试题编号：3-43:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	JAN. 21-24, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on January 23 over the transaction of 10000 pieces Crystal Furnishing Articles OF Ballet</p> <p>. A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: CRYSTAL FURNISHING ARTICLES OF BALLET 2. Quantity: 10000PCS 3. Unit Price: USD 40/PC CIF HAMBURG, GERMANY 	

4. Amount: USD400000
5. Specification: MATERIAL: RHINESTONES, PURE HANDMADE
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 10 pcs/carton, packed in 1000 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than April 25, 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.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON043	
		Date:	2019-01-28	
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

			[CFR] [Hamburg, Germany]	
MATERIAL: RHINESTONES	10000	PCS	USD 40	USD 40000
Total:	10000	PCS	USD 40000	
Say Total:	USD FOUR HUNDRED THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	10 pcs/carton packed in 100 cartons			
Port of Shipment:	Shenzhen, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 25, 2019 with partial shipment and transshipment not allowed.			
Shipping Mark:	CRYSTAL			
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 WPA.			
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)

⑤相关资料

(1)PACKING:

G. W. :2(KGS/CTN) N. W. :1.8(KGS/CTN) MEAS. :0.00147(CBM/CTN)

LCL

(2)INVOICE NO. :IV00000043

PACKING LIST NO. :PL00000043

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-03-05

L/C NO. : 48413/43

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.

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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000043

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

44. 试题编号：3-44:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	JAN. 26-28, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on January 28 over the transaction of 10000 pairs Men's Football Shoes.</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: MEN'S FOOTBALL SHOES 2. Quantity: 10000 pairs 	

- 3. Unit Price: USD 45/PAIR CIF HAMBURG, GERMANY
- 4. Amount: USD450000
- 5. Specification: Upper materials: synthetic leather, inner material: fabric, outsole material: rubber, suitable for field: pastures
- 6. Payment: L/C AT 30 DAYS AFTER SIGHT
- 7. Packing: 20 pairs/carton, packed in 500 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 All risks.
- 11. Documents required:
 - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA CARTERTRADING COMPANY			
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA			
SALES CONTRACT			
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON044
		Date:	2019-02-03
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]	
WOMEN'S FOOTBALL SHOES UPPER MATERIAL: SYNTHETIC LEATHER, INNER MATERIAL:FABRIC, OUT SOLE MATERIAL: RUBBER, SUITABLE FOR FIELD:PASTURES	10000	PAIRS	USD 45	USD 450000
Total:	10000	PAIRS	USD 450000	
Say Total:	USD FOUR HUNDRED THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	20 pairs/carton packed in 5000 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Berlin, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 25, 2019 with partial shipment and transshipment 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 WPA.			
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)

⑤相关资料

(1)PACKING:

G. W. :10(KGS/CTN) N. W. :8.5(KGS/CTN) MEAS. :0.21(CBM/CTN)

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. :IV00000044

PACKING LIST NO. :PL00000044

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/44

IV. 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. _____

--

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K	MEAS.

				G	
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000044

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authourized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1

合同审核	16	5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

45. 试题编号：3-45:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	JAN. 26-28, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on January 28 over the transaction of 5000 pieces Globe.

A brief summary of the meeting is as follows:

1. Product Name: Globe
2. Quantity: 5000 pieces
3. Unit Price: USD 10/pc CIF HAMBURG, GERMANY
4. Amount: USD 50000

5. Specification: Adopt the latest map, size: 43.5×33.5×33.5CM

6. Payment: L/C AT 30 DAYS AFTER SIGHT

7. Packing: 10 pcs/carton, packed in 500 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 All risks.

11. Documents required:

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

④合同

CHINA CARTERTRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY		No.	CON045
			Date:	2019-02-03
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]	
GLOBE	5000	PCS	USD 10	USD 50000

ADOPT THE LATEST MAP SIZE:43.5×33.5×33.5CM				
Total:		5000	PCS	USD 50000
Say Total:	USD FIVE HUNDRED THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	10 pcs/carton packed in 50 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Berlin, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 30, 2019 with partial shipment and transshipment 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 WPA.			
Documents:	<ol style="list-style-type: none"> 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)

⑤相关资料

(1)PACKING:

G. W. :28(KGS/CTN) N. W. :26(KGS/CTN) MEAS. :0.488(CBM/CTN)

TOTAL FOUR 40' CONTAINERS

(2)INVOICE NO. :IV00000045

PACKING LIST NO. :PL00000045

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/45

IV. 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. _____

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000045

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误; 7、唛头是否有误; 8、起运港和目的港是否有误; 9、分批装运和转运是否有误; 10、保险险别、保险金额是否有误; 11、最迟装运期是否有误; 12、汇票的付款期限是否有误。	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。
		1、进口商名称和地址: 拼写准确无误, 记 2 分;	商业发票缮

商业发票缮制	14	<p>2、货物描述：品名拼写正确，规格信息填写准确无误，记3分；</p> <p>3、货物总价：计算准确无误，货币名称正确，记3分；</p> <p>4、总价文字描述：大写数字英文表述准确无误，记2分；</p> <p>5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。</p>	制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	<p>1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分；</p> <p>3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。</p>	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	<p>1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分；</p> <p>2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分；</p> <p>3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分；</p> <p>4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。</p>	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

46. 试题编号：3-46:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 1-3, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 5 over the transaction of 7000 bags Edible Salt.</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: EDIBLE SALT 2. Quantity: 7000 BAGS 3. Unit Price: USD 30/BAG CIF HAMBURG, GERMANY 	

4. Amount: USD 210000

5. Specification: Material: solar salt, seawater, size: 24×4×18CM

6. Payment: L/C AT 30 DAYS AFTER SIGHT

7. Packing: 10 bags/carton, packed in 700 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 All risks.

11. Documents required:

- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
- +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED “FREIGHT PREPAID” .
- +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
- +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
- +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MINGYANGTRADING COMPANY					
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA					
SALES CONTRACT					
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY		No.	CON046	
			Date:	2019-02-03	
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]		

EDIBLE SALT Material:solar salt, seawater, size:24×4×1 8CM	7000	BAGS	USD 30	USD210000
Total:	7000	BAGS	USD210000	
Say Total:	USD TWENTY ONE THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	10 bags/carton packed in 70 cartons			
Port of Shipment:	Shanghai, China			
Port of Destination:	Berlin, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 25, 2019 with partial shipment and transshipment 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.			
Documents:	<ol style="list-style-type: none"> 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)

⑤相关资料

(1)PACKING:

G. W. :13(KGS/CTN) N. W. :10(KGS/CTN) MEAS. :0.01728(CBM/CTN)

LCL

(2)INVOICE NO. :IV00000046

PACKING LIST NO. :PL0000046

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/46

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.

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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000046

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1

合同审核	16	5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

47. 试题编号：3-47:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 3-5, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 8 over the transaction of 5000 cartons Canned Whole Mushrooms.</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: Canned Whole Mushrooms 2. Quantity: 5000 CARTONS 	

3. Unit Price: USD 24/CTN CIF HAMBURG, GERMANY
4. Amount: USD 120000
5. Specification: 425Gx24TINS/CTN
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 24tins/carton, packed in 5000 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than May 5, 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.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUMTRADING COMPANY			
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA			
SALES CONTRACT			
Messrs:	GERMANY WORD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON047
		Date:	2019-02-08
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
			[CFR] [Hamburg, Germany]	
CANNED MUSHROOMS 425Gx24TINS/CTN	5000	CARTONS	USD 24	USD120000
Total:	5000	CARTONS	USD120000	
Say Total:	USD ONE HUNDRED AND TWENTY THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	12 tins/carton packed in 5000 cartons			
Port of Shipment:	Shenzhen, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than April 25, 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 130% 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 TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			

Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.

BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

G. W. :11.2 (KGS/CTN) N. W. :10.2 (KGS/CTN) MEAS. :0.014739 (CBM/CTN)

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. :IV00000047

PACKING LIST NO. :PL0000047

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/47

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K G	MEAS.

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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000047

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误; 6、合同中溢短装条款是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误记 1 分。

		<p>7、唛头是否有误；</p> <p>8、起运港和目的港是否有误；</p> <p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	
商业发票缮制	14	<p>1、进口商名称和地址：拼写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记3分；</p> <p>3、货物总价：计算准确无误，货币名称正确，记3分；</p> <p>4、总价文字描述：大写数字英文表述准确无误，记2分；</p> <p>5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。</p>	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	<p>1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分；</p> <p>3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。</p>	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	<p>1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分；</p> <p>2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分；</p> <p>3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分；</p> <p>4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。</p>	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

48. 试题编号：3-48:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 5-8, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 10 over the transaction of 5000 cartons Canned Baby Corn.</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: Canned Baby Corn 2. Quantity: 5000 CARTONS 	

3. Unit Price: USD 10/CTN CIF HAMBURG, GERMANY
4. Amount: USD 50000
5. Specification: 3060Gx6TINS/CTN
6. Payment: L/C AT 30 DAYS AFTER SIGHT
7. Packing: 6 tins/carton, packed in 5000 cartons.
8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than May 10, 2019 with partial shipment and transshipment not allowed.
9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 110% of the invoice value against All risks and War Risk.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUMTRADING COMPANY			
NO. 26 WUYI ROAD CHANGSHA HUBEI CHINA			
SALES CONTRACT			
Messrs:	GERMANY WOOD TRADING COMPANY NO. 28 BREMEN ROAD HAMBURG GERMANY	No.	CON048
		Date:	2019-02-10
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
			[CFR] [Hamburg, Germany]	
Canned Baby Corn 3060Gx6TINS/CTN	500	CARTONS	USD 10	USD50000
Total:	500	CARTONS	USD50000	
Say Total:	USD FIFTY THOUSAND ONLY			
Payment:	L/C AT 30 DAYS AFTER SIGHT			
Packing	10 tins/carton packed in 5000 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 May 5, 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 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 TO COLLECT" . 3. PACKING LIST IN 1 ORIGINAL AND 3 COPIES. 4. CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES. 5. INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.			

Any dispute arising from or in connection with this Contract shall be submitted to International Economic and Trade Arbitration Commission for arbitration which shall be conducted in accordance with the IETAC's arbitration rules in effect at the time of applying for arbitration. The arbitral award is final and binding upon both parties.

BUYERS	SELLERS
(Signature)	(Signature)

⑤相关资料

(1)PACKING:

G. W. :20. 196(KGS/CTN) N. W. :18. 36(KGS/CTN) MEAS. :0. 025736(CBM/CTN)

TOTAL FOUR 40' CONTAINERS

(2)INVOICE NO. :IV00000048

PACKING LIST NO. :PL00000048

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO. 170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/48

IV. 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. _____

SAY TOTAL: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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	MARKS	NO. OF	GROSS	NET	MEAS.

GOODS	&NUMBERS	PACKAGE	WEIGHT/KG	WEIGHT/K G	
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 10 分）

（注：合同的信息必须是修正后的正确信息）

BILL OF EXCHANGE

No. S0000048

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误;	合同审核每 题共 8 处错 误, 每处 2 分,

合同审核	16	4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	找出错误记1分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

49. 试题编号：3-49:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 6-9, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Wood Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 11 over the transaction of 1000 cartons White Wine (3 YEARS).</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: White Wine (3 Years) 2. Quantity: 1000 CARTONS 	

- 3. Unit Price: USD 200/CTN CIF HAMBURG, GERMANY
- 4. Amount: USD 200000
- 5. Specification: Alcohol: 10% vol, Net content: 700ml, Packaging: 24 bottles/carton
- 6. Payment: L/C AT 30 DAYS AFTER SIGHT
- 7. Packing: 24 bottles/carton, packed in 1000 cartons.
- 8. Shipment: To be shipped from SHANGHAI, CHINA to HAMBURG, GERMANY by vessel no later than May 15, 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.
- 11. Documents required:
 - +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUMTRADING COMPANY			
NO. 26 WUYI ROAD CHANGDEHUNAN CHINA			
SALES CONTRACT			
Messrs:	GERMANYFOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON049
		Date:	2019-02-10
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]	
WHITE WINE (3 YEARS) ALCOHOL: 10% VOL, NET CONTENT: 700ML, PACKAGING: 24 BOTTLES/CTN	1000	CARTONS	USD 20	USD200000
Total:	1000	CARTONS	USD200000	
Say Total:	USD TWO HUNDRED THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	24 bottles/carton packed in 100 cartons			
Port of Shipment:	Qingdao, China			
Port of Destination:	Hamburg, Germany			
Shipment:	To be shipped from Shanghai, China to Hamburg, Germany by vessel no later than May 10, 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 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)

⑤相关资料

(1)PACKING:

G. W. :24.36 (KGS/CTN) N. W. :16.8 (KGS/CTN) MEAS. :0.04779 (CBM/CTN)

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV00000049

PACKING LIST NO. :PL00000049

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/49

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K	MEAS.

				G	
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 10 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000049

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
合同审核	16	1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误; 5、合同金额和币种是否有误;	合同审核每题共 8 处错误, 每处 2 分, 找出错误记 1 分, 修正错误

		6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	记1分。
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

50. 试题编号：3-50:合同审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	CUBA KANE TRADING COMPANY
Office Address	NO.17 KANE ROAD SANTIAGOS CUBA
Phone	0053-040-3284712
Fax	0053-040-3315816
E-mail	FULGENCIO-BATISTA@gmail.com

③谈判备忘录

Minutes of a Meeting	
TIME:	FEB. 12-15, 2019
PLACE:	Conference Room of Little Swan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Ms. Liu Xiaomin (Party A: Sales Manager of China Millennium Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Cuba Kane Trading Company)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on February 18 over the transaction of 100 drums Natural Honey.</p> <p>A brief summary of the meeting is as follows:</p> <ol style="list-style-type: none"> 1. Product Name: Natural Honey 2. Quantity: 100 Drums 3. Unit Price: USD 1800/drum CIF Santiagos, Cuba 	

4. Amount: USD 180000
5. Specification: MOISTURE: 18%, MAXHMF: 15MAX, DIASTASE: 8.3MIN
6. Payment: L/C AT 15 DAYS AFTER SIGHT
7. Packing: 180KG/drum, packed in 100drums.
8. Shipment: To be shipped from Shanghai, China to La Habana, Cuba by vessel no later than May 20, 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.
11. Documents required:
- +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
 - +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK ENDORSED, MARKED "FREIGHT PREPAID" .
 - +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
 - +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
 - +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES.

④合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGDEHUNAN CHINA				
SALES CONTRACT				
Messrs:	CUPA KANE TRADING COMPANY NO. 17 KANE ROAD SANTIAGOS CUBA		No.	CON050
			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

			[CFR] [Santiagos, Cuba]	
Natural Honey MOISTURE: 18%, MAX HMF: 15MAX, DIASTASE: 8. 3MIN	100	DRUMS	USD 1800	USD180000
Total:	100	DRUMS	USD180000	
Say Total:	USD ONE HUNDRED AND EIGHTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	180kg/drum packed in 100drums			
Port of Shipment:	Qingdao, China			
Port of Destination:	Santiagos, Cuba			
Shipment:	To be shipped from Shanghai, China to La Habana, Cuba by vessel no later than May 10, 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 War Risk.			
Documents:	<ol style="list-style-type: none"> 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)

⑤相关资料

(1)PACKING:

G. W. :189.2 (KGS/DRUM) N. W. :180(KGS/DRUM) MEAS. :0.14(CBM/CTN)

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV00000050

PACKING LIST NO. :PL00000050

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Santiagos Branch

NO.23 CubaStreet, Santiagos, Cuba

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/50

IV. 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. _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制国际海运货物委托书。(本题共 10 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/K	MEAS.

