GEELY 湖南吉利汽车职业技术学院
HUNAN GEELY AUTOMOBILE COLLEGE

湖南吉利汽车职业技术学院

商务英语专业

技能考核题库

商务英语专业技能考核题库

商务英语专业技能考核题库结构一览表

技能	模块	项目名称	试题编号	测试的能力与素质	试题难易程度		
					较难	中等	较易
专业基本技能	模块一	国际商务信息检索与商务文书翻译	20 套（1-1 至 1-20）	商务文书检索与翻译		√	
岗位核心技能	模块二	商务谈判对话和外贸函电撰写	20 套（2-1 至 2-20）	商务谈判		√	
	模块三	外贸单证缮制	20 套（3-1 至 3-20）	外贸单证缮制		√	
跨岗位综合技能	模块四	跨境电商操作	20 套（4-1 至 4-20）	跨境电商操作		√	

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模块一：国际商务信息检索和商务文书翻译

试题编号：1-1：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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), 2 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 bron y6gthers 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 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 3 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 4 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! 5 The Lotus slippers made by our company are reasonable in price and excellent in quality, which are extremely suitable for all ages. Our products have various colors as well as abundant types with different styles. The slippers are made of environmental protection materials which have neither pollution nor special smelling with exquisite

workmanship. In order to show our appreciation for the new and old customers, we'll hold promotion activities in October, during which you can buy one and get one for free. Welcome to select and purchase our products!

二、实施条件

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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-2：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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. 8 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. 9

"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 10 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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-3：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 _____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

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-4：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

4、考试资料：

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!

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-5：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 25 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)	9:00-11:00a.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	2:00-4:00p.m. attend the annual meeting of import&export department
Wednesday (Dec. 4th)	draw up the contract	

Thursday (Dec. 5th)	9:00-12:00a.m. discuss the details of the contract	2:30-3:00p.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	2:00p.m. take flight CS2018 to go back to America

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。

试题编号：1-6：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 29 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 30 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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-7：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 33 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 34 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!

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-8：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 Rene Lawson Hardy, borrowed $45,000 from family and friends to open the 38 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 39 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 40 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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-9：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 43 progressed towards the production of animal feed, allowing for the company to further integrate towards livestock farming(畜牧业). The completion of CP's fully integrated agribusiness (from seed to feed to food) is a combination of both experience gained throughout the years, in parallel, with the addition of technological advances developed locally and acquired from abroad.

In our first 30 years of expansion, CP became the fifth largest feed mill (饲料加 工厂)

operator in the world, and by the 1990's, production reached an annual total of 14 million tons at its 144 mills in countries including India, China and United States. Today, as Charoen Pokphand Group continues to actively invest and operate in numerous industries across the world, agribusiness still is deeply rooted within the foundations of the organization as it branches further into the international markets. Today, it has grown into multinational enterprise, with more than 250 subsidiaries in 20 countries.

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

Benefit to the Country

Benefit to the People

Benefit to the Company.

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

Aside from developments for the sustainability of the overall industry, we emphasize product development to satisfy consumer requirements. Our quality cycle begins from the field to the consumer, along the whole production chain. The quality 44 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!

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-10：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 48 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 49 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.

Slimmm

It has been carefully designed to fit our modern lifestyle and help you with a nutritious, well balanced, scientifically based, effective weight management program. Slimmm is a Meal Replacement Program which recommends you eat 3 meals and 3 snacks a day and enjoy a breakout day once a week, where you eat a normal moderate diet. This day allows you to enjoy social occasions with family or friends once a week 50 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. 51

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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。

试题编号：1-11：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 53 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, 55 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 56 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 next3 – 5 years.

②商务文书翻译：（10 分）

Directions: Translate the following product description into Chinese:

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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.

二、实施条件

表 3：实施条件

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场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有一台服务器，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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-12：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 59 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. 60 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 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 clienteles 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 61 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 product description into Chinese:

62 Lotus Slippers, Buy one and Get One Free!

The Lotus slippers made by our company are reasonable in price and excellent in quality, which are extremely suitable for all ages. Our products have various colors as well as abundant types with different styles. The slippers are made of environmental protection materials which have neither pollution nor special smelling with exquisite workmanship. In order to show our

appreciation for the new and old customers, we'll hold promotion activities in October, during which you can buy one and get one for free. Welcome to select and purchase our products!

二、实施条件

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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-13：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 65 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 66 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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-14：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

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2、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。

3、考试资料：

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 70 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 71 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.

二、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
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测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量

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四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-15：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 75 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 76 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 77 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 78 buy one and get one for free. Welcome to select and purchase our products!

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-16：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 81
- 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.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	

		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、条条款等翻译错误，每 项扣 0.5 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。	

试题编号：1-17：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 86 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 88 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.

二、实施条件

表 3：实施条件

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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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-18：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 91 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. 94 We apologize for causing you a good deal of inconvenience.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-19：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 96 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 palletechs, are state of the art machines. They give MH&W a competitive advantage because of the large size range of parts they can machine.

Our production facility handles average lot sizes from 50 to 500 units. Annual volumes range from 1,000 units to more than 40,000 units.

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

In addition, we have a wide array of grinding and hobbing equipment. 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 98 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, 7th Floor MIT Building.

Agenda

1. Financial report - Mr. Lee (Vice President of Finance)

Report on last year's performance.

2. Business plan - Mr. Blake (Vice President of Marketing)

Analysis of business plan for 2014, including income, budget, and new clients. 3. New business - Mr. Smith (CEO)

Discussion of future cooperation with Sany Group.

3. Travel policy - Mr. Smith (CEO)

Discussion of what and how employees are paid when travel for business purposes.

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每项扣 0.5 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。	

试题编号：1-20：国际商务信息检索与商务文书翻译

一、任务描述

1、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。

2、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。

3、考试资料：

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 102 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 103 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 104 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

二、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

三、考核时量

60 分钟

四、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	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	10	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。	
		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、条条款等翻译错误，每 项扣 0.5 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。	

模块二：商务英语谈判

序号	技能	模块	考核项目	题量		考核时间	抽考题数
2	专业核心技能（必考、二选一）	商务英语谈判	商务谈判对话	20 小题	20 套题	30 分钟	1 套
			外贸函电撰写	20 小题			

试题编号 2-1：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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, Gilmoss, 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 100,000,000 US dollars. It has been awarded the honorable title of one of "the First 500 Enterprises in China" for four years continually.

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

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

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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.

五、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

六、考核时量

60 分钟

七、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	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。	
外贸函电撰写	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。	

试题编号 2-2：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 100,000,000 US dollars. It has been awarded the honorable title of one of "the First 500 Enterprises in China" for four years continually.

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

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

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-3：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 100,000,000 US dollars. It has been awarded the honorable title of one of "the First 500 Enterprises in China" for four years continually.

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

4. 抽考试题

① 商务谈判对话：　　（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 re-inspection;

---- 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 Jun (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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-4：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 100,000,000 US dollars. It has been awarded the honorable title of one of "the First 500 Enterprises in China" for four years continually.

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

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

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写：　　（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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-5：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 100,000,000 US dollars. It has been awarded the honorable title of one of "the First 500 Enterprises in China" for four years continually.

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

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

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写：　　（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.	*TG503726*	Order No.	*152*
Name	*FUXIA LEATHER PLATFORM SANDALS*		
Model	*BIAN-1002 sandals*	Quantity	*1,500 pairs*
Value	*USD41100.00*	Specification	*BIAN-1002*
ETD	*10 April, 2011*	Name of Vessel	*White Whale*
Port of Loading	*Shanghai*	Port of Destination	*Ontario*

二、 实施条件

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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-6：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写：　　（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 Stainless Steel Helical Gear from the exporter;

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

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

二、 实施条件

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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-7：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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 inquires. **(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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-8：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 wettngen Switzerland
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30

E-mail	info@Mali-group.com

③ 出口方信息

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

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

Besides constantly improving the quality of our products, Sany Group is also committed to providing customers with all-round and efficient services. 15 logistics centers and spare parts warehouses have been set up with logistics and service systems all over the world.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-9：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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	*3KR1 Liner Kit*	*4LE1 Liner Kit*	*6BG1 Liner Kit*
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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-10：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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
E-mail	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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-11：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写：　　（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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-12：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写：　　（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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-13：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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.