				G	
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 10 分)

(注: 合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE

No. S0000050

Dated _____

Exchange for _____

At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the Order of _____

the sum of _____

Drawn under L/C No. _____ Dated _____

Issued By _____

To: _____

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

(2) 实施条件

表 3: 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间: 60 分钟

(4) 评分细则

表 4: 评分细则

评价内容	配分	考核点	备注
		1、买卖双方的名称与地址是否有误; 2、品名、规格、数量、重量、单价是否有误; 3、货物包装、体积是否有误; 4、使用的贸易术语是否有误;	合同审核 每题共 8 处错误, 每处 2 分, 找出错误记 1

合同审核	16	5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	分，修正错误记1分。
商业发票缮制	14	1、进口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记3分； 3、货物总价：计算准确无误，货币名称正确，记3分； 4、总价文字描述：大写数字英文表述准确无误，记2分； 5、其他栏目（发票日期、运输路线、货物唛头、货物单价及单位、产品数量、贸易术语等）填写正确，记4分。	商业发票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
国际海运货物委托书缮制	10	1、收货人条款：根据备忘录中有关提单的条款的规定进行正确的填写，记2分； 2、货物描述、货物唛头、包装的总数量、总毛重、总净重、总体积等，填写准确无误，记5分； 3、其他栏目（托运人、通知人、装运港、目的港、运费条款、委托人资料等栏目）：信息完整无误，拼写正确，记3分。	国际海运货物委托书缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
汇票缮制	10	1、出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误，记2分； 2、收款人：信用证下以议付行为收款人；托收汇票，以出口商为收款人；信息完整无误，拼写正确，记2分； 3、金额及币种：币种与金额必须与备忘录保持一致，拼写准确无误，记2分； 4、其他栏目（出票日期、付款期限、付款人等栏目）：信息完整无误，拼写正确，记4分。	汇票缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

51. 试题编号：3-51:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON051	
		Date:	2019-01-12	
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]	
WOODEN TEA SERVICE PACKING: 1SET/BOX, 5SETS/CARTON	5000	SETS	USD 50	USD 250000
Total:	5000	SETS		USD 250000
Say Total:	USD TWO HUNDRED AND FIFTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	5 SETS/CTN			

	packed in 1000 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 March 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 110% of the invoice value against All Risks, War Risk and Strike Risk.
Documents:	<ol style="list-style-type: none"> 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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

④信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48408/51
31C:	DATE OF ISSUE	190220
31D:	DATE AND PLACE OF EXPIRY	190412 CHINA
50:	APPLICANT	
	GERMANY WOOD TRADING COMPANY	
	NO. 8 BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 260,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	30 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	HAMBURG, GERMANY
44C:	LATEST DATE OF SHIPMENT	190312
45A:	DESCRIPTION OF GOODS	
	5000 SETSWOODEN TEA SERVICE	
	USD 40/SET	
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 CHINA 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. :5. 5 (KGS/CTN) N. W. :5 (KGS/CTN) MEAS. :0. 048 (CBM/CTN)

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV0000051

PACKING LIST NO. :PL000051

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Hunan Branch

NO. 170 People Avenue, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23Linken Avenue, Hamburg, Germany

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

L/C NO. :48408/51

IV. 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 14 分）

（注：信用证的信息必须是修正后的正确信息）

ISSUER:		PL0000051			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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: MI0000051

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(‰) Rate 5、保险费 Premium			
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 10 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)					
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>			

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

52. 试题编号：3-52:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON052	
		Date:	2019-01-28	
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]	
AAA BATTERY VOLTAGE:1.5V, DRY CELL BATTERY, 2PCS/BOX	50000	BOX	USD 1	USD 50000
Total:	50000	BOX	USD 50000	
Say Total:	USD FIFTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	100 BOXES/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 April 2nd, 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 All risks.
Documents:	<ol style="list-style-type: none"> 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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

④信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 48408/52

31C: DATE OF ISSUE 190305

31D: DATE AND PLACE OF EXPIRY 190421 CHINA

50: APPLICANT
GERMANY WORDTRADING COMPANY
NO. 8 BERMENROAD HAMBURGERMAN

59: BENEFICIARY
CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROADCHANGSHAHUNANCHINA

32B: AMOUNT USD 500,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 15 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHENZHEN, CHINA

44B: FOR TRANSPORTATION TO HAMBURG, GERMANY

44C: LATEST DATE OF SHIPMENT 190412

45A: DESCRIPTION OF GOODS
50000 BOXES DRY CELL BATTERY
USD 1/PCS

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 CHINA 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. :5.5 (KGS/CTN) N. W. :5 (KGS/CTN) MEAS. :0.0027 (CBM/CTN)

LCL

(2)INVOICE NO. :IV00000052

PACKING LIST NO. :PL0000052

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-03-05

L/C NO. :48408/52

IV. 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 14 分）

（注：信用证的信息必须是修正后的正确信息）

ISSUER:		PL0000052			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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: MI0000052

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(‰) Rate 5、保险费 Premium			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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>		

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共8处错误，每处2分， 找出错误记1分，修正错误 记1分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记2分； 2、货物描述：品名拼写正确，规格信息填写准确 无误，记2分； 3、货物包装数量（大写）：计算准确无误，表述正 确，记3分； 4、货物包装总数量、总体积、总毛重、总净重： 计算准确无误，记3分； 5、其他栏目（发票号码、发票日期、货物唛头等） 填写正确，记4分。	装箱单缮制 部分每个空 白栏目按其 规定的分值 计算得分，未 填、错填，则 不得分。
货物运输险投 保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人 等，填写准确无误，记2分； 2、货物描述、货物唛头、包装的总数量等，填写 准确无误，记3分； 3、保险险别、投保加成填写正确，记2分； 4、其他栏目（合同号码、信用证号码、发票号码、 运输工具、赔付地点、航行路线、投保人等栏目）： 信息完整无误，拼写正确，记3分。	货物运输险 投保单缮制 部分每个空 白栏目按其 规定的分值 计算得分，未 填、错填，则 不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记2分； 2、包装种类及数量、货物描述及原产地标准信息 填写正确，记3分； 3、运输路线、生产国及贸易国信息填写正确，记2 分； 4、其他栏目（货物唛头、发票号码及日期、产品 数量等栏目）：信息完整无误，拼写正确，记3分。	产地证缮制 部分每个空 白栏目按其 规定的分值 计算得分，未 填、错填，则 不得分。

53. 试题编号：3-53:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON053	
		Date:	2019-01-28	
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]	
CRYSTAL FURNISHING ARTICLES OF BALLET MATERIAL: RHINESTONES, PURE HANDMADE	10000	PCS	USD 40	USD 400000
Total:	10000	PCS	USD 400000	

Say Total:	USD FOUR HUNDRED THOUSAND ONLY
Payment:	L/C AT 15 DAYS AFTER SIGHT
Packing	10 pcs/carton packed in 1000 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 25, 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 All risks.
Documents:	<ol style="list-style-type: none"> 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.
<p>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.</p>	
BUYERS	SELLERS

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

④信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48413/53
31C:	DATE OF ISSUE	190305
31D:	DATE AND PLACE OF EXPIRY	190515CHINA
50:	APPLICANT	
	GERMANYWORDTRADING COMPANY	
	NO. 8 BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 400,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	21 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHENZHEN, CHINA
44B:	FOR TRANSPORTATION TO	HAMBURG, GERMANY
44C:	LATEST DATE OF SHIPMENT	190422
45A:	DESCRIPTION OF GOODS	
	10000 PIECES CRYSTAL FURNISHING ARTICLES OF BALLET	
	USD 4/PIECE	
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 CHINA 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. :2(KGS/CTN) N. W. :1.8(KGS/CTN) MEAS. :0.00147(CBM/CTN)

LCL

(2)INVOICE NO. :IV00000053

PACKING LIST NO. :PL00000053

(3)VESSEL: DONG FENG V115

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-03-05

L/C NO. :48413/53

IV. 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 14 分）

（注：信用证的信息必须是修正后的正确信息）

ISSUER:		PL0000053			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000053

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
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 10 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	8. Original Criterion (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice

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

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

54. 试题编号：3-54:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON054	
		Date:	2019-02-03	
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]	
MEN'S FOOTBALL SHOES UPPER MATERIAL: SYNTHETIC LEATHER, INNER MATERIAL: FABRIC, OUT SOLE MATERIAL: RUBBER, SUITABLE FOR FIELD:PASTURES	10000	PAIRS	USD 45	USD 450000
Total:	10000	PAIRS	USD 450000	

Say Total:	USD FOUR HUNDRED AND FIFTY THOUSAND ONLY
Payment:	L/C AT 15 DAYS AFTER SIGHT
Packing	20 pairs/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 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 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	48413/54
31C:	DATE OF ISSUE	190225
31D:	DATE AND PLACE OF EXPIRY	190520 CHINA
50:	APPLICANT	
	GERMANYWOODTRADING COMPANY	
	NO. 8 BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA CARTER TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 45,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	15 DAYS AFTER SIGHT
42D:	DRAWEE	HSBC BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	BERLIN, GERMANY
44C:	LATEST DATE OF SHIPMENT	190415
45A:	DESCRIPTION OF GOODS	
	10000 PAIRS OF WOMEN' S FOOTBALL SHOES	
	USD45/PAIR	
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 CHINA 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. :10(KGS/CTN) N. W. :8. 5(KGS/CTN) MEAS. :0. 21(CBM/CTN)

TOTAL TWO 40’ CONTAINER

(2)INVOICE NO. :IV00000054

PACKING LIST NO. :PL00000054

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/54

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000054			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000054

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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	8. Original Criterion (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice

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

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误,每处 2 分, 找出错误记 1 分,修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确 无误, 记 2 分; 3、货物包装数量(大写): 计算准确无误, 表述正 确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目(发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
货物运输险投 保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人 等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写 准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目(合同号码、信用证号码、发票号码、 运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误, 记 2 分; 2、包装种类及数量、货物描述及原产地标准信息 填写正确, 记 3 分; 3、运输路线、生产国及贸易国信息填写正确, 记 2 分; 4、其他栏目(货物唛头、发票号码及日期、产品 数量等栏目): 信息完整无误, 拼写正确, 记 3 分。	产地证缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。

55. 试题编号：3-55:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUM TRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON055	
		Date:	2019-02-03	
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]	
GLOBE ADOPT THE LATEST MAP; SIZE: 43.5×33.5×33.5CM	5000	PCS	USD 10	USD 50000
Total:	5000	PCS	USD 50000	
Say Total:	USD FIFTY THOUSAND ONLY			
Payment:	L/C AT 21 DAYS AFTER SIGHT			

Packing	10 pcs/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 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 110% of the invoice value against All risks.
Documents:	<ol style="list-style-type: none"> 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.
<p>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.</p>	

BUYERS	SELLERS
(Signature)	(Signature)

④信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48413/55
31C:	DATE OF ISSUE	190225
31D:	DATE AND PLACE OF EXPIRY	190525 CHINA
50:	APPLICANT	
	GERMANYWOOD TRADING COMPANY	
	NO. 8 BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA CARTER TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 500,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	15 DAYS AFTER SIGHT
42D:	DRAWEE	HSBC BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	BERLIN, GERMANY
44C:	LATEST DATE OF SHIPMENT	190415
45A:	DESCRIPTION OF GOODS	

5000PIECES OF GLOBE

USD10/PIECE

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 CHINA 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. :28(KGS/CTN) N. W. :26(KGS/CTN) MEAS. :0.488(CBM/CTN)

TOTAL FOUR 40' CONTAINER

(2)INVOICE NO. :IV00000055

PACKING LIST NO. :PL00000055

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/55

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000055			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000055

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	
联系人 Contact		电话 Tel.		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.

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 10 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 (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice
11. Certificate It is hereby certificated, on the basis of control carried out, that the declaration by the exporter is correct.			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)		
Place and date, signature and stamp of certifying authority			Place and date, signature and stamp of certifying authority		

(2) 实施条件

表 3 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	必备

	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二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 5 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分， 找出错误记 1 分，修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值 计算得分，未填、错填，则 不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值 计算得分，未填、错填，则 不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值 计算得分，未填、错填，则 不得分。

56. 试题编号：3-56:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON056	
		Date:	2019-02-03	
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]	
EDIBLE SALT Material:solar salt, seawater, size:24×4×1 8CM	7000	BAGS	USD 30	USD 210000
Total:		7000	BAGS	USD210000
Say Total:	USD TWO HUNDRED AND TEN THOUSAND ONLY			
Payment:	L/C AT 21 DAYS AFTER SIGHT			

Packing	10 bags/carton packed in 700 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 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 110% of the invoice value against ALL RISKS.	
Documents:	<ol style="list-style-type: none"> 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. 	
<p>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.</p>		
BUYERS	SELLERS	
(Signature)	(Signature)	

--	--

④信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48413/56
31C:	DATE OF ISSUE	190225
31D:	DATE AND PLACE OF EXPIRY	190525 CHINA
50:	APPLICANT	
	GERMANYWOOD TRADING COMPANY	
	NO. 8 BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 210,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	15 DAYS AFTER SIGHT
42D:	DRAWEE	HSBC BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	BERLIN, GERMANY
44C:	LATEST DATE OF SHIPMENT	190415
45A:	DESCRIPTION OF GOODS	
	7000BAGSEDIBLE SALT	
	USD30/BAG	
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 CHINA 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. :13(KGS/CTN) N. W. :10(KGS/CTN) MEAS. :0.01728(CBM/CTN)

LCL

(2)INVOICE NO. :IV00000056

PACKING LIST NO. :PL00000056

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/56

IV. 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 14 分）

（注：信用证的信息必须是修正后的正确信息）

ISSUER:		PL0000056			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000056

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
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 10 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)					
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	8. Original Criterion (seeNotes overleaf)	9.Gross Weight Oother quantity	10.Number and date of invoice

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

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误,每处 2 分, 找出错误记 1 分,修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确 无误, 记 2 分; 3、货物包装数量(大写): 计算准确无误, 表述正 确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目(发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
货物运输险投 保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人 等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写 准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目(合同号码、信用证号码、发票号码、 运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误, 记 2 分; 2、包装种类及数量、货物描述及原产地标准信息 填写正确, 记 3 分; 3、运输路线、生产国及贸易国信息填写正确, 记 2 分; 4、其他栏目(货物唛头、发票号码及日期、产品 数量等栏目): 信息完整无误, 拼写正确, 记 3 分。	产地证缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。

57. 试题编号：3-57:信用证审核、单证缮制

(1) 任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON057	
		Date:	2019-02-08	
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]	
CANNED WHOLE MUSHROOMS 425Gx24TINS/CTN	5000	CARTONS	USD 24	USD120000
Total:	5000	CARTONS		USD120000
Say Total:	USD ONE HUNDRED AND TWENTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	24tins/carton packed in 5000 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 May 5, 2019 with partial shipment 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.	
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 48413/57

31C: DATE OF ISSUE 190225

31D: DATE AND PLACE OF EXPIRY 190525 CHINA

50: APPLICANT
GERMANYWOOD TRADING COMPANY
NO. 8 BERMENROAD HAMBURGERMAN

59: BENEFICIARY
CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROADCHANGSHAHUNANCHINA

32B: AMOUNT USD 12,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 21 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO BERLIN, GERMANY

44C: LATEST DATE OF SHIPMENT 190415

45A: DESCRIPTION OF GOODS
5000 CARTONS CANNED WHOLE MUSHROOMS
USD24/CARTON

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 CHINA 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. :11.2(KGS/CTN) N. W. :10.2(KGS/CTN) MEAS. :0.014739(CBM/CTN)

TOTAL TWO 40' CONTAINERS

(2)INVOICE NO. :IV00000057

PACKING LIST NO. :PL00000057

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/57

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000057			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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：MI0000057

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	
联系人 Contact		电话 Tel.		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		赔付地点: Claims Payable At			

Date			
航行路线：自经 _____ 到达（目的地） _____ Route From _____ via _____ To (destination) _____			
包装方式：			
运输方式：			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率（%） Rate 5、保险费 Premium			
<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> <p>投保人签字（盖章）日期</p>			

4、请根据以上资料缮制产地证。（本题共 10 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 style="text-align: center;">GENERALIZED SYSTEM OF PREFERENCES</p> <p style="text-align: center;">CERTIFICATE OF ORIGIN</p> <p style="text-align: center;">(Combined declaration and certificate)</p> <p style="text-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
11. Certificate It is hereby certificated, on the basis of control carried			12. Declaration by the exporter The undersigned hereby declares that the		

out, that the declaration by the exporter is correct.	above details and statements are correct, that all the good were produced in _____ (country) and that they comply with the origin requirements specified for those goods in the Generalized System of Preferences for goods exported to _____ (importing country)
Place and date, signature and stamp of certifying authority	Place and date, signature and stamp of certifying authority

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误；	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。

		<p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	
装箱单缮制	14	<p>1、进出口商名称和地址：拼写准确无误，记2分；</p> <p>2、货物描述：品名拼写正确，规格信息填写准确无误，记2分；</p> <p>3、货物包装数量（大写）：计算准确无误，表述正确，记3分；</p> <p>4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记3分；</p> <p>5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记4分。</p>	<p>装箱单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>
货物运输险投保单缮制	10	<p>1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记2分；</p> <p>2、货物描述、货物唛头、包装的总数量等，填写准确无误，记3分；</p> <p>3、保险险别、投保加成填写正确，记2分；</p> <p>4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记3分。</p>	<p>货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>
产地证缮制	10	<p>1、收发货人名称及地址填写准确无误，记2分；</p> <p>2、包装种类及数量、货物描述及原产地标准信息填写正确，记3分；</p> <p>3、运输路线、生产国及贸易国信息填写正确，记2分；</p> <p>4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记3分。</p>	<p>产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。</p>

58. 试题编号：3-58:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON058	
		Date:	2019-02-10	
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]	
Canned Baby Corn 3060Gx6TINS/CTN	5000	CARTONS	USD 10	USD50000
Total:	5000	CARTONS	USD50000	
Say Total:	USDFIFTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			
Packing	6 tins/carton			

	packed in 5000 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 May 10, 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 ALL RISKS and War Risk.
Documents:	<ol style="list-style-type: none"> 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.
<p>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.</p>	
BUYERS	SELLERS
(Signature)	(Signature)

④信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 48413/58

31C: DATE OF ISSUE 190225

31D: DATE AND PLACE OF EXPIRY 190530 CHINA

50: APPLICANT
GERMANYWOOD TRADING COMPANY
NO. 28BERMENROAD HAMBURGERMAN

59: BENEFICIARY
CHINA MILLENNIUM TRADING COMPANY
NO. 26 WUYI ROADCHANGSHAHUNANCHINA

32B: AMOUNT USD 50,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 15 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, HAMBURG BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO BERLIN, GERMANY

44C: LATEST DATE OF SHIPMENT 190415

45A: DESCRIPTION OF GOODS
5000 CARTONS CANNED BABY CORN
USD 1/CARTON

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 CHINA 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. :20. 196(KGS/CTN) N. W. :18. 36(KGS/CTN) MEAS. :0. 025736(CBM/CTN)
TOTAL FOUR 40' CONTAINERS

(2)INVOICE NO. :IV00000058

PACKING LIST NO. :PL00000058

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO. 170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO. 23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/58

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000058			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorised Signature)

3、请根据以上资料缮制货物运输险投保单。(本题共 10 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: MI0000058

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(%) Rate 5、保险费 Premium			
<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> <p>投保人签字(盖章)日期</p>			

4、请根据以上资料缮制产地证。(本题共 10 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)					
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>			

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
		1、申请人和受益人的名称与地址是否有误；	信用证审核

信用证审核	16	2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险投保单缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

59. 试题编号：3-59:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	GERMANY WOOD TRADING COMPANY
Office Address	NO. 8 BREMEN ROAD HAMBURG GERMANY
Phone	0049-040-3284712
Fax	0049-040-3315816
E-mail	MORGEN55@gmail.com

③合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGSHA HUNAN CHINA				
SALES CONTRACT				
Messrs:	GERMANY WOOD TRADING COMPANY NO. 8 BREMEN ROAD HAMBURG GERMANY	No.	CON059	
		Date:	2019-02-10	
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]	
White Wine (3 YEARS) Alcohol: 10% vol, Net content: 700ml, Packaging: 24 bottles/carton	1000	CARTONS	USD 200	USD200000
Total:	1000	CARTONS	USD200000	
Say Total:	USD TWO HUNDRED THOUSAND ONLY			

Payment:	L/C AT 15 DAYS AFTER SIGHT
Packing	24 bottles/carton packed in 1000 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 May 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 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	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48413/59
31C:	DATE OF ISSUE	190225
31D:	DATE AND PLACE OF EXPIRY	190605 CHINA
50:	APPLICANT	
	GERMANYFOOD TRADING COMPANY	
	NO. 8BERMENROAD HAMBURGERMAN	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO. 26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 20,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	15 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK, HAMBURG BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	QINGDAO, CHINA
44B:	FOR TRANSPORTATION TO	HAMBURG, GERMANY
44C:	LATEST DATE OF SHIPMENT	190415
45A:	DESCRIPTION OF GOODS	
	1000 CARTONS WHITE WINE (THREE YEARS)	
	USD 20/CARTON	
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 CHINA 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. :24.36(KGS/CTN) N. W. :16.8(KGS/CTN) MEAS. :0.04779(CBM/CTN)
TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV00000059

PACKING LIST NO. :PL00000059

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, Hamburg Branch

NO.23 Linken Avenue, Hamburg, Germany

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/59

IV. 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 14 分）

（注：信用证的信息必须是修正后的正确信息）

ISSUER:		PL0000059			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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：MI0000059

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(‰) Rate 5、保险费 Premium			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
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 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>		

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4) 评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
装箱单缮制	14	1、进出口商名称和地址：拼写准确无误，记 2 分； 2、货物描述：品名拼写正确，规格信息填写准确无误，记 2 分； 3、货物包装数量（大写）：计算准确无误，表述正确，记 3 分； 4、货物包装总数量、总体积、总毛重、总净重：计算准确无误，记 3 分； 5、其他栏目（发票号码、发票日期、货物唛头等）填写正确，记 4 分。	装箱单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
货物运输险投保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人等，填写准确无误，记 2 分； 2、货物描述、货物唛头、包装的总数量等，填写准确无误，记 3 分； 3、保险险别、投保加成填写正确，记 2 分； 4、其他栏目（合同号码、信用证号码、发票号码、运输工具、赔付地点、航行路线、投保人等栏目）：信息完整无误，拼写正确，记 3 分。	货物运输险 投保单缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误，记 2 分； 2、包装种类及数量、货物描述及原产地标准信息填写正确，记 3 分； 3、运输路线、生产国及贸易国信息填写正确，记 2 分； 4、其他栏目（货物唛头、发票号码及日期、产品数量等栏目）：信息完整无误，拼写正确，记 3 分。	产地证缮制 部分每个空白栏目按其规定的分值计算得分，未填、错填，则不得分。

60. 试题编号：3-60:信用证审核、单证缮制

(1)任务描述

I. 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。

II. 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。

III. 考试资料

①出口方基本情况

表 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	Millennium67@163.com

②进口方基本情况

表 2: 进口方基本情况

Company	CUBA KANE TRADING COMPANY
Office Address	NO.17 KANE ROAD SANTIAGOS CUBA
Phone	0053-040-3284712
Fax	0053-040-3315816
E-mail	FULGENCIO-BATISTA@gmail.com

③合同

CHINA MILLENNIUMTRADING COMPANY				
NO. 26 WUYI ROAD CHANGDEHUNAN CHINA				
SALES CONTRACT				
Messrs:	CUBA KANE TRADING COMPANY NO. 17 KANE ROAD SANTIAGOS CUBA	No.	CON060	
		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] [Santiagos, Cuba]	
Natural Honey MOISTURE:18%, MAX HMF:15MAX, DIASTASE:8.3MIN	100	DRUMS	USD 1800	USD180000
Total:	100	DRUMS	USD180000	
Say Total:	USD ONE HUNDRED AND EIGHTY THOUSAND ONLY			
Payment:	L/C AT 15 DAYS AFTER SIGHT			

Packing	180kg/drum packed in 100drums	
Port of Shipment:	Shanghai, China	
Port of Destination:	Santiagos, Cuba	
Shipment:	To be shipped from Shanghai, China to Santiagos, Cuba by vessel no later than May 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 110% of the invoice value against All Risks.	
Documents:	<ol style="list-style-type: none"> 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. 	
<p>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.</p>		
BUYERS	SELLERS	
(Signature)	(Signature)	

--	--

④信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	48413/60
31C:	DATE OF ISSUE	190301
31D:	DATE AND PLACE OF EXPIRY	190605 CHINA
50:	APPLICANT	
	CUPA KANE TRADING COMPANY	
	NO.17 KANE ROAD SANTIAGOS CUBA	
59:	BENEFICIARY	
	CHINA MILLENNIUM TRADING COMPANY	
	NO.26 WUYI ROADCHANGSHAHUNANCHINA	
32B:	AMOUNT	USD 18,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	15 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK, SANTIAGOS BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	QINGDAO, CHINA
44B:	FOR TRANSPORTATION TO	SANTIAGOS, CUBA
44C:	LATEST DATE OF SHIPMENT	190520
45A:	DESCRIPTION OF GOODS	
	100 DRUMS NATURAL HONEY	
	USD 1800/DRUM	
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 CHINA 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. :189.2 (KGS/DRUM) N. W. :180 (KGS/DRUM) MEAS. :0.14 (CBM/CTN)

TOTAL ONE 40' CONTAINER

(2)INVOICE NO. :IV00000060

PACKING LIST NO. :PL00000060

(3)VESSEL: DONG FENG V223

(4)Negotiating Bank: Bank of China, Changsha Branch

NO.170 Wuyi Road, Changsha, Hunan, China

Issuing Bank: CITI Bank, SantiagosBranch

NO.23 CubaStreet, Santiagos, Cuba

(5)Issuing Date of L/C:2019-02-25

L/C NO. :48413/60

IV. 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 14 分)

(注：信用证的信息必须是修正后的正确信息)

ISSUER:		PL0000060			
		装箱单 PACKING LIST			
TO:		INVOICE NO.		DATE	
Marks and Numbers	Description of goods	Package	G. W	N. W	Meas.
	Total:				
SAY TOTAL:					

CHINA MILLENNIUM TRADING COMPANY

湖南千禧贸易公司

李明远

(Authorized Signature)

3、请根据以上资料缮制货物运输险投保单。（本题共 10 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：MI0000060

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	
联系人 Contact		电话 Tel.		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) _____			
包装方式:			
运输方式:			
<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、CIF 金额 CIF value 3、保险金额 Insured Value 4、费率(‰) Rate 5、保险费 Premium			
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 10 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			
		<p align="center">GENERALIZED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p>			
2. Goods consigned to (Consignee's name, address, country)					
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>		

(2) 实施条件

表 3 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外贸单证缮制实践教学指导经历。	必备

(3) 考核时量

考核时间：60 分钟

(4)评分细则

表 4 评分细则

评价内容	配分	考核点	备注
信用证审核	16	1、申请人和受益人的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、信用证金额和币种是否有误； 6、信用证中溢短装条款是否有误； 7、唛头是否有误； 8、装运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核 每题共 8 处错误,每处 2 分, 找出错误记 1 分,修正错误 记 1 分。
装箱单缮制	14	1、进出口商名称和地址: 拼写准确无误, 记 2 分; 2、货物描述: 品名拼写正确, 规格信息填写准确 无误, 记 2 分; 3、货物包装数量(大写): 计算准确无误, 表述正 确, 记 3 分; 4、货物包装总数量、总体积、总毛重、总净重: 计算准确无误, 记 3 分; 5、其他栏目(发票号码、发票日期、货物唛头等) 填写正确, 记 4 分。	装箱单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
货物运输险投 保单缮制	10	1、投保人名称及地址、联系人、电话、被保险人 等, 填写准确无误, 记 2 分; 2、货物描述、货物唛头、包装的总数量等, 填写 准确无误, 记 3 分; 3、保险险别、投保加成填写正确, 记 2 分; 4、其他栏目(合同号码、信用证号码、发票号码、 运输工具、赔付地点、航行路线、投保人等栏目): 信息完整无误, 拼写正确, 记 3 分。	货物运输险 投保单缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。
产地证缮制	10	1、收发货人名称及地址填写准确无误, 记 2 分; 2、包装种类及数量、货物描述及原产地标准信息 填写正确, 记 3 分; 3、运输路线、生产国及贸易国信息填写正确, 记 2 分; 4、其他栏目(货物唛头、发票号码及日期、产品 数量等栏目): 信息完整无误, 拼写正确, 记 3 分。	产地证缮制 部分每个空 白栏目按其 规定的分值 计算得分, 未 填、错填, 则 不得分。