4. 抽考试题

① 商务谈判对话：　　（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 delightedly 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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-14：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

② 进口方基本情况

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.

4. 抽考试题

① 商务谈判对话：（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 外贸函电撰写：（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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-15：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

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2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

② 进口方基本情况

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.

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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.

4. 抽考试题

① 商务谈判对话：　　（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 that 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: Liu Yang (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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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		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。	回少于 3 个，本项目记 0 分。
外贸函电撰写	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。 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。	信函字数少于 25 词，本项 目记 0 分。

试题编号 2-16：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

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2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

② 进口方基本情况

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

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

Company Development Path

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

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Value

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Comments from Premier Wen Jiabao

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

4. 抽考试题

① 商务谈判对话：　　（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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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		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。	回少于 3 个，本项目记 0 分。
外贸函电撰写	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。 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。	信函字数少于 25 词，本项 目记 0 分。

试题编号 2-17：商务谈判对话与外贸函电撰写

一、 任务描述

1. 注意事项

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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。

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2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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 3rd road, Changsha, Hunan, China
Zip code	410138
Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

② 进口方基本情况

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
Fax	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.

4. 抽考试题

① 商务谈判对话：（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 外贸函电撰写：（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.

二、 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

三、 考核时量

60 分钟

四、 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		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。	回少于 3 个，本项目记 0 分。
外贸函电撰写	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。 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。	信函字数少于 25 词，本项 目记 0 分。

试题编号 2-18：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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
Fax	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.

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”.

4. 抽考试题

① 商务谈判对话： （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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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。	

试题编号 2-19：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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
Fax	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.

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”.

4. 抽考试题

① 商务谈判对话： （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 外贸函电撰写： （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 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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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

		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。	项 目记0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。	

试题编号 2-20：商务谈判对话与外贸函电撰写

一、 任务描述

1. 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。

2. 考试要求：

① 商务谈判对话设计：

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

② 商务函电撰写：

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

3. 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
Fax	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.

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”.

4. 抽考试题

① 商务谈判对话： （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 外贸函电撰写： （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.

二、 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

三、 考核时量

60 分钟

四、 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	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。	
外贸函电撰写	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

		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。	项 目记0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

试题编号 3-1：外贸单证缮制

二、 任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

5. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

6. 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
Zip code	410100
Phone	0086-21-20271820
Fax	0086-21-20271861
E-mail	crd@sany.com.cn

② 进口方基本情况

表 2：进口方基本情况

Company	MERCI TRADING CO.
Url	http://www.mhw-intl.com/about.htm
Office Address	9-11HARVARD WAY,CANNING VALE 6155,WESTERN AUSTRALIA,AUSTRALIA
Toll free	无
Phone	（08） 9455 5100
Fax	(08) 9455 5105

③ 合同

销售合同

SALES CONTRACT

SELLER： SANY GROUP **NO:** SY10524

SANY INDUSTRY TOWN,ECONOMIC AND **DATE:** MAY 08,2011

TECHNOLOGICAL DEVELOPMENT **SIGNED IN:** CHANGSHA

CHANGSAH,HUNAN,CHINA

BUYER: MERCO TRADING CO

9-11 HARVARD WAY,CANNING VALE 6155， WESTERN AUSTRALIA,AUSTRALIA

This contract is made by and agreed between the BUYER and SELLER ,in accordance wi.th the terms and conditions stipulated below

1.Commodity&Specification	**2.Quantity**	**3.Unit Price &Trade Terms**	**4.Amount**
			CFR MELBOURNE
PIPE FOR ENGING	4,OOOPCS	USD 3/PC	USD12,000.OO
R130(UP PIPE)	6,OOOPCS	USD 4/PC	USD24,000.00
R200(DOWN PIPE)	3,000PCS	USD 2/PC	USD6,000.00
R220(UP PIPE)			
Total:	13,000PCS		USD42,000.00

5. Total Value SAY U.S DOLLARS FORTY TWO THOUSAND ONLY

6. Packing PACKED IN CARTONS OF 50 PCS EACH

TATAL: 260 CARTONS

7. Shipping Marks N/M

8. Time of Shipping & means of Transportation

TO BE EFFECTED BEFORE THE END OF JUNE 2010 FROM SHANGHAI TO MELBOURNE WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: MELBOURNE

10. Terms of Payment TO BE MADE BY30 DAYS L/C

11. Remarks

The Buyer **The Seller**

MERCO TRADING CO. SANY GROUP

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 120006/08

31C: DATE OF ISSUE 110612

31D: DATE AND PLACE OFEXPIRY 110608 CHINA

50: APPLICANT

MERCO TRADING CO.

9-11 HARVARD WAY, CANINGVALE 6155

WESTERN AUSTRALIA, AUSTRALIA

59: BENEFICIARY

SANY GROUP

SANY INDUSTRY TOWN, ECONOMICANDTECHNOLOGICAL ZONE, CHANGSHA,

HUNAN, CHINA.

32B: AMOUT USD410,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE HSBC BANK, BELBOURNE BRANCH

43P: PARTIA SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD NINGBO, CHINA

44B: FOR TRANSPORTATION TO MELBOURNE,AUSTRALIA

44C: LATEST DATE OF SHIPMENT 110630

45A: DESCRIPTION OF GOODS

PIPE FOR ENGINE

4,000 PCS R130 (UP PIPE) USD 3/PC
6,000 PCS R200 (DOWN PIPE) USD 4/PC

3,000 PCS R220 (UP PIPE) USD 2/PC

CIF MELBOURNE

46A: DOCUMENTS REQUIRED5

+ORIGINAL SIGNED INVOICE PLUS THREE COPIES.

+PACKING LIST IN TRIPLICATE.
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED “FREIGHT PREPAID” AND NOTIFY APPLICANT.
+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+MARINE INSURANCE POLICY FOR 110PCT OF INVOICE VALUE, BLANK ENDORSED,

COVERING ALL RISKS, CLAIMS PAYABLE AT DESTINATION.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT

ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS

WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION,

CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON

NEGOTIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS

SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES

OUTSIDE AUSTRALIA ARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST

BEPRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE

VALIDITY OF THE CREDIT.

⑤ 相关资料

(1)INVOICE NO. : SY396556

(2)INVOICE DATE: MAY 20, 2011

(3)PACKING:

PACKED IN CARTON

G.W. : 10 KGS/CTN

N.W. : 9 KGS/CTN

MEAS: 0.02 CBM/CTN

PACKED IN ONE CTN OF 50 PIECES
TOTAL ONE 20’ CONTAINER

(4)VESSEL: PEACEV. 0107

(5)B/L NO. : COCS000582

(6)B/L DATE: JUNE 28, 2011

(7)POLICY NO. : SH048852

(8)REFERENCE NO. : 20110615

7. 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 请根据以上考试资料缮制商业发票。（本题共 15 分）

（注：信用证的信息必须是修正后的正确信息）

三一重工

Sany Group

Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China

TEL: 0086-21-20271802 FAX: 0086-21-20271861

商业发票

COMMERCIAL INVOICE

To:		**INVOICE NO:**		
		INVOICE DATE:		
		S/C NO:		
FROM:		**L/C NO:**		
TO：		**L/C DATE:**		
Marks and Numbers	**Description of Goods**	**Quantity**	**Unit Price**	**Amount**
	Total:			

SAY TOTAL:

SANY GROUP

三一重工

何浩然

（Authourized Signature)

③请根据以上资料缮制提单。(本题共 24 分)
(注：信用证的信息必须是修正后的正确信息)

<table>
<tr><td colspan="2">Shipper</td><td colspan="2" rowspan="4">BILL OF LANDING

B/L NO.:

中 国 远 洋 运 输 公 司

CHINA OCEAN SHIPPING</td></tr>
<tr><td colspan="2">Consignee or order</td></tr>
<tr><td colspan="2">Notify Party</td></tr>
<tr><td>*Pre carriage by</td><td>*Place of Receipt</td></tr>
<tr><td>Ocean Vessel Voy. No.</td><td>Port of Loading</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>Port of discharge</td><td>*Final destination</td><td>Freight payable at</td><td>Number original Bs/L</td></tr>
<tr><td>Marks and Numbers</td><td>Number and kind of packages; Description</td><td>Gross weight</td><td>Measurement m^3</td></tr>
<tr><td colspan="4">TOTAL PACKAGES(IN WORDS)</td></tr>
<tr><td colspan="2" rowspan="3">Freight and charges</td><td colspan="2"></td></tr>
<tr><td colspan="2">Place and date of issue</td></tr>
<tr><td colspan="2">Signed for the Carrier
SHANGHAI OCEAN SHIPPING CO., LTD.
丁浩</td></tr>
</table>

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under .....