三、跨岗位技能

模块四：跨境电商运营

1. 试题编号：4-1：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：银色，金色

材质：合金、镀金、镀银

尺寸：2.8*1.8（CM）

重量：7.2g

处理工艺：嵌入人造珍珠

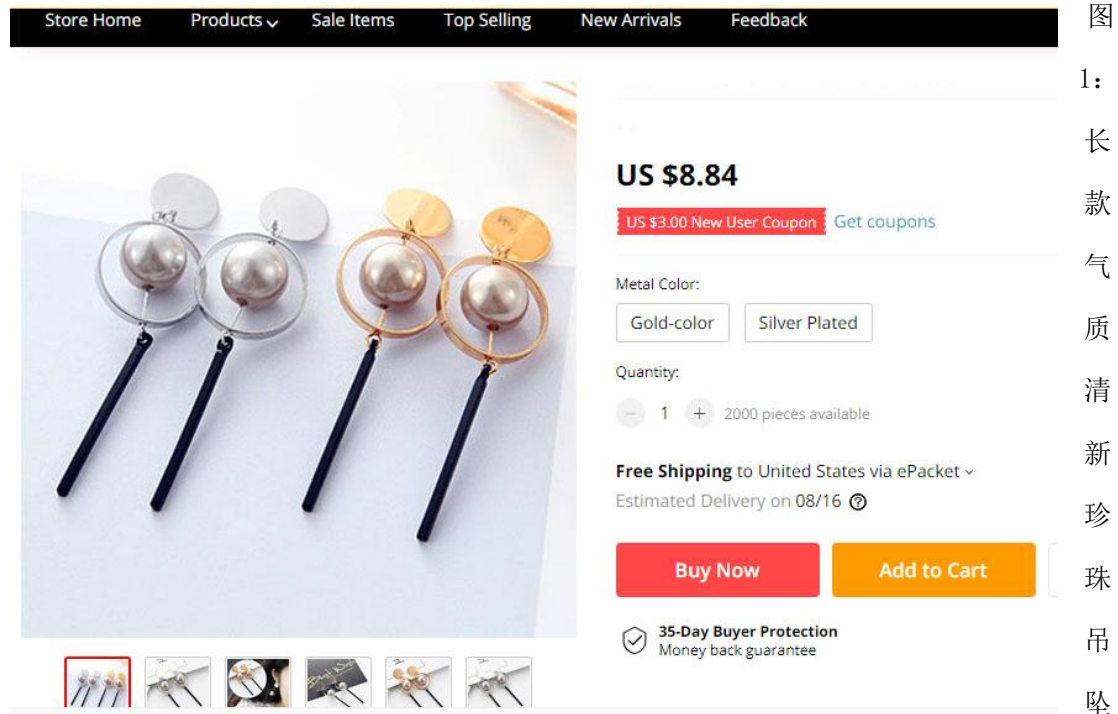
图案：十字架、皇冠、罗马数字

风格：清新，灵动，原创

品牌：PJX

用户群体：恋人，朋友，闺蜜

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。



流苏耳环简约日韩 2019 新款流行现货

参考词汇：

铜 copper；人造珍珠 simulated pearl

标题设计

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注	
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分; 拼写错误、大小写错误超过5个单词, 均记0分; 字数少于20词, 本项目记0分	
		6分	根据资料中提供的产品图片和中文信息, 用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述, 描述不少于50词, 且内容与所提供资料中的产品图片和中文信息保持一致		
		3分	英文单词拼写正确, 且符合跨境电商平台格式规范		
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题, 标题不少于120字符, 内容与所提供资料中的产品图片和中文信息保持一致, 无侵权行为		拼写错误、大小写错误超过5个单词, 均记0分; 字符少于60个, 本项目记0分
		3分	英文单词拼写正确, 且符合跨境电商平台标题设计格式规范		

2. 试题编号：4-2：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：彩色，琥珀色

材质：醋酸板

尺寸：6*4.2（CM）

重量：15g

风格：波西米亚，异国情调

造型：吊环，葫芦

品牌：PJX

用户群体：恋人，闺蜜，好友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

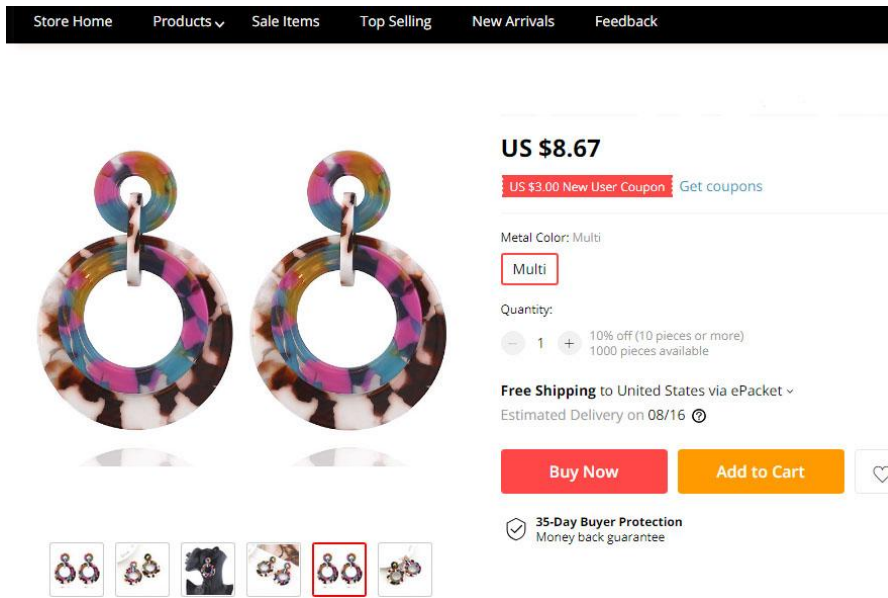


图 1：热销圆形彩色花岗岩纹醋酸板耳环圆圈吊坠女式耳钉

参考词汇：

醋酸板 acetate plate；花岗岩 moorstone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

3. 试题编号：4-3：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：7.8*3.3（CM）

重量：25g

处理工艺：电镀

风格：波西米亚，异国情调

造型：几何形

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

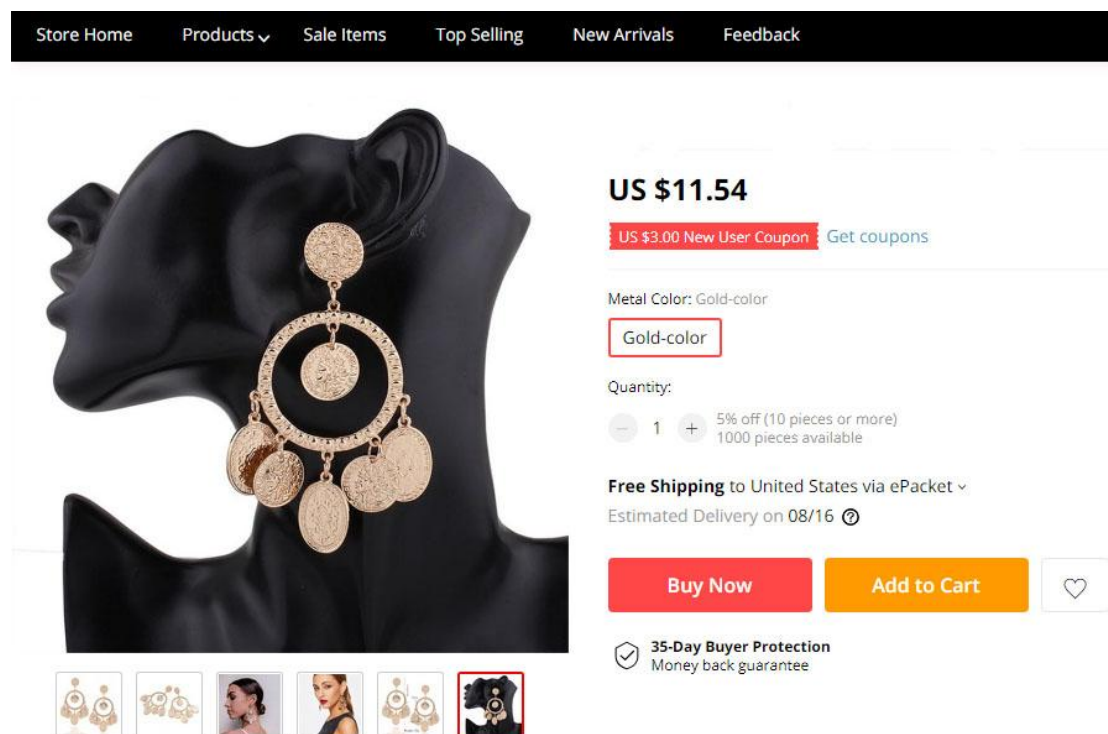


图 3：欧美走秀款巴洛克密西西比风头像钱币圈圈耳环

参考词汇：

合金 alloy；电镀 electroplate；巴洛克风格 Baroco style

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注	
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分;拼写错误、大小写错误超过5个单词,均记0分;字数少于20词,本项目记0分	
		6分	根据资料中提供的产品图片和中文信息,用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述,描述不少于50词,且内容与所提供资料中的产品图片和中文信息保持一致		
		3分	英文单词拼写正确,且符合跨境电商平台格式规范		
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题,标题不少于120字符,内容与所提供资料中的产品图片和中文信息保持一致,无侵权行为		拼写错误、大小写错误超过5个单词,均记0分;字符少于60个,本项目记0分
		3分	英文单词拼写正确,且符合跨境电商平台标题设计格式规范		

4. 试题编号：4-4：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

①产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：4.2*2（CM）

重量：2g

处理工艺：电镀

风格：简约，经典

造型：十字架

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

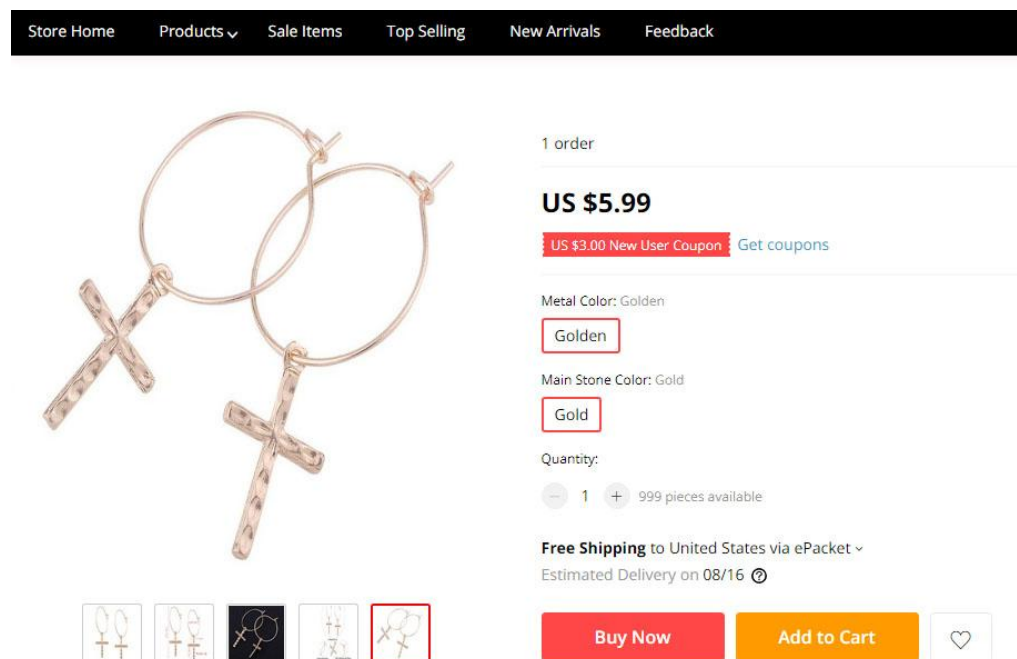


图 1：宗教十字架系列耳环欧美时尚夸张几何小圈耳环

参考词汇：

合金 alloy；电镀 electroplate；十字架 cross

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

5. 试题编号：4-5：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金、水钻

尺寸：6.3*3（CM）

重量：34g

处理工艺：电镀

风格：甜美、可爱

造型：菠萝

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

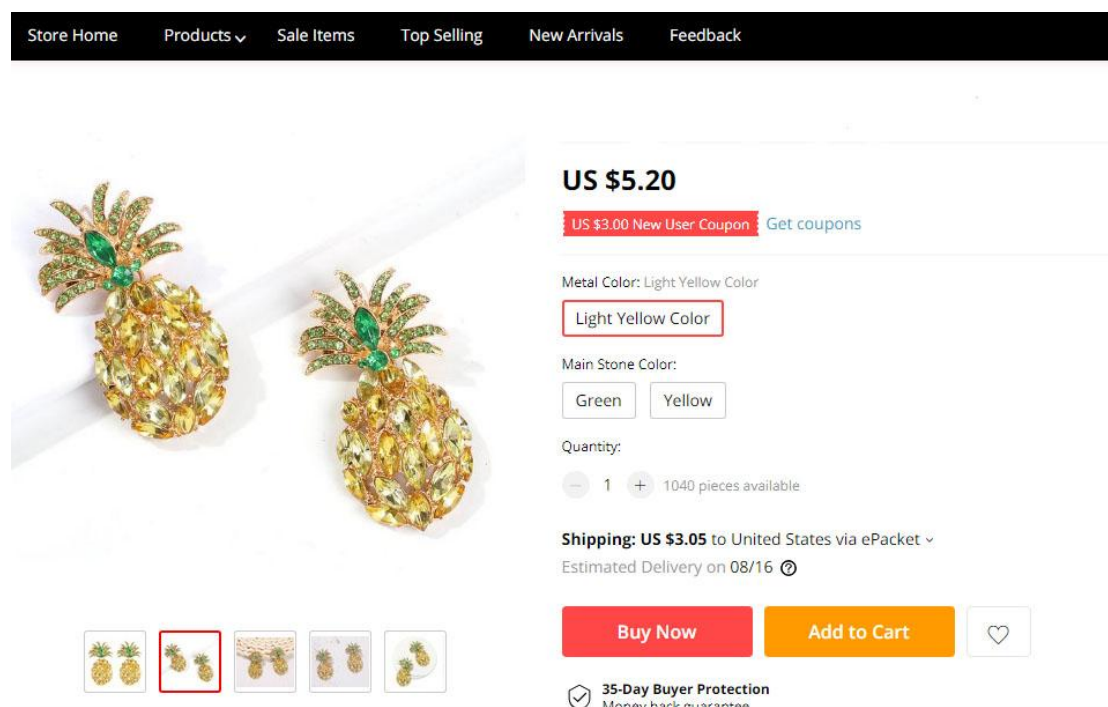


图 1：镶钻亚克力彩钻满钻耳环女黑凤梨夏日清凉热带水果风耳饰

参考词汇：

合金 alloy；电镀 electroplate；人造钻石 crystal；亚克力 acrylic

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分; 拼写错误、大小写错误超过5个单词, 均记0分; 字数少于20词, 本项目记0分
		6分	根据资料中提供的产品图片和中文信息, 用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述, 描述不少于50词, 且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确, 且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题, 标题不少于120字符, 内容与所提供资料中的产品图片和中文信息保持一致, 无侵权行为	拼写错误、大小写错误超过5个单词, 均记0分; 字符少于60个, 本项目记0分
		3分	英文单词拼写正确, 且符合跨境电商平台标题设计格式规范	

6. 试题编号：4-6：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：7.5*6（CM）

重量：18g

处理工艺：电镀

风格：波西米亚，异国情调

造型：长款，圆环

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

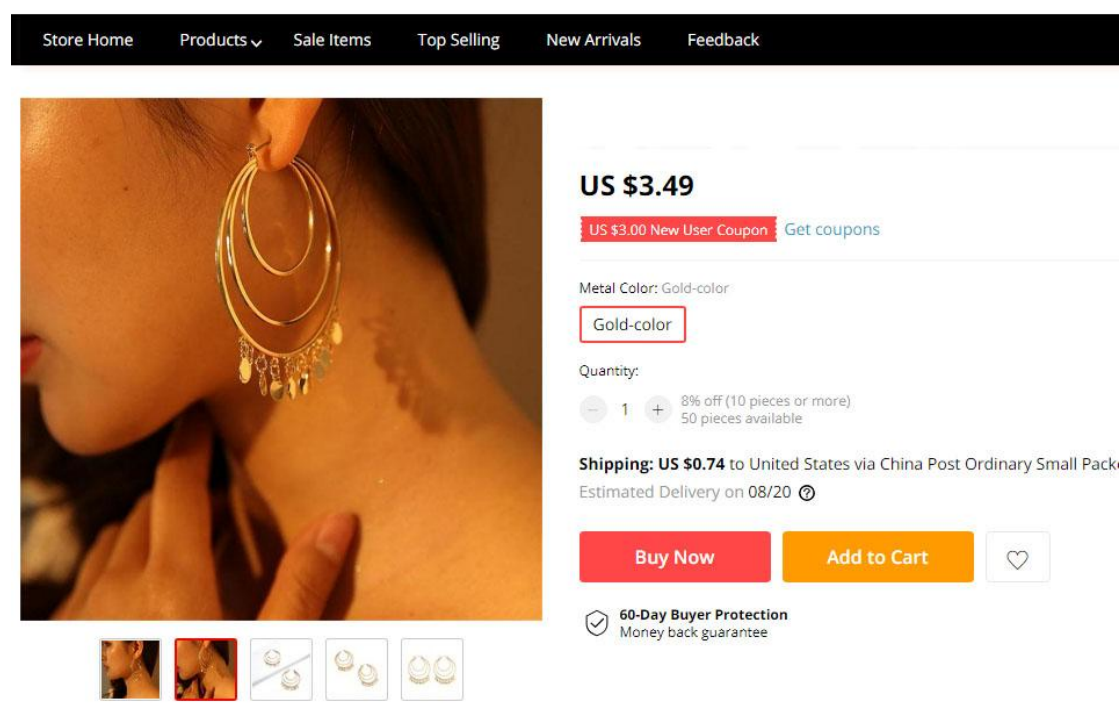


图 1：欧美新款时尚金属感多层项圈合金夸张镂空潮流耳环

参考词汇：

合金 alloy；电镀 electroplate；镂空 hollow out

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注	
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分; 拼写错误、大小写错误超过5个单词, 均记0分; 字数少于20词, 本项目记0分	
		6分	根据资料中提供的产品图片和中文信息, 用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述, 描述不少于50词, 且内容与所提供资料中的产品图片和中文信息保持一致		
		3分	英文单词拼写正确, 且符合跨境电商平台格式规范		
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题, 标题不少于120字符, 内容与所提供资料中的产品图片和中文信息保持一致, 无侵权行为		拼写错误、大小写错误超过5个单词, 均记0分; 字符少于60个, 本项目记0分
		3分	英文单词拼写正确, 且符合跨境电商平台标题设计格式规范		

7. 试题编号：4-7：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：白金色，金色

材质：合金

尺寸：7*8CM

重量：59g

风格：简约

造型：几何形

品牌：PJX

用户群体：恋人，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

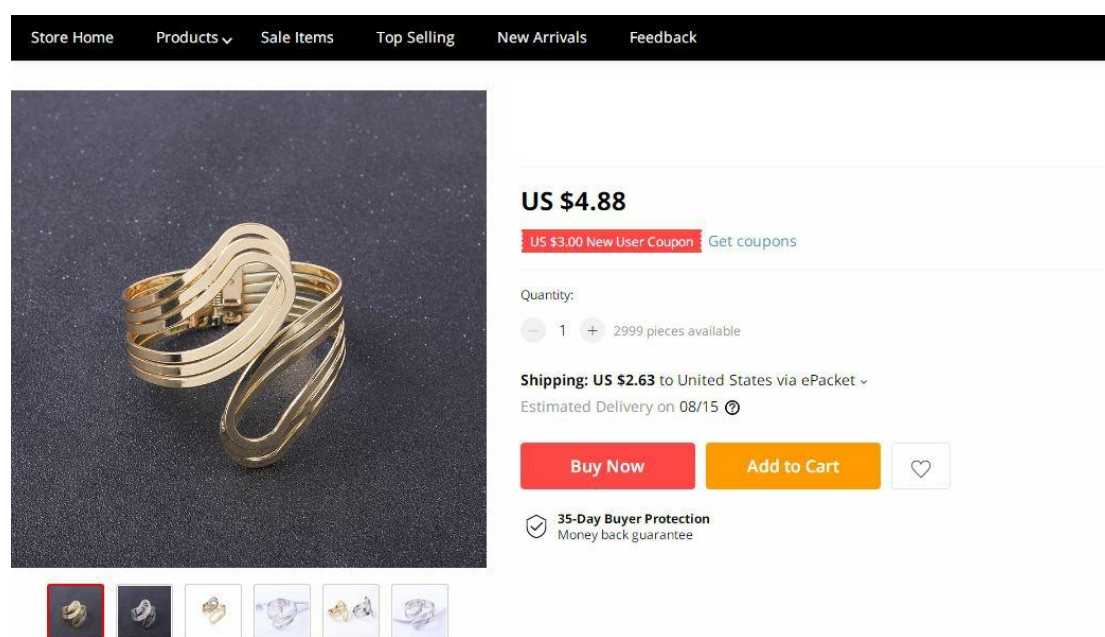


图 1：新款时尚个性夸张开口金属手镯高品质手环

参考词汇：

合金 alloy；金属 metal

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

8. 试题编号：4-8：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：银色

材质：纯银

尺寸：25CM

重量：3.1g

风格：民族风

造型：星星

品牌：PJX

用户群体：恋人，闺蜜，朋友，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

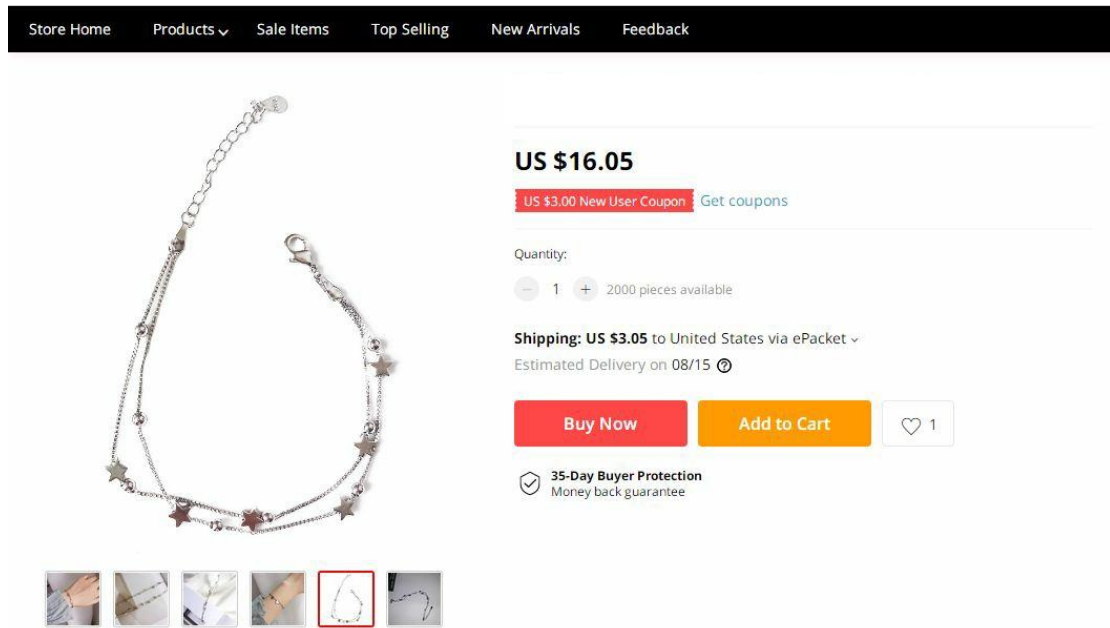


图 1：纯银十二星座足银手链女款韩版双层简约时尚星星手链

参考词汇：

纯银 sterling silver；简约 simple style

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

9. 试题编号：4-9：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：金属

尺寸：17+5CM

重量：28.6g

风格：时尚

处理工艺：电镀

造型：几何形

品牌：PJX

用户群体：恋人，闺蜜，朋友，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

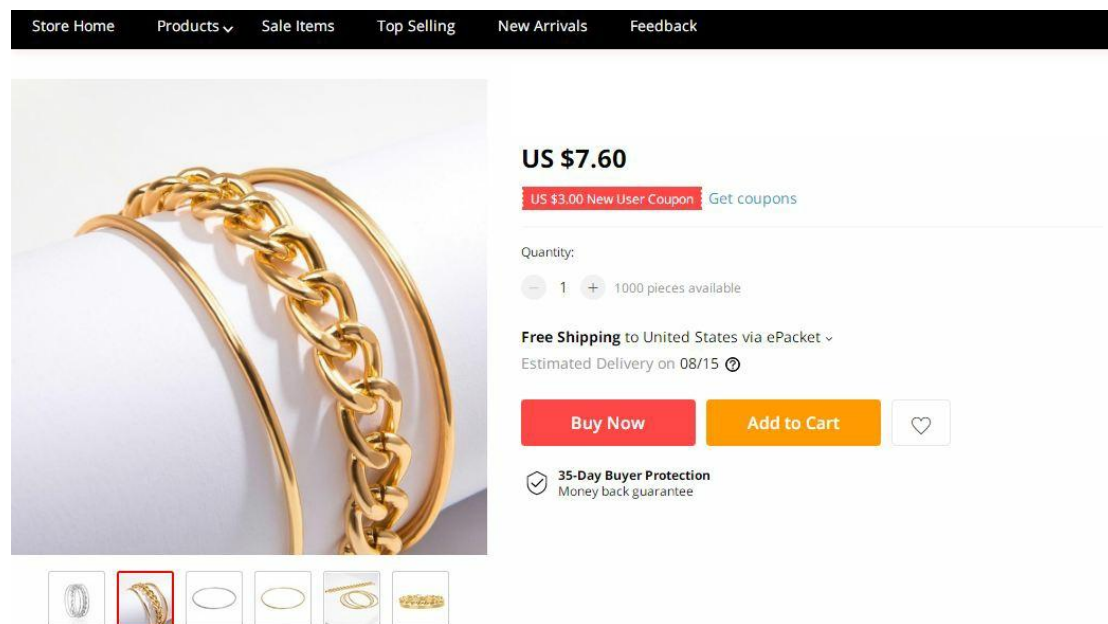


图 1：时尚百搭大众光面细圆环金属链条组合手镯女

参考词汇：

金属 metal；简约 simple style

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分; 拼写错误、大小写错误超过5个单词, 均记0分; 字数少于20词, 本项目记0分
		6分	根据资料中提供的产品图片和中文信息, 用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述, 描述不少于50词, 且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确, 且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题, 标题不少于120字符, 内容与所提供资料中的产品图片和中文信息保持一致, 无侵权行为	拼写错误、大小写错误超过5个单词, 均记0分; 字符少于60个, 本项目记0分
		3分	英文单词拼写正确, 且符合跨境电商平台标题设计格式规范	

10. 试题编号：4-10：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：闪光石，铜

尺寸：18.5+3.5CM 延长链

重量：5.6g

风格：日韩清新

造型：几何形

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

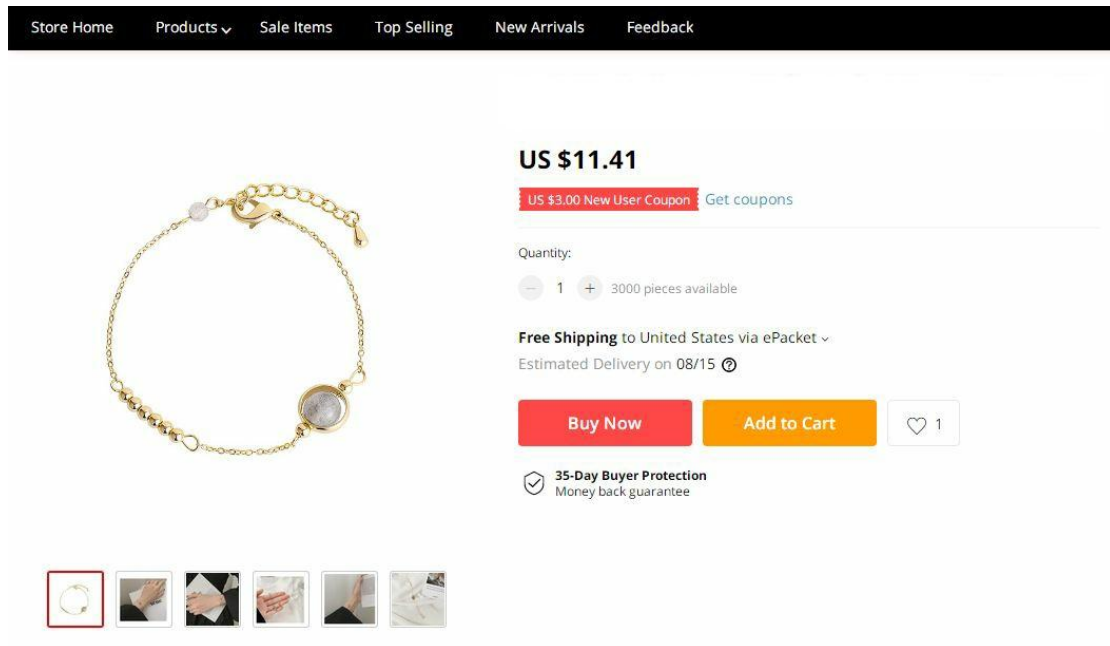


图 1：手链女韩版招桃花转运幸运简约个性学生清新森系闺蜜珠子手饰品

参考词汇：

铜 copper；转运珠 transport bead；闪光石 shining rhinestone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