L/C No. .....

Dated.....

No.....Exchangefor.....Changsha,
China ..... At Sight of this FIRST of Exchange
(Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

To .....

SANY GROUP

三一重工
何浩然

(Authourized Signature)

八、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

九、考核时量

120 分钟

十、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作 占 4 分。
作品（80%）	信用证审核	16 分	1、买卖双方的名称与地址是否有误 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。

商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部 分每个空白栏目 按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
	4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
	4 分	货物总价： 计算准确无误， 货币名称正确。	
	4 分	总价文字描述： 大写数字英文表述准确无误。	
	4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每 个空白栏目按其 规定的分值计算 赋分，未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的 分数为止。
	4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
	4 分	毛重条款： 计算准确无误， 单位描述正确。	
	4 分	体积条款： 计算准确无误， 单位描述正确。	
	8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小
	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	

		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	写、标点符号 错误）每处扣 1 分， 扣完本张汇票的 分数为止。
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-2：外贸单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3. 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://www.pandafireworks.com/
Ofice Address	NO.271, LIUYANG AVENUE, LIUYANG, HUNAN, CHINA

Zip code	410300
Phone	86-731-83668919
Fax	86-73 1-83649909
E-mail	JOE@pandafireworks.com

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,COLCHESTER,U.K.
Tollfree	无
Phone	0044-1206-762132
Fax	0044-1206-762162

③ 合同

销售合同

SALES CONTRACT

SELLER: PANDA FIREWORKS GROUP CO., LTD. **NO.:**WT06778

NO.271, LIUYANGAVENUE, LIUYANG, HUNAN CHINA

SIGNED IN: LIUYANG

BUYER: DYNAMIC FIREWORKS CORPORATION

UNIT 18, PEARTREE BUSINESS CENTER, PEARTREE RD,

STANWAY COLCHESTER, U.K.

This contract is made by and agreed between the BUYER and SELLER ,in accordance with the terms and conditions stipulated below

1. Commodity & Specification	2. Quantity	3. Unit Price &Trade Terms	4. Amount
JS1006 BLESSING CELEBRATION CRACKERS JS1009 8 FEET RED FIRECRACKER	100 DOZENS 200 DONENS	USD 42/DOZEN USD 50/DOZEN	USD 4,200 USD 10.00
Total:	300 DOZENS		USD 14,200.00

5. **Total Value** SAY U.S. DOLLARS FOURTEEN THOUSAND TWO HUNDRED ONLY.
6. **Packing** JSI006: 2 DOZENS/CARTON
JS1009: 2 DOZENS/CARTON
PACKED IN 150 CARTONS
7. **Shipping Mar**k N/M

8. Time of Shipment & means of Transportation

9. TO BE EFFECTED BEFORE THE END OF JUNE 2010 FROM SHANGHAI TO LIVERPOOL WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED.

10.**Port of Loading & Destinatio**n FROM: SHANGHAI
TO: LIVERPOOL

11. **Terms of Payment** TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer **The Seller**

DYNAMIC FIREWORKS CORPORATION PANDA FIREWORKS GROUP CO.,LTD

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 80008/04

31C: DATE OF ISSUE 100515

31D: DATE AND PLACE OFEXPIRY 100721 U.K.

50: APPLICANT

DYNAMC FIREWORK CORPORATION

UNIT 18, PEARTREE BUSINESS CENTER, PEARTREE RD

STANWAY, COLCHESTER, U.K.

59: BENEFICIARY

PANDA FIREWORKS GROUP CO., LTD.

NO. 271,LIUYANGAVENUE, LIUYANG, HUNAN, CHINA

32B: AMOUNT USD 14,200.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK COLCHESTER BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD GUANGZHOU, CHINA

44B: FOR TRANSPORTATION TO LIVERPOOL, U.K.

44C: LATEST DATE OF SHIPMENT 100630

45A: DESCRIPTION OF GOODS

JSI006 BLESSING CELEBRATION CRACKERS 100 DOZENS USD 42/DOZEN

JS1009 8 FEET YELLOW FIRECRACKER 200 DOZENS USD 50/DOZEN

CRF LIVERPOOL

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE

CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY

ENTITLED FOR THIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING,

MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND

MARKED “FREIGHT PREPAID” AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE

BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING

ALL RISKS & WAR RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A

NON NEGOTIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES

ALL BANKING CHARGES OUTSIDE

U.K.ARE FORACCOUNT OF

BENEFICIARY.

48: PERIOD FOR PRESENTATION

DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS
AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1) INVOICE NO. :WO77688

(2)INVOICE DATE: MAY 25, 2010

(3) PACKING

	JSI006	JSI009
G.W.(KGS/CARTON)	15	15
N.W.(KGS/CARTON)	13	13
MEAS(CBM/CARTON)	0.045	0.045

ONE CARTON OF 2 DOZENS EACH

PACKED IN 150 CARTONS

TOTALONE 20' CONTAINER

(4)VESSEL:EVER GAINING V. 120E

(5) B/L NO. : COC01111861

(6) B/L DATE: JUNE 05, 2010 (7) POLICY NO. : FR100602 (8)REFERENCE NO. : 20100602

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

熊猫烟花集团股份有限公司

Panda Fireworks Group Co., Ltd.

No. 271, LiuyangAvenue, Liuyang, Hunan, China

TEL: 86-731-83668919 FAX: 86-731-83649909

商业发票

COMMERCIAL INVOICE

<table>
<tr><td colspan="2" rowspan="3">TO:</td><td>INVOICE NO.:</td><td colspan="2"></td></tr>
<tr><td>INVOICE DATE:</td><td colspan="2"></td></tr>
<tr><td>S/C NO.:</td><td colspan="2"></td></tr>
<tr><td colspan="2">FROM:</td><td>L/C NO.:</td><td colspan="2"></td></tr>
<tr><td colspan="2">TO:</td><td colspan="3">L/C DATE:</td></tr>
<tr><td>Marks and Numbers</td><td>Description of Goods</td><td>Quantity</td><td>Unit Price</td><td>Amount</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">Total:</td><td></td><td></td><td></td></tr>
</table>

SAY TOTAL:

PANDA FIREWORKS GROUP CO.,LTD

熊猫烟花集团股份有限公司

潘晓婧

(Authourized Signature)

③请根据以上资料缮制提单。（本题共 24 分）
（注：信用证的信息必须是修正后的正确信息）

<table>
<tr><td colspan="2">Shipper</td><td colspan="2" rowspan="2">BILL OF LADING

B/L NO:</td></tr>
<tr><td colspan="2">Consignee or order</td></tr>
<tr><td colspan="2">Notify party</td><td colspan="2" rowspan="3">中国远洋运输公司

CHINA OCEAN SHIPPING

ORIGINAL</td></tr>
<tr><td>*Pre carriage by</td><td>Place of Receipt</td></tr>
<tr><td>Ocean Vessel Voy. No.</td><td>Port of Loading</td></tr>
<tr><td>Port of discharge</td><td>*Final destination</td><td>Feright payable at</td><td>Number original Bs/L</td></tr>
<tr><td>Marks and Numbers</td><td>Number and kind of packages:Description</td><td>Gross weight</td><td>Measurement m</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">TOTAL PACKAGES(IN WORDS)</td></tr>
<tr><td colspan="3" rowspan="3">Freight and charges</td><td></td></tr>
<tr><td>Place and date of issue</td></tr>
<tr><td>Signed for the Carrier GUANGZHOU OCEAN SHIPPING CO.LTD.
凌风</td></tr>
</table>

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under …… L/C No .