11. 试题编号：4-11：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：复古银，钛钢黑，金色

材质：钛钢

尺寸：开口可调节

风格：简约复古

品牌：PJX

用户群体：中性，男女通用

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

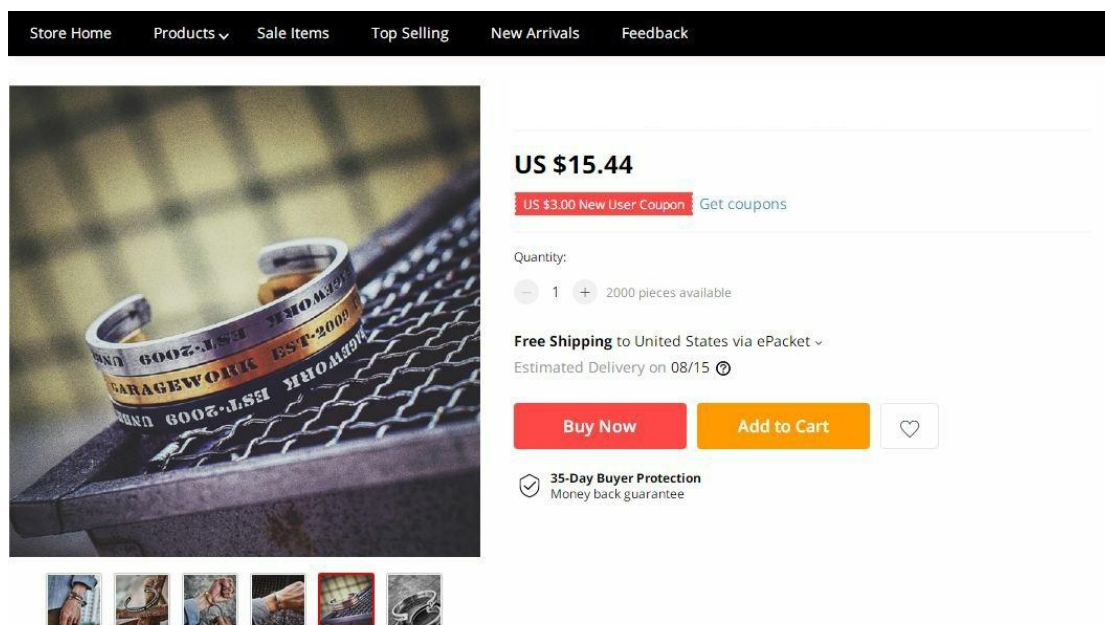


图 1：小众手镯铁手环网红男饰品潮人复古男士个性钛钢金属韩版简约

参考词汇：

钛钢 titanium steel；复古 retro

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

12. 试题编号：4-12：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：银色

材质：铜

尺寸：樱花 8mm，手环直径 5.5cm，可调节

重量：13g

处理工艺：电镀

风格：时尚 清新

造型：花卉

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

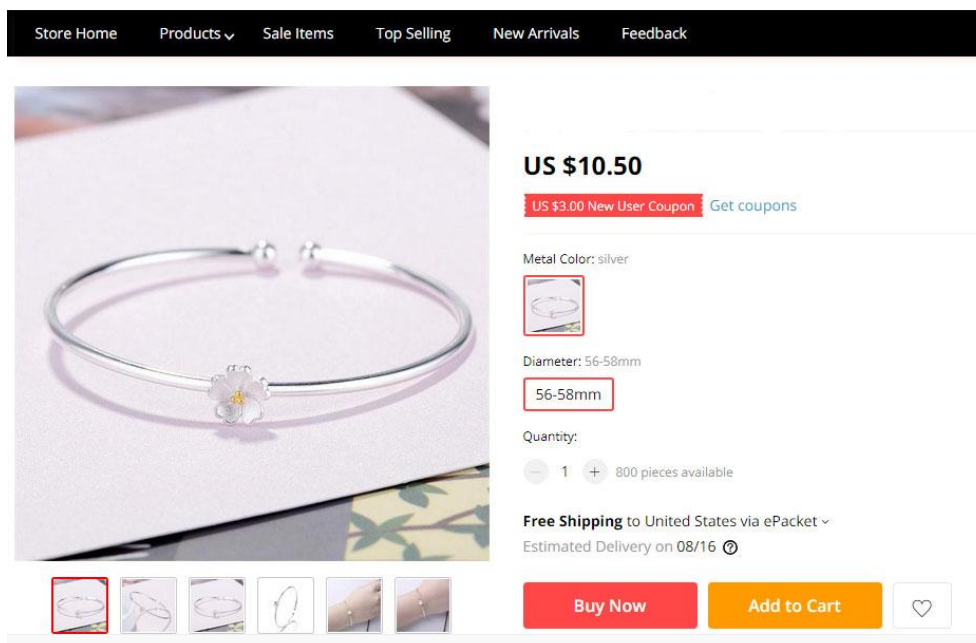


图 1：韩版时尚小樱花手镯细款开口可调节原创设计气质韩国女式手环

参考词汇：

铜 copper；樱花 Sakura

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

13. 试题编号：4-13：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：彩色

材质：铜

尺寸：44.5 (CM)

重量：50g

处理工艺：镶钻

造型：字母

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

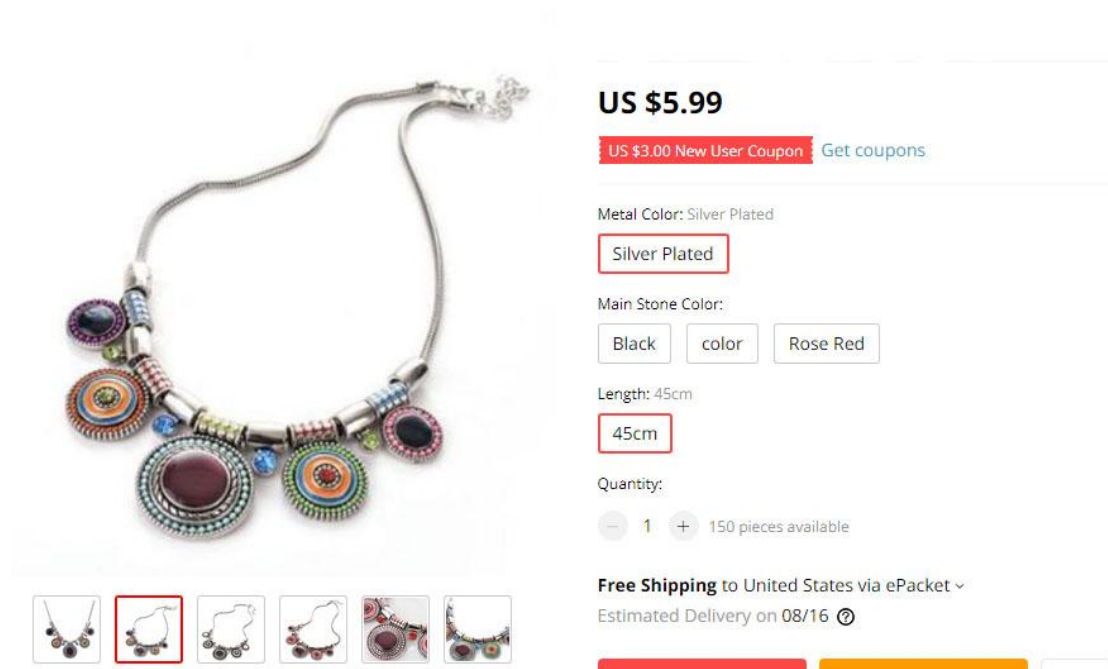


图 1：欧美流行复古奢华民族风女士合金镶嵌钻石波西米亚项链

参考词汇：

合金 alloy；镶嵌 crystal；波西米亚 Bohemian

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

14. 试题编号：4-14：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：38（CM）

重量：20g

处理工艺：镶钻

风格：时尚

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

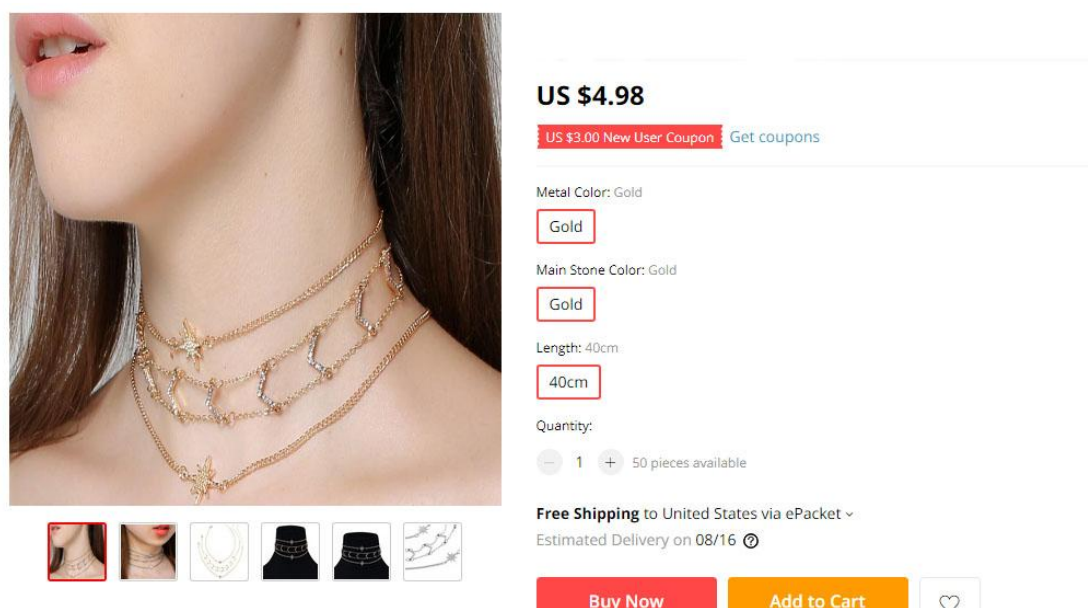


图 1：简约多元素套装项饰双层镶钻 V 型瘦颈项链

参考词汇：

合金 alloy；镶钻 crystal

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

15. 试题编号：4-15：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：41（CM）

重量：18g

风格：简约

造型：流苏

品牌：PJX

用户群体：爱人，闺蜜，妈妈

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

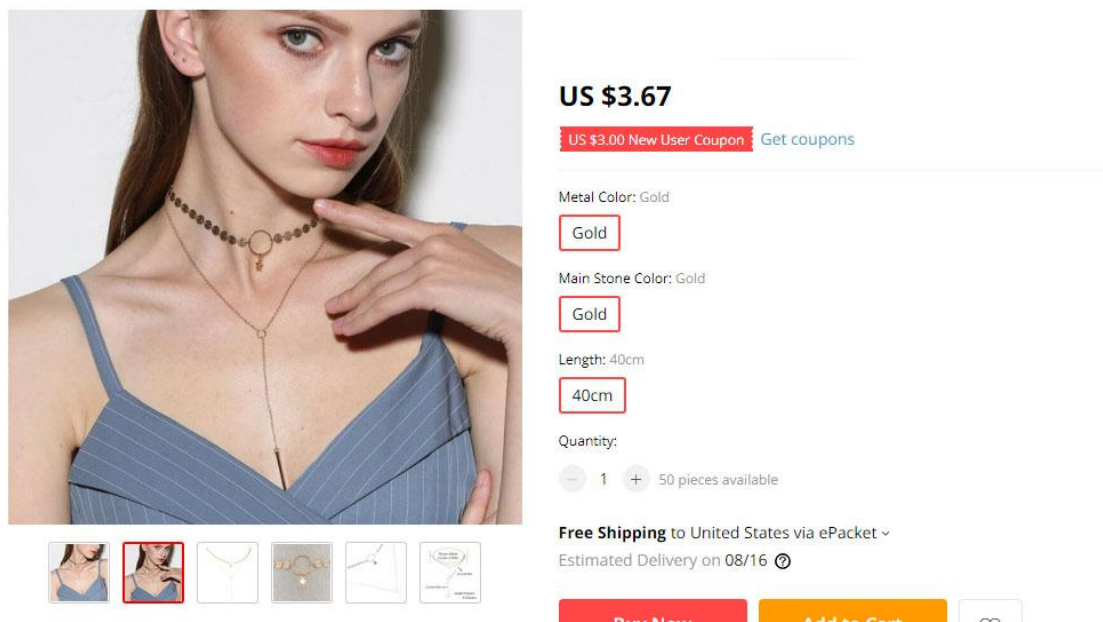


图 1：性感简约街拍手工亮片星星流苏锁骨项链

参考词汇：

合金 alloy；流苏 tassel

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分; 拼写错误、大小写错误超过5个单词, 均记0分; 字数少于20词, 本项目记0分
		6分	根据资料中提供的产品图片和中文信息, 用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述, 描述不少于50词, 且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确, 且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题, 标题不少于120字符, 内容与所提供资料中的产品图片和中文信息保持一致, 无侵权行为	
		3分	英文单词拼写正确, 且符合跨境电商平台标题设计格式规范	