Dated ……

No. Exchange for Changsha, China.

At sight of this FIRST of Exchange (Second of exchange being unpaid)
Pay to the order of ……

The sum of …… To ……

……

PANDA FIREWORKS GROUP CO.,LTD 熊

猫烟花集团股份有限公司

潘晓婧

(Authourized Signature)

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差; 严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作 占 4 分。
作品（80%）	信用证审核	16 分	2、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
		4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部 分

		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	每个空白栏目 按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每 个空白栏目按其 规定的分值计算 赋分，未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的 分数为止。
		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的 分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整	

			无误，拼写正确。	

试题编号3-3：信用证审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

8. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

9. 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://www.pandafireworks.com/
Office Address	NO. 271, LIUYANGAVENUE, LIUYANG, HUNAN, CHINA
Zip code	410300
Phone	86-731-83668919

Fax	86-731-83649909
E-mail	JOE@pandafireworks.com

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.
Tollfree	1-800-345-3957
Phone	1-417-862-1931
Fax	1-417-862-9250

③ 合同

销售合同

SALES CONTRACT

SELLER: PANDA FIREWORKS GROUP CO., LTD. **NO.:** FRE72211
NO.271, LIUYANGAVENUE, LIUYANG, HUNAN **DATE：** MAY 11, 2010
CHINA

BUYER: SHOWTIME FIREWORKS LTD.

3010 S. INGRAM DR. SPRINGFIELD, MO 65803, ILLINOIS, U.S.A.

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	**2. Quantity**	**3. Unit Price & Trade Terms**	**4. Amount**
		CIF NEW YORK	
JST008 MAGIC WHIP TOY FIREWORKS JSC020 BIG SPARKLER WHEEL	300 DOZENS 400 DOZENS	USD 12/DOZEN USD 50/DOZEN	USD 3,600 USD 20,000

Total:	700 DOZENS		USD 23,600.00

5.Total Value SAY U.S. DOLLARS TWENTYTHREETHOUSAND SIX HUNDRED ONLY.

6. Packing JST008: 10 DOZENS /CARTON

JSC020: 10 DOZENS /CARTON

PACKED IN 70 CARTONS

7. Shipping Marks N/M

8.Time of Shipment & means of Transportation

TO BE EFFECTED BEFORE THE END OF JUNE 2010 FROM TIANJIN TO NEW YORK WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM:TIANJIN

TO: NEW YORK

10.Terms of Payment TO BE MADE BY SIGHT L/C

11. Remarks

The buyer **The Seller**

SHOWTIME FIREWORKS LTD PANDA FIREWORKS GROUP

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 12225/77

31C: DATE OF ISSUE 100520

31D: DATE AND PLACE OFEXPIRY 100721 CHINA

50: APPLICANT

SNOWTIME FIREWORKS LTD.

3010 S. INGRAM DR. SPRINGFIELD, MO 65803, ILLINOIS, U.S.A. 59:

59： BENEFICIARY

PANDA FIREWORKS GROUP CO., LTD.

NO. 27,LIYANGAVENUE, LIUYANG, HUNNAN, CHINA

32B: AMOUNT USD 32,600.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, ILLINOIS BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD NEW YORK, U.S.A.

44B: FOR TRANSPORTATION TO TIANJIN, CHINA

44C: LATEST DATE OF SHIPMENT 100630

45A: DESCRIPTION OF GOODS

300 DOZENS JST008MAGIC WHIP TOY FIREWORKS USD 12/DOZEN

400 DOZENS JSC002 BIG SPARKLING WHEEL USD 50/DOZEN

FOB NEW YORK

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE

+PACKING LIST IN TRIPLICATE

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE

CHAMBER OF COMMERCE OR OTHER AUTHORITYDULY

ENTITLED FOR THIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE

OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED

“FREIGHT PREPAID” AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE

BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING

ALL RISKS.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF

SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON

NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL

OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO.,

INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT

EVIDENCING A NON NEGOTIABLE BILL OF LADING TOGETHER WITH

COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO

THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B:	CHARGES	ALL BANKING CHARGES OUTSIDE U.S.A.ARE FORACCOUNT OF BENEFICIARY.
48:	PERIOD FOR PRESENTATION	DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENTBUTWITHIN THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1)INVOICE NO.: HR33125

(2)INVOICE DATE: MAY 30, 2010

(3)PACKING

	JST008	JSC020
G. W.(KGS/CARTON)	8	15
N. W.(KGS/CARTON)	8	12
MEAS(CBM/CARTON)	0.027	0.040

PACKED IN 70 CARTONS
TOTAL ONE 20’ CONTAINER

(4)VESSEL: FARWAY SAILING V. 429H

(5)B/L NO.: LALA0905314

(6)B/L DATE: JUNE 30, 2010

(7)POLICY NO.: FR20090617

(8)REFERENCE NO.: 20100614

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

熊猫烟花集团股份有限公司

Panda Fireworks Group Co., Ltd.

No. 271, LiuyangAvenue, Liuyang, Hunan, China

TEL: 86-731-83668919 FAX: 86-731-83649909

商业发票

COMMERCIAL INVOICE

TO:	INVOICE NO.:	
	INVOICE DATE:	
	S/C NO.:	
FROM:	L/C NO.:	
TO:	L/C DATE:	

Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
	Total:			

SAY TOTAL:

PANDA FDREWORKS GROUP CO., LTD
熊猫烟花集团股份有限公司
潘晚婧
(Authourized Signature)

③请根据以上资料缮制提单。(本题共 24 分)
(注：信用证的信息必须是修正后的正确信息)

Shipper		**BILL OF LADING** **B/L No.:** 中国远洋运输公司 **CHINA OCEAN SHIPPING** ORIGINAL
Consignee or order		
Notify Party		
*Pre carriage by	*Place of Receipt	
Ocean Vessel Voy. No.	Port of Loading	

Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m 3
TOTAL PACKAGES(IN WORDS)			
Freight and charges			Place and date of issue
			Signed for the Carrier TIANJIN OCEAN SHIPPING CO., LTD. 王芸

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票.（本题共20分）
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under .....

L/C No. .....

Dated.....

No.....Exchange for.....Changsha, China ..... At Sight of this FIRST of Exchange
(Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

To .....

PANDA FDREWORKS GROUP CO., LTD

熊猫烟花集团股份有限公司

潘晚婧

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差; 严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作 占 4 分。
作品（80%）	信用证审核	16 分	3、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	

		4 分	货物总价： 计算准确无误， 货币名称正确。	的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的 分数为止。
		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号3-4：信用证审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3. 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. (Hunan Haili)
Url	www.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	1-800-323-7107
Phone	1-215-2996000
Fax	1-215-2995998

③ 合同

销售合同

SALES CONTRACT

SELLER: HUNAN HAILI CHEMICAL INDUSTRY CO., LTD. **NO.:** RT05342

DATE: MAR. 20,2011

BUYER: FMC CORPORATION
1735 MARKET STREET, PHILADELPHIA, PA 19103, U.S.A

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	**2. Quantity**	**3. Unit Price & Trade Terms**	**4. Amount**
	CIF NEW YORK		
CARBOFURAN PROPOXUR CARBOSULFAN	120 DRUMS 80 DRUMS 100 DRUMS	USD 80/DRUM USD 90/DRUM USD 100/	USD 9,600 USD 7,200 USD 10,000
Total:	300 DRUMS		USD 26,800,00

5.Total Value SAY U.S. DOLLARS TWENTY SIX THOUSAND EIGHT HUNDRED ONLY.