16. 试题编号：4-16：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述：

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：45（CM）

重量：20g

风格：百搭

造型：海螺，贝壳

品牌：PJX

用户群体：恋人，闺蜜，朋友，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

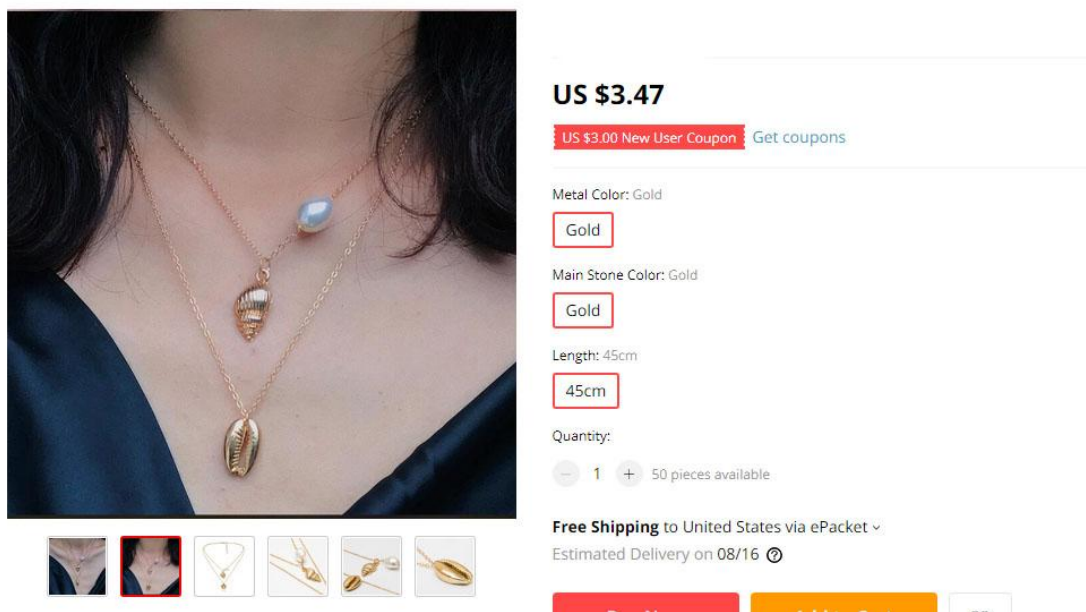


图 1：气质异形珍珠百搭项饰复古海派多层海螺贝壳项链

参考词汇：

合金 alloy；海螺 trumpet shell；贝壳 shell

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

17. 试题编号：4-17：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述：

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金，人造珍珠

尺寸：41（CM）

重量：40g

处理工艺：浮雕

风格：复古

品牌：PJX

用户群体：恋人，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

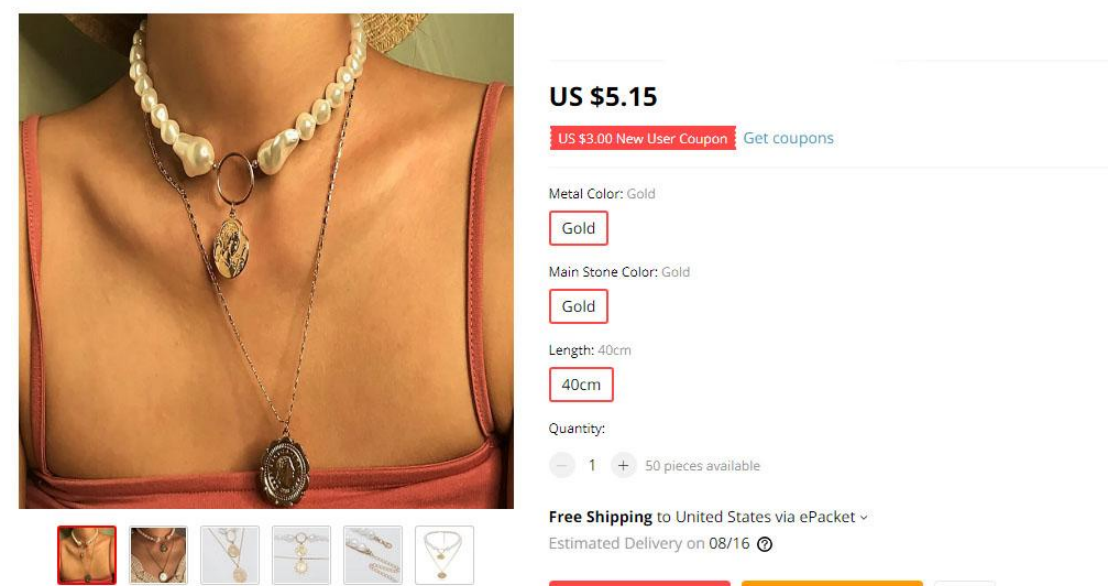


图 1：多层个性立体气质异型珍珠复古人像浮雕项链

参考词汇：

合金 alloy；浮雕 embossed；人造珍珠 simulated pearl

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

18. 试题编号：4-18：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：银色，金色

材质：合金

尺寸：45（CM）

重量：30g

风格：时尚大气

造型：流苏

品牌：PJX

用户群体：恋人，闺蜜，朋友

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

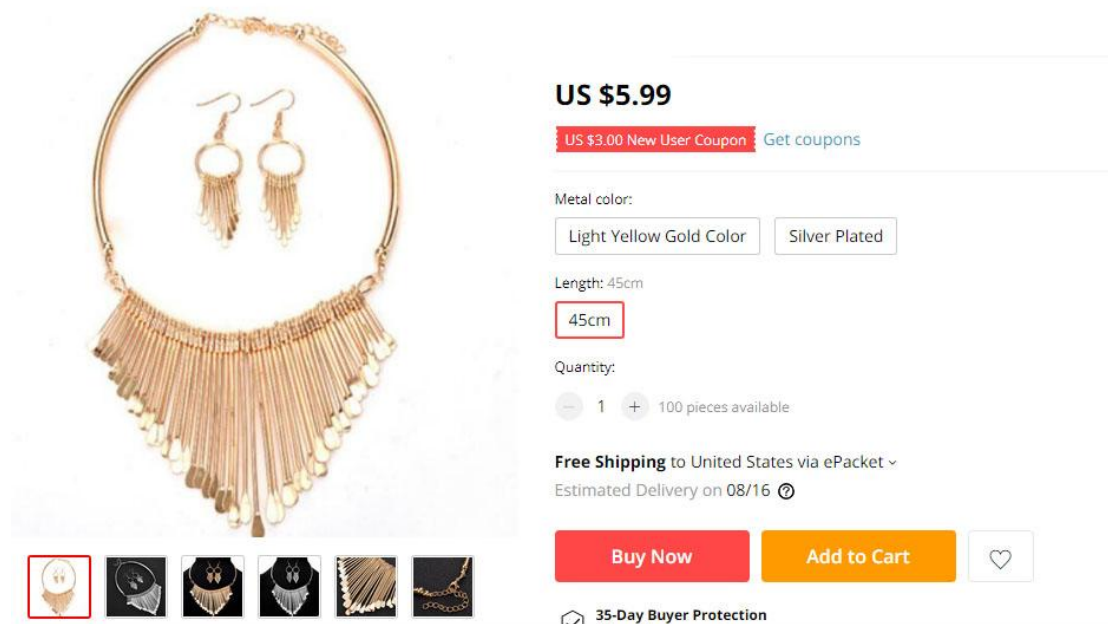


图 1：欧美新款奢华时尚大牌气质百搭多层流苏套饰

参考词汇：

合金 alloy；流苏 tassel

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

19. 试题编号：4-19：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：古银色，古金色

材质：合金，镀银，镀金

尺寸：17.5mm

重量：15g

处理工艺：合金镶嵌人工宝石

风格：复古，民族风

品牌：PJX

用户群体：恋人，朋友，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

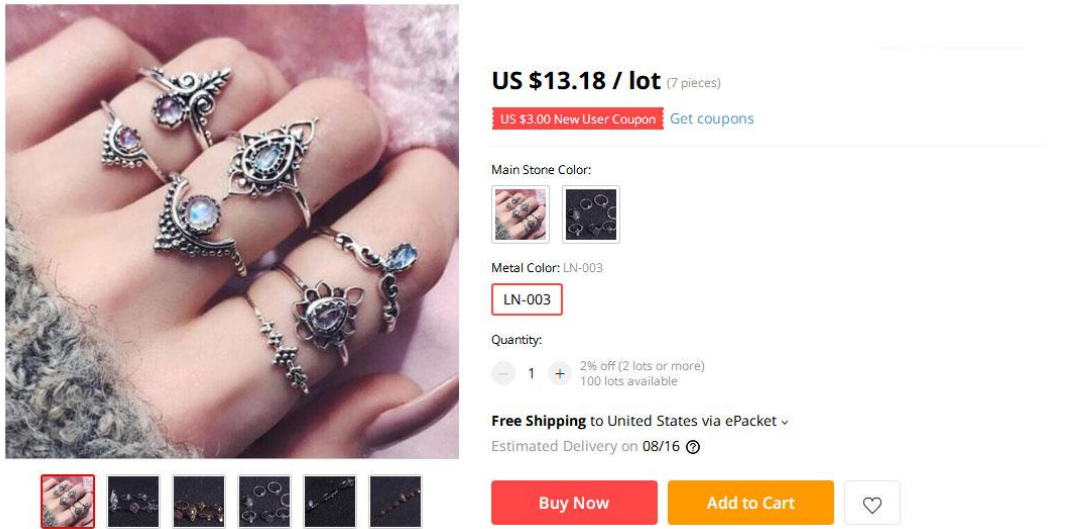


图 1: 复古民族风镂空镶嵌宝石七件套关节戒指

参考词汇:

合金 alloy; 人造宝石 rhinestone

标题设计:

根据资料中提供的产品,用英语完成不少于 120 字符的标题设计,要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1: 跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位,实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

20. 试题编号：4-20：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

①产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：白金色

材质：S925 银+3A 锆石

尺寸：鱼尾 7*6mm/珠子直径 6mm/开口直径 16MM

处理工艺：镶锆石

造型：人鱼尾，尾巴

风格：韩版

品牌：PJX

用户群体：爱人，闺蜜，妈妈

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

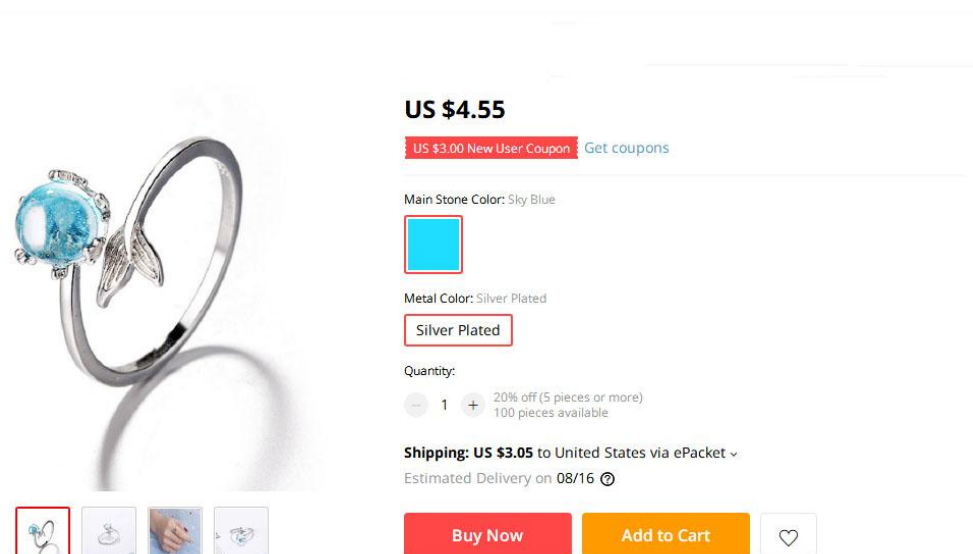


图 1：冷淡风纯银女开口日韩网红学生 S925 银食指戒子美人鱼泡沫眼泪戒指

参考词汇：

纯银 Sterling silver；人造宝石 rhinestone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

21. 试题编号：4-21：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色

材质：合金

尺寸：开口可调节，镶嵌物尺寸：2*2（CM）

重量：4g

处理工艺：电镀

造型：心形

风格：欧美，朋克

品牌：PJX

用户群体：爱人，闺蜜，妈妈

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

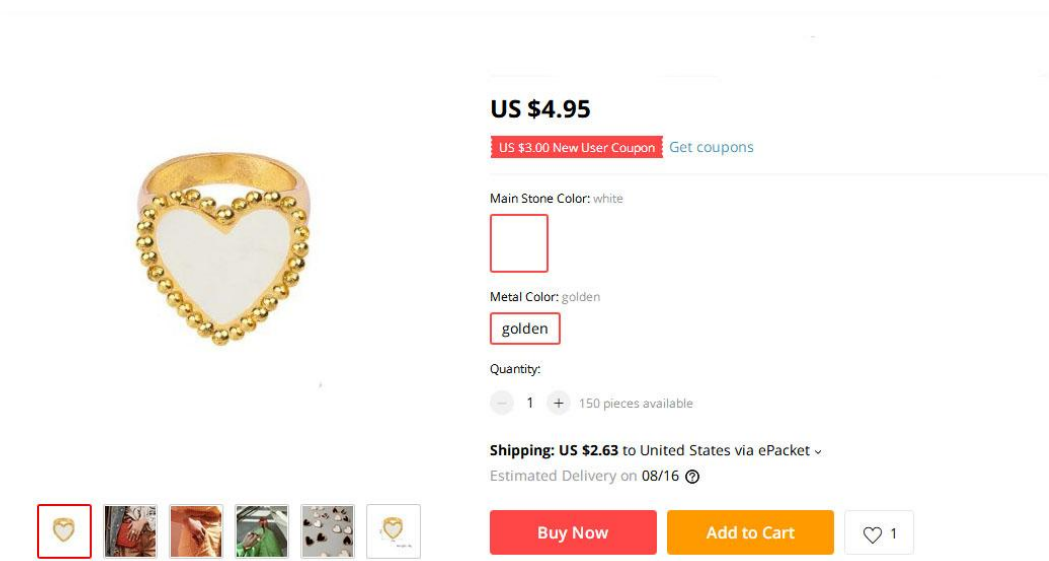


图 1：欧美新款潮流爱心戒指时尚开口朋克滴油女式戒指

参考词汇：

合金 alloy；朋克 punk

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

22. 试题编号：4-22：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：金色，银色

材质：合金

尺寸：装饰物直径 2.7CM

重量：4.3g

处理工艺：镶宝石

造型：贝壳

风格：欧美，波西米亚

品牌：PJX

用户群体：恋人，朋友，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

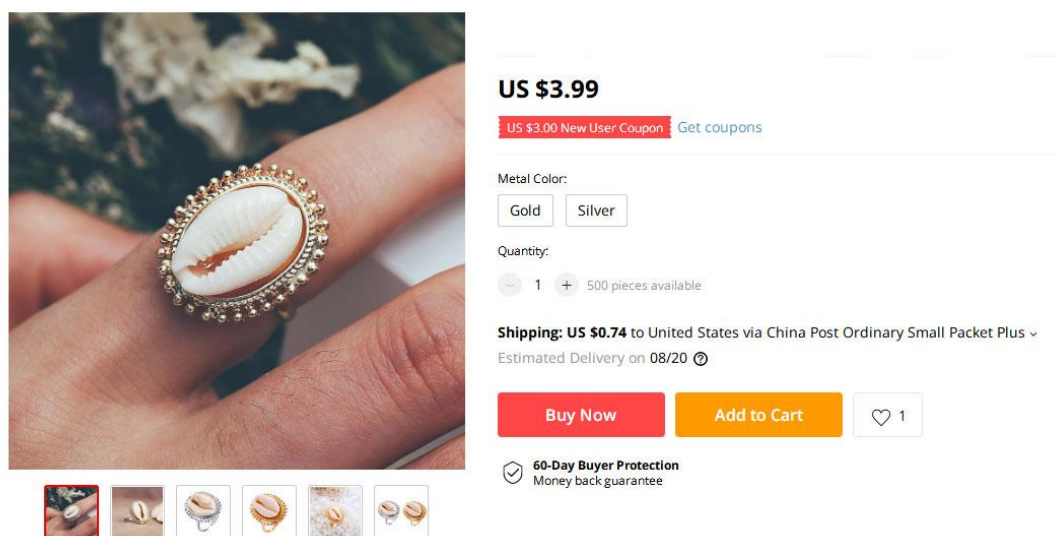


图 1：新款饰品创意合金镶嵌贝壳开口戒指

参考词汇：

合金 alloy；贝壳 seashell

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

23. 试题编号：4-23：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：白金色，金色，玫瑰金色

材质：合金，水钻

尺寸：10*19（MM）

重量：2.9g

处理工艺：合金镶嵌人工宝石

造型：翅膀

风格：可爱，时尚

品牌：PJX

用户群体：恋人，朋友，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

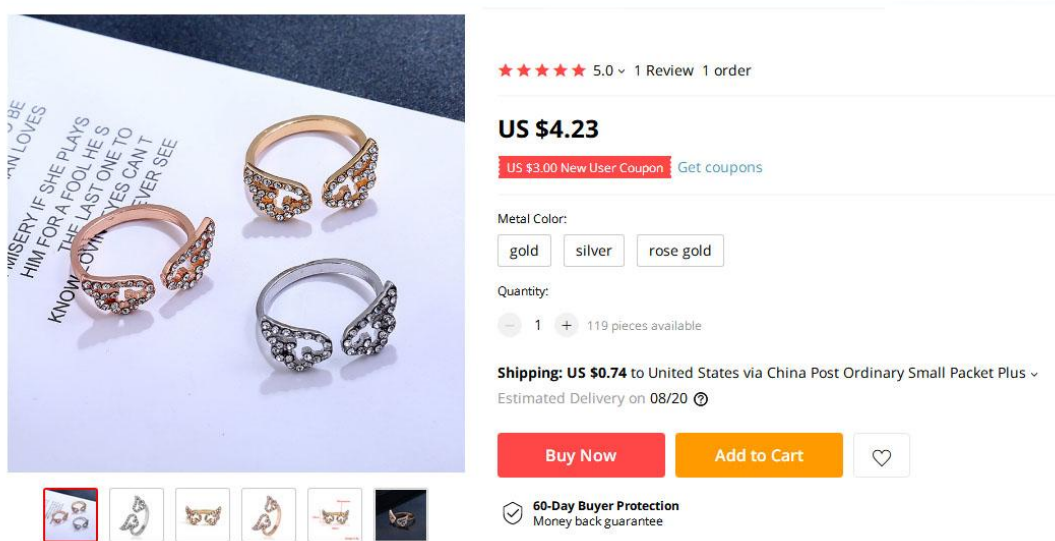


图 1：韩版时尚可爱微镶钻石天使之翼翅膀开口戒指指环女士配饰

参考词汇：

合金 alloy；人工宝石 rhinestone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容		配分	考核点	备注
跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