6. Packing

G. W: 20KGS/DRUM N. W: 19 KGS/DRUM MEAS: 0.2 CBM/DRUM PACKED IN 300 DRUMS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF APRIL 2011 FROM SHANGHAI To YORK WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED

9. Port of Loading & Destination FROM: SHANGHAI

TO: NEW YORK

10.Terms of Payment TO BE MADE BY SIGHT L/C

11.Remarks

The Buyer **The Seller**

HUNAN HALI CHEMICAL INDUSTRY CO.,LTD FMC CORPORATION

(signature) (signature)

④信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 80009/07

31C: DATE OF ISSUE 110412

31D: DATE AND PLACE OFEXPIRY 110721U.S.A.

50: APPLICANT FMC CORPORATION
1730 MARKETSTREET, PHILADELPHIA, PA 19103,U.S.A.

59: BENEFICIARY
HUNAN HALI CHEMICAL INDUSTRY CO., LTD.

NO. 251, 2ND SECTION, FURONG(M) ROAD CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 260,800.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, NEW YORK BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	NEW YORK, U.S.A.
44C:	LATEST DATE OF SHIPMENT	110630
45A:	DESCRIPTION OF GOODS	

CARBOFURAN 120 DRUMS USD 80/DRUM PROPOXUR 80 DRUMS USD 90/DRUM CARBOSULFAN 100 DRUMS USD 100/DRUM CFR NEW YORK

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULYENTITLED FOR THIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHTPREPAID" AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NONNEGOTIABLE BILL OF LADING TOGETHER WITH

COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER

ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE
U.S.A. ARE FORACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE
PRESENTED WITHIN 15 DAYS AFTER
THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1)INVOICE NO. : XH56671

(2)INVOICE DATE: APRIL 04, 2011

(3) PACKING

G. W.(KGS/BAG)	N. W.(KGS/BAG)	MEAS (CBM/BAG)
50	49	0.2

PACKED IN 10,000 BAGS

TOTAL THIRTY EIGHT 40’ CONTAINERS

(4)VESSEL: QIAN JIN 332I

(5) B/L NO. : COCO6759392

(6) B/L DATE:APRIL15, 2011

(7) POLICY NO. :UR159965

(8) REFERENCE NO. : 20110201

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

湖南海利化工有限公司

Hunan Haili Chemical Industry Co., Ltd.(Hunan Haili)

No. 251, 2 nd Section, Furong(M) Road, Changsha, Hunan, China TEL: 86-731-85357829 FAX: 86-731-853579777

商业发票

COMMERCIAL INVOICE

<table>
<tr><td colspan="2" rowspan="2">TO:</td><td>INVOICE NO.:</td><td colspan="2"></td></tr>
<tr><td>INVOICE DATE:</td><td colspan="2"></td></tr>
<tr><td colspan="2">FROM:</td><td>S/C NO.:</td><td colspan="2"></td></tr>
<tr><td colspan="2">TO:</td><td>L/C DATE:</td><td colspan="2"></td></tr>
<tr><td>Marks and Numbers</td><td>Description of Goods</td><td>Quantity</td><td>Unit Price</td><td>Amount</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">Total:</td><td></td><td></td><td></td></tr>
</table>

SAY TOTAL:

HUNAN Haili Chemical Industry Co., Ltd .

湖南海利化工有限公司

李灿娟

(Authourizedsignature)

③请根据以上资料缮制提单。(本题共 24 分)

(注：信用证的信息必须是修正后的正确信息)

<table>
<tr><td colspan="2">Shipper</td><td colspan="2" rowspan="3">BILL OF LADING
B/L NO:

中国远洋运输公司
CHINA OCEAN SHIPPING
ORIGINAL</td></tr>
<tr><td colspan="2">Consignee or order</td></tr>
<tr><td colspan="2">Notify Party</td></tr>
<tr><td>*Pre carriage by</td><td>*Place of Receipt</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>Ocean Vessel Voy. No.</td><td>Port of Loading</td></tr>
<tr><td>Port of discharge</td><td>*Final destination</td><td>Freight payable at</td><td>Number original Bs/L</td></tr>
<tr><td>Marks and Numbers</td><td>Number and kind Of packages; Description</td><td>Gross weight</td><td>Measurement m3</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4">TOTAL PACKAGES(IN WORDS)</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="3">Freight and charges</td><td>Place and date of issue</td></tr>
</table>

	Signed for the Carrier **GUANGZHOU OCEAN SHIPPING CO., LTD.** **丁浩**

*Applicable only when documentused as a Through Bill of Lading

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under.....

L/C No. .....

Dated .....

No. .....Exchange for ..... Changsha, China. ..... At sight

of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

To..... ....

HUNAN Haili Chemical Industry Co.,LTD.

湖南海利化工有限公司

李灿娟

(Authourizedsignature)

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作 占 4 分。
作品（80%）	信用证审	16 分	4、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；	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。

	核		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。	
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
		4 分	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。	汇票缮制部分总分20

	汇票缮制	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-5：信用证审核与单证缮制

三、 任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

10. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

11. 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 I/E CORP
Url	http://ccn.mofcom.gov.cn/923748
Office Adress	NO.4 EAST WUYI ROAD,CHANGSHA,HUNAN,CHINA
Zip code	410001

Phone	86-731-8287135
Fax	86-731-82287136
E-mail	Hnqgyp_123@163.com

② 进口方基本情况

表 2：进口方基本情况

Company	SEOW KHIM POLYTHELENE CO PTE LED
Url	http://www.partyware.com.sg/index.htm
Office Adress	28LOYANG DRIVE SKP INDUSTRIAL BUILDING SINGAPORE
Zip code	无
Phone	（+65） 6545 2828
Fax	（+65） 6542 1200

③ 合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL **NO.:** HLIP-45037
PRODUCTS I/E CORP **DATE:** JAN. 3, 2011
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN CHINA **SIGNED IN:** CHANGSHA

BUYER: SEOW KHIM POLYTHELENE CO PTE LTD
28 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINGAPORE

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1.Commodity&Specificiation	**2.Quantity**	**3.Unit Price& Trade terms**	**4.Amount**
		CIF SINGAPORE	

PORCELAIN DINNER SET WWD000420-PIECE DINNERWARE SET WWD004 47-PIECE DINNERWAER SET	800 SETS 1000S SETS	USD 4.4/SET USD 10.34/SET	USD 3,532.00 USD10,340.00
TOTAL:	1,800SETS		USD 13,872.00

5. Total Value SAY U.S. DOLLARS THIRTEEN THOUSAND EIGHT HUNDRED AND SEVENTY TWO ONLY

6. **Packing** WWD000420-PIECE : PACKED IN ONE CARTON OF 2 SETS EACH
WWD0004 47-PIECE: PACKED IN ONE CARTON OF 1 SET EACH

TOTAL: 1,400 CARTONS.

7.Shopping Marks N/M

8.Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF FEBURARY 2011 FROM SHANGHAI TO SINGAPORE WITH PARTIAL SHIPMENT AND TRANSSHIPMENTNOTALLOWED.

9. **Port of Loading & Destination** FROM**:** SHANGHAI TO: SINGAPORE

10. Terms of Payment TO BE MADE BY SIGHT L/C

11. Remarks

The Buyer **The Seller**

SEOW KHIM POLYTHELENE CO PTE LTD HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP

(signature) (signature)

④信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
20: DOCUMENTARY CREDIT NUMBER 31173

31C: DATE OF ISSUE 110114

31D: DATE AND PLACE OF EXPIRY 110321 SINGAPORE

50 : APPLICANT

SEOW KHIM POLYTHELENE CO PTE LTD
27 LOYANG DRIVE, SKP INDUSTRIAL BUILDING, SINGAPORE

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/ELTD.