24. 试题编号：4-24：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：白金色，玫瑰金色

材质：铜

尺寸：20*22（MM）

处理工艺：镶锆石

造型：几何形

风格：韩版

品牌：PJX

用户群体：恋人，朋友，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

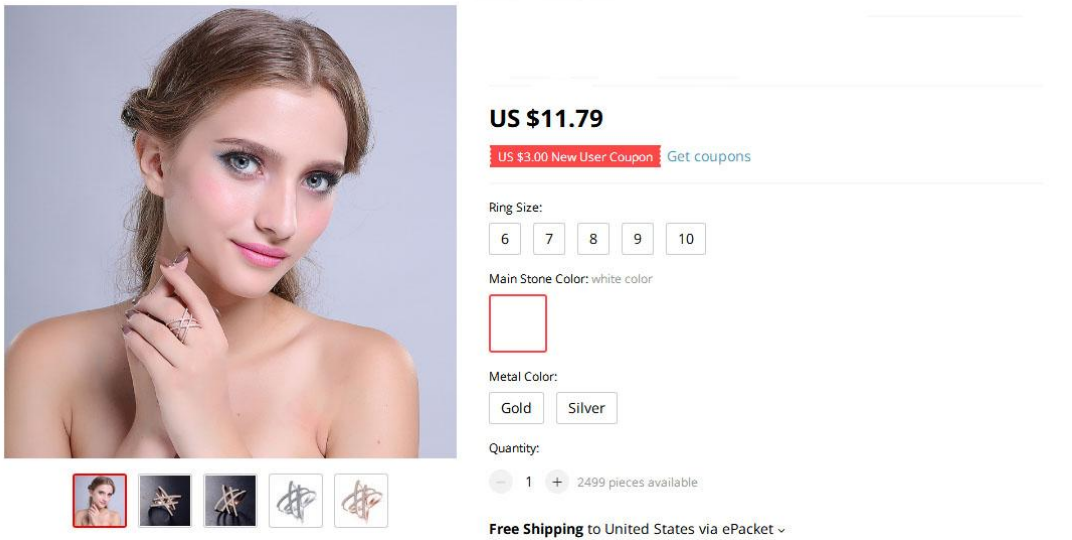


图 1：新款气质个性女戒指欧美大牌爆款钻石铜饰品戒指

参考词汇：

铜 copper；人造宝石 rhinestone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

25. 试题编号：4-25：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：黑色，宝蓝色

材质：合金，水钻

尺寸：4.8*4.8（CM）

重量：18g

处理工艺：镶嵌工艺

造型：眼睛，泪滴

品牌：PJX

用户群体：爱人，朋友，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

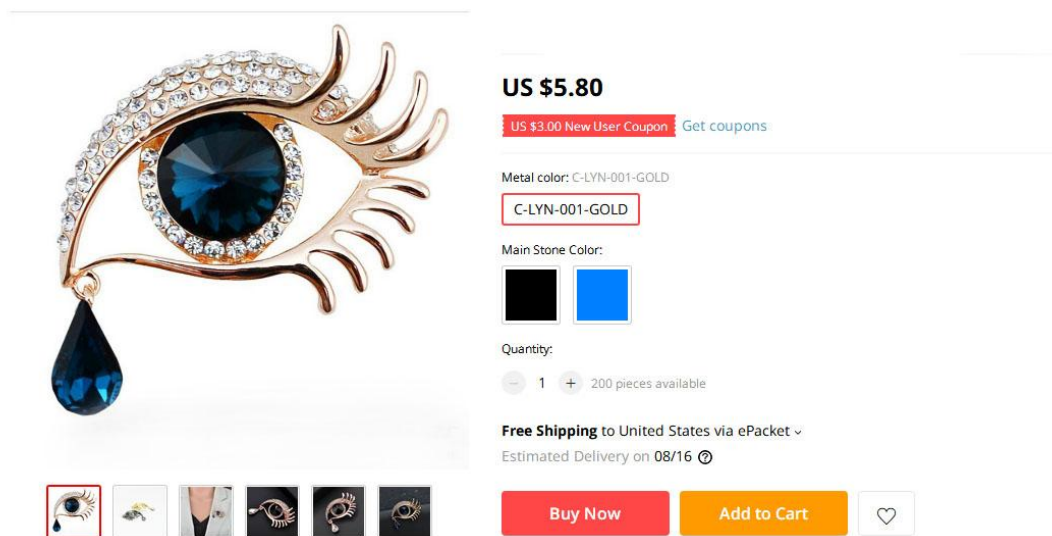


图 1：韩国流行时尚天使之泪气质胸针毛衣外套胸花水钻配饰

参考词汇：

合金 alloy；水钻 crystal；镶嵌 inlay

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

26. 试题编号：4-26：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：银色

材质：合金，水钻，珍珠

尺寸：3.7*3.7（CM）

重量：17g

处理工艺：镶嵌工艺

造型：花朵

风格：个性，可爱，精致

品牌：PJX

场合：舞会，户外，休闲，周年庆，友谊

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

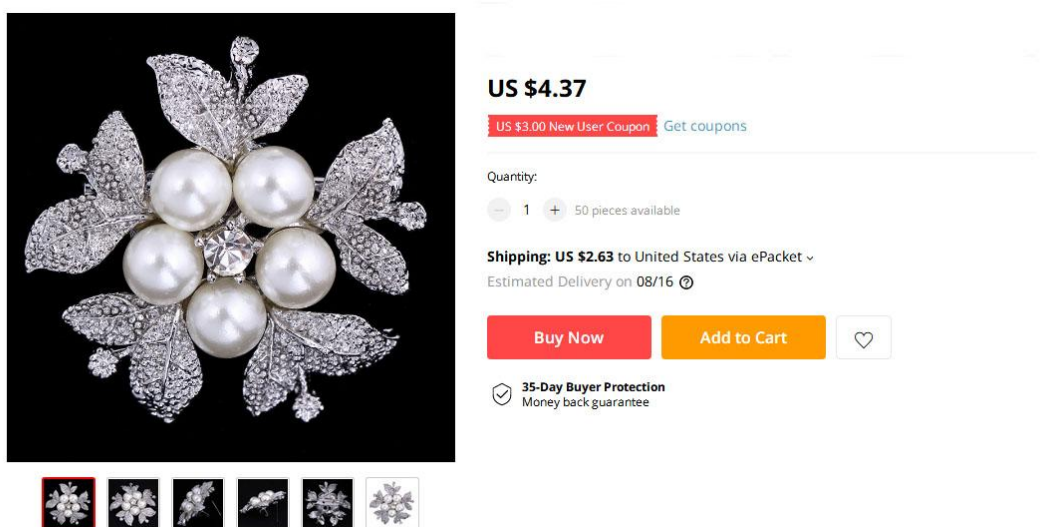


图 1：韩版时尚精美珍珠胸针经典水钻别针热卖胸花爆款

参考词汇：

合金 alloy；水钻 crystal；人造珍珠 simulated pearl

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

27. 试题编号：4-27：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：粉色

材质：合金

尺寸：6.4*3.3（CM）

重量：14.5g

处理工艺：电镀

造型：动物，长颈鹿

风格：个性，可爱

品牌：PJX

场合：户外，休闲，周年庆，友谊

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请放心选购。

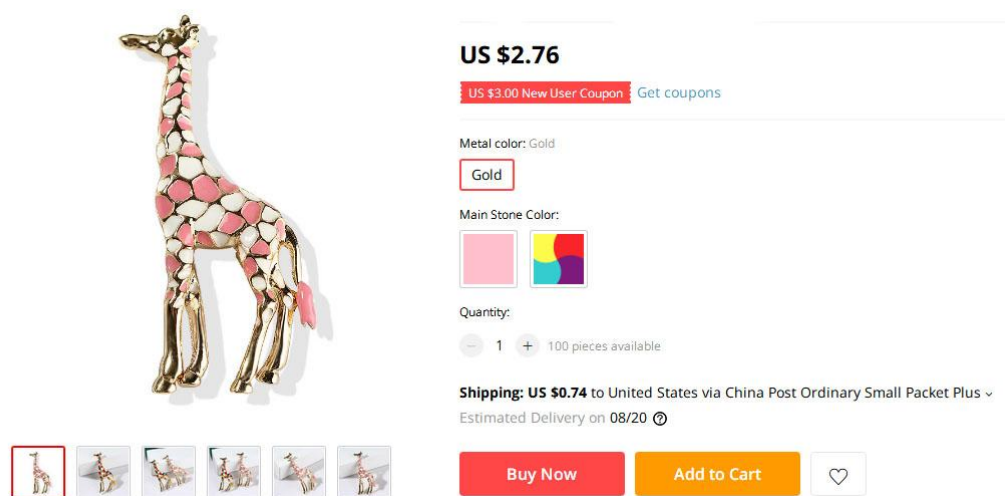


图 1：彩色滴油长颈鹿胸针夸张男女同款别针胸花

参考词汇：

合金 alloy；水钻 crystal；人造珍珠 simulated pearl

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

28. 试题编号：4-28：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

材质：合金，猫眼石

尺寸：5.8*4.6（CM）

重量：20g

处理工艺：电镀

风格：韩版

造型：动物，天鹅

品牌：PJX

用户群体：爱人，闺蜜，妈妈

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

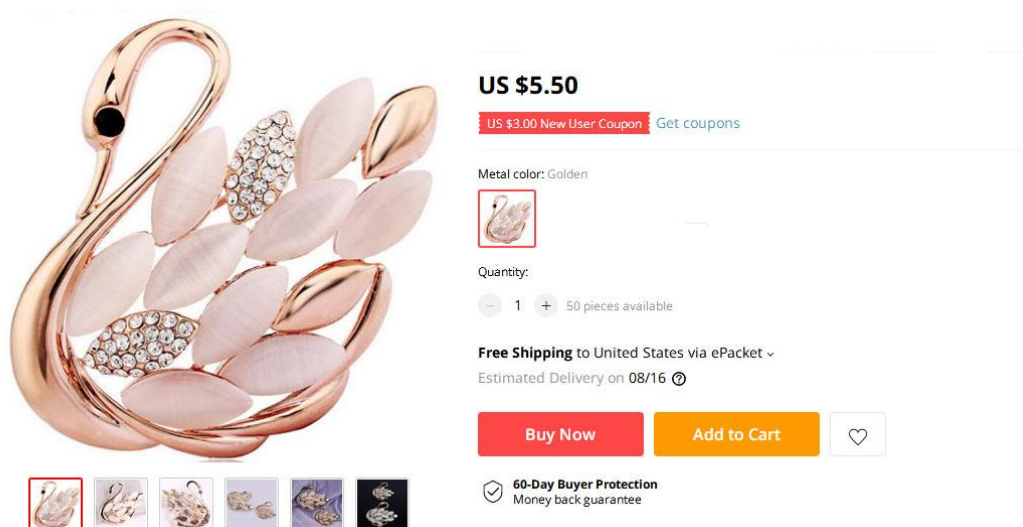


图 1：韩版丝巾扣高档别针猫眼石天鹅胸针女西装开衫胸花

参考词汇：

合金 alloy；镶钻 crystal；电镀 electroplate；人造钻石 rhinestone

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

29. 试题编号：4-29：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：绿色

材质：合金

尺寸：5*4.3（CM）

重量：6g

处理工艺：珐琅

造型：植物花卉

品牌：PJX

用户群体：恋人，朋友，闺蜜，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。

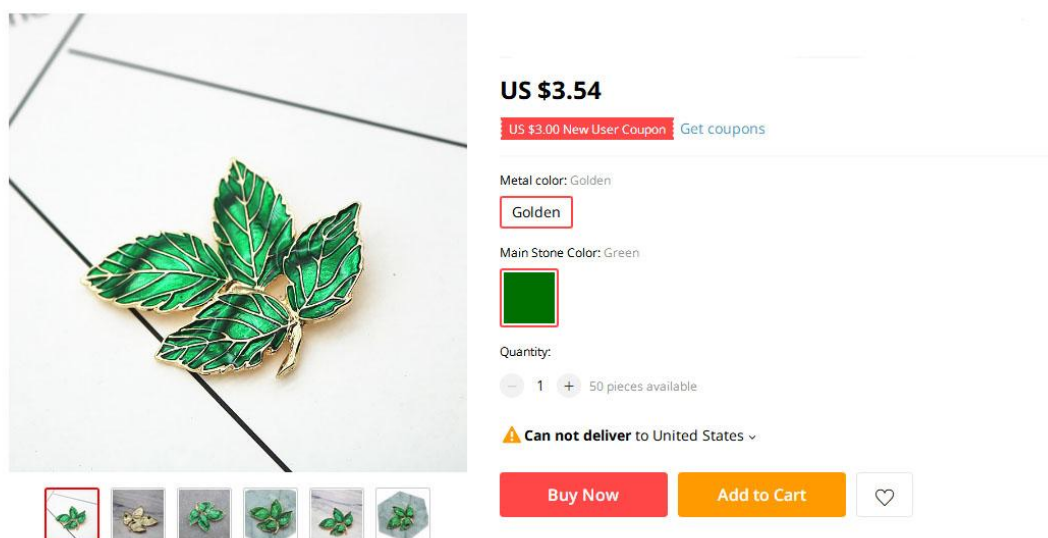


图 1：欧美时尚新款珐琅树叶绿叶大衣西装百搭胸针

参考词汇：

合金 alloy；珐琅 enamel

标题设计：

根据资料中提供的产品，用英语完成不少于 120 字符的标题设计，要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1：跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位，实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2：跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	

30. 试题编号：4-30：跨境电商运营

(1) 任务描述

I 注意事项

- ① 所有考试项目均为机上操作，闭卷考试；
- 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存入 F 盘并命名为：考生号（即考生当日抽取号码）+跨境电商运营
- 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。

II 考核要求

① 产品描述

根据产品图片，阅读中文信息，完成产品英文描述，要求中英文信息一致。

② 标题设计

阅读产品中文信息，设计产品标题，要求中英文信息一致。

III 抽考试题

产品描述

请根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，要求描述不少于 50 词，且内容与所提供资料中的产品图片和中文信息保持一致。

参考信息：

颜色：彩色

材质：合金，水钻

尺寸：4.5*5（CM）

重量：18g

处理工艺：油画工艺

造型：动物，猫头鹰

品牌：PJX

用户群体：爱人，朋友，母亲

注意：由于光线和显示器原因，实物和照片会有色差，产品实物更漂亮，请

放心选购。



图 1: 胸针女欧美复古风格个性百搭饰品猫头鹰镶钻胸花

参考词汇:

合金 alloy; 油画工艺 painting process; 人造珍珠 simulated pearl

标题设计:

根据资料中提供的产品,用英语完成不少于 120 字符的标题设计,要求标题内容与所提供资料中的产品信息保持一致。

(2) 实施条件

表 1: 跨境电商运营实施条件

项目	基本实施条件	备注
场地	跨境电商实训室配置 40 个操作台面和座位,实训室照明通风良好。	必备
设备	跨境电商实训室配有 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《跨境电商》课程理论基础与实践教学指导经历。	必备

(3) 考核时量

30 分钟

(4) 评分细则

表 2: 跨境电商运营评分细则

评价内容	配分	考核点	备注
------	----	-----	----

跨境电商运营 (20分)	产品描述	3分	正确运用跨境电商平台产品信息描述中常用的词汇、句型和惯用表达法	信息点每缺失一处扣2分；拼写错误、大小写错误超过5个单词，均记0分；字数少于20词，本项目记0分
		6分	根据资料中提供的产品图片和中文信息，用英语完成产品的颜色、款式、尺寸、型号、材质、规格、特点等相关信息的描述，描述不少于50词，且内容与所提供资料中的产品图片和中文信息保持一致	
		3分	英文单词拼写正确，且符合跨境电商平台格式规范	
	标题设计	5分	能熟练运用跨境电商平台标题设计中常用的词汇准确且全面地设计产品标题，标题不少于120字符，内容与所提供资料中的产品图片和中文信息保持一致，无侵权行为	拼写错误、大小写错误超过5个单词，均记0分；字符少于60个，本项目记0分
		3分	英文单词拼写正确，且符合跨境电商平台标题设计格式规范	