NO. 4EASTWUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD13,872.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, SINGAPORE BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD NINGBO, CHINA

44B: FOR TRANSPORTATION TO SINGAPORE

44C: LATEST DATE OF SHIPMENT 110228

45A: DESCRIPTION OF GOODS

500 SETS WWD0004 20-PIECE USD 4.40/SET

1000 SETS WWD0004 47-PIECE USD 10.34/SET

CIF SINGAPORE

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY5 ENTITLED FOR THIS PURPOSE

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED “FREIGHT

PREPAID” AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING W.P.A.AND CLASH.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT

ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS,

TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF

LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OF CREDIT

NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON

NEGOTIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAYFROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE

SINGAPOREARE FORACCOUNT OF

BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENT WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1) INVOICE NO. : JCS04860

(2) INVOICE DATE: JANUARY24, 2011

(3) PACKING

	G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
20-Piece Dinnerware Set:	8	7	0.0456
47-Piece Dinnerware Set:	12	9	0.070

PACKED IN 1,400 CARTONS

TOTALTWO 40'CONTAINERS

(4) VESSEL: GOLDEN GATE BRIDGE V. 10W

(5) B/L NO. :COSU66089083

(6) B/L DATE: FEBURARY05, 201

(7) POLICY NO. : FR110206

(8) REFERENCE NO. : 2011020

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司
Hunan Provincial Light Industrial Products I/E Corp .
No. 4 EastWuyi Road, Changsha, Hunan, China
TEL: 86-731-82287135 FAX: 86-731-82287136

商业发票
COMMERCIAL INVOICE

<table>
<tr><td colspan="3">TO:</td><td>INVOICE NO:</td><td></td><td></td></tr>
<tr><td colspan="3" rowspan="2"></td><td>INVOICE DATE:</td><td></td><td></td></tr>
<tr><td>S/C NO:</td><td></td><td></td></tr>
<tr><td colspan="3">FROM:</td><td>L/C NO:</td><td></td><td></td></tr>
<tr><td colspan="3">TO:</td><td>L/C DATE:</td><td></td><td></td></tr>
<tr><td>Marks and Numbers</td><td>Description of Goods</td><td></td><td>Quantity</td><td>Unit Price</td><td>Amount</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="3">Total:</td><td></td><td></td><td></td></tr>
</table>

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP
湖南轻工产品进出口公司
李明逸
(Authourized Signature)

③请根据以上资料缮制提单。(本题共 24 分)

(注：信用证的信息必须是修正后的正确信息)

<table>
<tr><td colspan="2">Shipper</td><td colspan="2" rowspan="4">BILL OF LADING

B/L NO.

中国远洋运输公司

CHINA OCEAN SHIPPING</td></tr>
<tr><td colspan="2">Consignee or order</td></tr>
<tr><td colspan="2">Notify Party</td></tr>
<tr><td>Pre carriage by</td><td>Place of receipt</td></tr>
<tr><td>Ocean Vessel Voy.No.</td><td>Port of Loading</td><td colspan="2"></td></tr>
<tr><td>Port of discharge</td><td>Final destination</td><td>Freight payable at</td><td>Number original Bs/L</td></tr>
<tr><td>Marks and Number</td><td>Number and kind of packages;Description</td><td>Gross weight</td><td>Measurement m3</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">TOTAL PACKAGES(IN WORDS)
_____</td></tr>
<tr><td colspan="4">Freight and charges</td></tr>
<tr><td colspan="3" rowspan="2"></td><td>Place and date of issue</td></tr>
<tr><td>Signed for the Carrier
SHANGHAI OCEAN SHIPPING CO,LTD
丁浩</td></tr>
</table>

*Applicance only when document used as a Through Bill of Loading

④请根据以上资料缮制汇票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息

BILL OF EXCHANGE

Drawn under.....

L/C No.....

Dated..... .....

No. ..... Exchange for .....

Changsha, China. .....

At sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of The sum of .....

To.....

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP

湖南轻工产品进出口公司

李明逸

（Authourized Signature）

二、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

三、考核时量

120 分钟

十一、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	信用证审核	16 分	5、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
		4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每

	4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
	4 分	货物总价： 计算准确无误， 货币名称正确。	
	4 分	总价文字描述： 大写数字英文表述准确无误。	
	4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
	4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
	4 分	毛重条款： 计算准确无误， 单位描述正确。	
	4 分	体积条款： 计算准确无误， 单位描述正确。	
	8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完
	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
	4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	

		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	本张汇票的分数为止。

试题编号3-6：信用证审核与单证缮制

四、 任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2. 考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3.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 IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

② 进口方基本情况

表 2：进口方基本情况

Company	NOVOZYMES
Url	http://www.bioag.novozymes.com/en/products/Pages/default.aspx
Office Address	175 KING STREET, SEATTLE, WA 19103, U.S.A.
Tollfree	无
Phone	001-200-762 5132
Fax	001-200-762 5162

③ 合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP.&EXP.GROUP NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **NO.:** HCOF-10342 **DATE:** MAR. 25,2010 **SIGNED IN**: CHANGSHA

BUYER: NOVOZYMES
175 KING STREET, SEATTLE, WA 19103, U.S.A.

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1.Commodity & Specification	2.Quantity	3.UnitPrice& Trade Terms	4. Amount
		CIF OAKLAND	
PURPLE SPECKLED KIDNEY BEANS 2010 CROP,HPS, ADMIXTURE:MAX.0.2%, MOISTURE:MAX.16%, IMPERFECT: MAX. 3%	200 MT	USD1,020/MT	USD 204,000.00
Total:	200 MT		USD 204,000.00

With 10% More or less of shipment allowed at the sellers' option

5.**Total Value** SAY U.S. DOLLARS TWO HUNDREDAND FOUR THOUSAND ONLY.

6.**Packing** G. W. : 50 KGS/BAG

N. W. : 49KGS/BAG

MEAS: 0.01 CBM/BAG

PACKED IN 1 BAG OF 50 KGS EACH

PACKED IN 4000 BAGS

7. Shipping Marks N/M

8.Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF MAY 2010 FROM GUANGZHOU TO OAKLAND WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU

TO: OAKLAND

10.Terms of Payment TO BE MADE BY L/C 30 DAYS AFTER SIGHT

12.Remarks

The Buyer **The Seller**

NOVOZYMES HUNAN CEREALS, OILSAND FOODSTUFFS IMP.&EXP. GROUP CORP.LTD

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE
20: DOCUMENTARY CREDIT NUMBER 80108/05
31C: DATE OF ISSUE 100425
31D: DATE AND PLACE OF EXPIRY 100621 U.S.A.
50: APPLICANT NOOZYMES
175 KING STREET, SEATTLE, WA 19103, U.S.A.
59: BENEFICIARY HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
NO. 2 ZHUYUAN RD, 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, SEATTLE BRANCH
43P:PARTIAL SHIPMENTS ALLOWED
43T:TRANSSHIPMENT ALLOWED
44A:LOADING ON BOARD GUANGZHOU,CHINA
44B:FOR TRANSPORTATION TO NEW YORK, U.S.A.
44C:LATEST DATE OF SHIPMENT 100531
45A:DESCRIPTION OF GOODS 2010 CROP, HPS

200MT PURPLE SPECKLED KIDNEY BEANS
ADMIXTURE: MAX. 0.2%

MOISTURE: MAX. 16%

IMPERFECT: MAX. 3%

USD 1,020/MT CIF OAKLAND

46A： DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A,

ISSUED BY THECHAMBER OF COMMERCE OR OTHER

AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF

LADING, MADE OUT TO ORDER OF SHIPPER AND

BLANK ENDORSED AND MARKED “FREIGHTPREPAID”

AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR

CERTIFICATE BLANK ENDORSED FOR 130 PCT OF

INVOICE VALUE COVERING ALL RISKS & WAR RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT

ON THE DATE OF SHIPMENT ADVISING SHIPPING

MARKS, COMMODITY NAME, CARTON NUMBERS,

TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF

LADING NO., PORT OF LOADING, DESTINATION,

CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR

APPLICANT EVIDENCING A NON NEGOTIABLE BILL OF

LADING TOGETHER WITH COPY OF OTHER

DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER

ONE DAYFROM SHIPMENT DATE.

71B: CHARGES	ALL BANKING CHARGES OUTSIDE U.S.A.ARE FORACCOUNT OF BENEFICIARY.
48: PERIOD FOR PRESENTATION	DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT

⑤ 相关资料

(1)INVOICE NO. : HNLY55699

(2)INVOICE DATE:APRIL30, 2010

(3) PACKING

G. W.(KGS/BAG)	N. W.(KGS/BAG)	MEAS (CBM/BAG)

50 49 0.01

PACKED IN 1 BAG OF 50 KGS EACH
PACKED IN 4000 BAGS

TOTAL ONE 40' CONTAINER

(4) VESSEL: DONG FENG 87E

(5) B/L NO. : COCO1223892

(6) B/L DATE: MAY28, 2010

(7) POLICY NO. : FR111702

(8) REFERENCE NO. : 20100302

4. 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请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China

TEL: 86-731-82280772 FAX: 86-731-82289135

商业发票

COMMERCIAL INVOICE

<table>
<tr><td colspan="2" rowspan="3">TO:</td><td>INVOICE NO.:</td><td colspan="2"></td></tr>
<tr><td>INVOICE DATE:</td><td colspan="2"></td></tr>
<tr><td>S/C NO.:</td><td colspan="2"></td></tr>
<tr><td colspan="2">FROM:</td><td>L/C NO.:</td><td colspan="2"></td></tr>
<tr><td colspan="2">TO:</td><td>L/C DATE:</td><td></td><td></td></tr>
<tr><td>Marks and Numbers</td><td>Description of Goods</td><td>Quantity</td><td>Unit Price</td><td>Amount</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">Total:</td><td></td><td></td><td></td></tr>
</table>

SAY TOTAL:

HUNAN CEREALS,OILS AND FOODSTUFFS IMP.&EXP.GROUP CORP.LTD.

湖南粮油食品进出口集团公司

王伶俐

（Authourized Signature）

③请根据以上资料缮制提单。（本题共 24 分）

（注：信用证的信息必须是修正后的正确信息）

<table>
<tr><td>Shipper</td><td rowspan="2">ILL OF LANDING
B/L NO.:
中 国 远 洋 运 输 公 司
CHINA OCEAN SHIPPING</td></tr>
<tr><td>Consignee or order</td></tr>
</table>

Notify Party			
***Pre carriage by**	***Place of Receipt**		
Ocean Vessel Voy. No.	**Port of Loading**		
Port of discharge	***Final destination**	**Freight payable at**	**Number original Bs/L**
Marks and Numbers	**Number and kind of packages;Description**	**Gross weight**	**Measurement m^3**
TOTAL PACKAGES(IN WORDS)			
Freight and charges			
		Place and date of issue	
		Signed for the Carrier GUANGZHOU OCEAN SHIPPING CO., LTD. 凌风	

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。（本题共 20 分）
（注：信用证的信息必须是修正后的正确信息）

BILL OF EXCHANGE

Drawn under

.....

L/C No. .....

Dated .....

No. ..... Exchange

for .....Changsha, China.

At sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of .....

The sum of .....

To.....

HUNAN CEREALS,OILS AND FOODSTUFFS IMP.&EXP.GROUPCORP.LTD.

湖南粮油食品进出口集团公司

王伶俐

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	信用证审核	16 分	6、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；	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。

			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	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	

		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号3-7：信用证审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3. 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 IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

② 进口方基本情况

表 2：进口方基本情况

Company	KRAFT FOODS COMPANY
Url	http://www.kraftfoodscompany.com/home/index.aspx
Office Address	135 LONGWAY STREET, MONTREAL 15122, CANADA
Tollfree	无
Phone	001-514-662 4782
Fax	001-514-662 4799

③ 合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

NO.: HCOF-11142

DATE: MAY 25,2011 **SIGNED IN:** CHANGSHA

BUYER: KRAFT FOODS COMPANY

135 LONGWAY STREET, MONTREAL 15122, CANADA

This contract is made by and agreed between the BUYER and SELLER, in accordance

with the terms and conditions stipulated below.

1.Commodity & Specification	**2. Quantity**	**3. Unit Price & Trade Terms**	**4. Amount**
		CIF MONTREAL	
FROZEN SNOW PEAS LENGTH: 40-80MM WIDTH: 10-22MM, T<5.5MM	100MT	USD 1,050/MT	USD 105,000.00
Total:	100MT		USD 105,000.00

With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS ONE HUNDREDAND FIVE THOUSAND ONLY.

6. Packing

G. W. : 50 KGS/BAG
N. W. : 49 KGS/BAG
MEAS: 0.01 CBM/BAG
PACKED IN ONE BAG OF 50KGS EACH
PACKED IN 2,000 BAGS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation

TO BE EFFECTED BEFORE THE END OF JULY 2011 FROM GUANGZHOU TO MONTREAL WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: MONTREAL

10 .Terms of Payment TO BE MADE BY SIGHT L/C

11 .Remarks

The Buyer The Seller

KRAFT FOODS COMPANY HUNAN CEREALS OILSAND FOODSTUFFS IMP.&EXP. GROUP CORP. LTD.

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 95108/07

31C: DATE OF ISSUE 110625

31D: DATE AND PLACE OF EXPIRY 110821 CANADA

50: APPLICANT KRAFT FOODS COMPANY

135 LOWWAY STREET, MONTREAL 15122, CANADA

59: BENEFICIARY HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP.LTD. NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 105,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE HSBC, MONTREAL BRANCH

43P: PARTIAL SHIPMENTS NOTALLOWED

43T: TRANSSHIPMENT NOTALLOWED

44A: LOADING ON BOARD SHENZHEN, CHINA

44B: FOR TRANSPORTATION TO MONTREAL, CANADA

44C: LATEST DATE OF SHIPMENT 110731

45A: DESCRIPTION OF GOODS

100 MTSNOW PEAS LENGTH: 60-80MM WIDTH: 10-22MM,T<5.5MM

USD1,050/MT CIF MONTREAL

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE

CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY

ENTITLED FORTHIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING,

MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND

MARKED “FREIGHTPREPAID” AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE

BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING

ALL RISKS & WAR RISK.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE

OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME,

CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO.,

PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT

EVIDENCING A NON NEGOTIABLE BILL OF LADING TOGETHER

WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO

THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE CHINAARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED

WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1) INVOICE NO. : HNLY75879

(2) INVOICE DATE: JUNE 30, 2011

(3) PACKING

G. W.(KGS/BAG) N. W.(KGS/BAG) MEAS (CBM/BAG)

50 49 0.01

PACKED IN ONE BAG OF 50 KGS EACH

PACKED IN 2,000 BAGS

TOTAL ONE 20’ CONTAINER

(4) VESSEL: SHENG LI 135S

(5) B/L NO. : COCO1874892

(6) B/L DATE: JULY 15, 2011

(7) POLICY NO. : FR111805

(8) REFERENCE NO. : 20100410

4. 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根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China

TEL: 86-731-82280772 FAX: 86-731-82289135

商业发票

TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

HUNAN CEREALS,OILS AND FOODSTUFFS IMP.&EXP.GROUPCORP.LTD.

湖南粮油食品进出口集团公司

王伶俐

（Authourized Signature）

③请根据以上资料缮制提单。（本题共 24 分）
（注：信用证的信息必须是修正后的正确信息）

Shipper		**BILL OF LADING** B/L NO: **中国远洋运输公司** **CHINA OCEAN SHIPPING** **ORIGINAL**	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L

Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m 3
TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue
			Signed for the Carrier GUANGZHOU OCEAN SHIPPING CO., LTD. 凌风

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。（本题共20分）
（注：信用证的信息必须是修正后的正确信息）

BILL OF EXCHANGE

Drawn under.....

L/C No. .....

Dated .....

No. .....Exchange for.....Changsha, China..... At sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

HUNAN CEREALS,OILS AND FOODSTUFFS IMP.&EXP.GROUPCORP.LTD.

湖南粮油食品进出口集团公司

王伶俐

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本记 0 分。
	操作	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。

	规范		货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	
作品（80%）	信用证审核	16 分	7、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
		4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空

		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号：3-8：信用证审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3.考试资料：

① 出口方基本情况

表 1：出口方基本情况

Company	BROADAIR QUALITY TECHNOLOGY GROUP
Url	ttp://www.broad.com:8089/english/
Office Address	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA

Zip code	410138
Phone	86-731-84086688
Fax	86-731-84610087
E-mail	international@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 HIAEAH, FLORIDA, U.S.A.
Tollfree	无
Phone	305-863-6360
Fax	305-887-9741

③ 合同

销售合同

SALES CONTRACT

SELLER: BROADAIR QUALITY TECHNOLOGY GROUP **NO**. :BRA110145-345

YUANDA TOWN , YUANDA 3RD ROAD, **DATE**: MAR. 15, 2010

CHANGSHA, HUNAN, CHINA **SIGNED IN**: CHANGSHA

BUYER: REACH COOLING GROUP

625 E 10TH AVENUE HIAEAH, FLORIDA, U.S.A.

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount

CFR MIAMI

BROAD X VACUUM BOILER & TUBE BG16 (3050×850×2000 MM)	3 SETS	USD34,250/SET	USD102,750.00
Total:	3 SETS		USD102,750.00

5.Total Value SAY U.S. DOLLARS ONE HUNDRED AND TWO THOUSAND SEVEN HUNDRED AND FIFTY ONLY.

6. **Packing** IT IS BUYER'S INTENT TO ACCEPT BOILER AND HEAT EXCHANGER TUBES PACKAGED AND PACKED TO THE MANUFACTURER'S SPECIFICATIONS, PROVIDED SUCH SPECIFICATIONS MEET OR EXCEED THE FOLLOWING MINIMUM REQUIREMENTS:
1. THE ENDS OF THE TUBES MUST BE PROTECTED BY NONMETALLIC CAPS AT LEAST 5CM(2 IN) LONG AND HELD IN PLACE BY STURDY WATER-AND HELD IN PLACE BY STURDY WATER-AND ULTRAVIOLET-RESISTANT TAPE.
2. WHEN SHIPPED WITH ANY OTHER BOILER OR HEAT EXCHANGER TUBES, THE TUBES MUST BE SEGREGATED BY STOCK NUMBER AND PREPARED FOR PACKING TO PREVENT THE MIXING OF STOCK NUMBERS.

7. **Shipping Marks** MIAMI
BRA110145-345
NO. 1-3

8.**Time of Shipment & means of Transportation** TO BE EFFECTED BEFORE THE END OF APRIL 2010 FROM SHANGHAI TO MIAMI WITH PARTIAL SHIPMEN NOT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.

9. **Port of Loading & Destination** FROM: SHANGHAI
TO: MIAMI

10.**Terms of Payment** TO BE MADE BY SIGHT L/C

11.**Remarks**

The Buyer **The Seller**
REACH COOLING GROUP BROADAIR QUALITY TECHNOLOGY GROUP

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER SC10289/423

31C: DATE OF ISSUE 100320

31D: DATE AND PLACE OFEXPIRY 100521CHINA

50: APPLICANT

REACH COOLING CORP

625 E 10TH AVENUE HIALEAH, FLORIDA, U.S.A.

59: BENEFICIARY

BROAD AIR QUALITY TECHNOLOGY GROUP
YUANDA TOWN,YUANDA 3RD ROAD, CHANGSHA
HUNAN, CHINA

32B: AMOUNT USD 101,750.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE STANDARD CHARTERED BANK, MIAMI BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO NEW YORK, U.S.A.

44C: LATEST DATE OF SHIPMENT 100430

45A: DESCRIPTION OF GOODS

3SETSBROAD X VACUUM BOILER & TUBE

BF16 (3050×850×2000 MM)

USD 34,250/SETCIFMIAMI

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED “FREIGHT PREPAID” AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 120 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON NEGOTIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE U.S.A.ARE FORACCOUNT OF APPLICANT.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BEPRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUTWITHIN

THE VALIDITY OF THE CREDIT.

⑤ 相关资料

(1)INVOICE NO. :BR10104590

(2)INVOICE DATE: MAR. 25, 2010

(3) PACKING

G. W. : 5 MT/CASE

N. W. : 4.7 MT/CASE

MEAS: 2.4×1.8×1.5CBM

PACKED IN 3 CASES, 1SET PER CASE

TOTAL ONE 20' CONTAINER

(4)VESSEL:SUNSHINEV. 078

(5) B/L NO. : COS908123

(6) B/L DATE:APR. 20, 2010

(7) POLICY NO. :BU 100430

(8) REFERENCE NO. : 20100819

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3 rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

商业发票

COMMERCIAL INVOICE

TO: .:		INVOICE NO.		
		INVOICE DATE:		
		S/C NO. :		
FROM:		L/C NO. :		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
	Total:			

SAY TOTAL:

③请根据以上资料缮制提单。(本题共 24 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		**BILL OF LADING** B/L NO: **中国远洋运输公司** **CHINA OCEAN SHIPPING** **ORIGINAL**
Consignee or order		
Notify Party		
*Pre carriage by	*Place of Receipt	
Ocean Vessel Voy. No.	Port of Loading	

Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m 3
TOTAL PACKAGES(IN WORDS) _____			
Freight and charges			
			Place and date of issue
			Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁浩

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under …… .

L/C No……

Dated ……

No. ……Exchange for…… Changsha, China…… At sight of this

FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of ……

The sum of……

To……

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本记 0 分。
	操作	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输	了解相关规范占 4 分；能按照操作规范进行操作占 4 分。

	规范		货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	
作品（80%）	信用证审核	16 分	8、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	缮提制单	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空

		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号3-9：外贸单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3.考试资料：

① 出口方基本情况

表1：出口方基本情况

Company	BROADAIR QUALITY TECHNOLOGY GROUP
Url	http://www.broad.com:8089/english/
Office Address	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410138

Phone	86-731-84086688
Fax	86-731-84610087
Email	international@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/
Office Address	5308 56TH COMMERCE PARK BOULEVARD, TAMPA, U.S.A.
Tollfree	800-660-97355
Phone	（208） 377-9755
Fax	（208） 378-8075

③ 合同

销售合同
SALES CONTRACT

SELLER: BROADAIR QUALITY TECHNOLOGY **NO. :** BRA10457-CIU76
GROUPYUANDA TOWN, YUANDA 3RD
ROAD, CHANGSHA, HUNAN, CHINA **DATE:** AUG. 17, 2010

BUYER: CLIMA TECH CORPORATION **SIGNED IN:** CHANGSHA
5308 56TH COMMERCE PARK BOULEVARD, TAMPA,U.S.A.

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
		CFR LOS ANGELES	

BROADAIR CONDITION INDOOR UNIT FLATDC3.6 OVALDQ5.4 HORIZONTALLONG-RANGEDE12	10 UNITS 2 UNITS 7 UNITS	USD3,120/UNIT USD5,230/UNIT USD 6,250/UNIT	USD 31,200.00 USD 10,460.00 USD 43,750.00
Total:	19 UNITS		USD 85,410.00

5.Total Value SAY U.S. DOLLARS EIGHTY FIVE THOUSAND FOUR HUNDRED AND TEN ONLY.

6. Packing EACH PRODUCT SHALL BE PACKED IN APLASTIC BAG AND EACH BAG INAN OVERLAP SLOTTED WATERPROOF CARTON. ALL IN 19 CARTONS, ONE UNIT PER CARTON.

7. Shipping Marks CLIMA BRA10457-CIU76 NO. 1-19

8.Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF SEPTEMBER 2010 FROM SHANGHAI TO LOS ANGELES WITH PARTIAL SHIPMENTALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI

TO: LOS ANGELES

10.Terms of Payment TO BE MADE BY SIGHT L/C

11.Remarks

The Buyer **The Seller**

CLIMA TECH CORPORATION **BROADAIR QUALITY TECHNOLOGY GROUP**

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER BOCM 10833-248

31C: DATE OF ISSUE 100826

31D: DATE AND PLACE OFEXPIRY 100730CHINA

50: APPLICANT

CLIMA TECH CORPORATION
5309 56TH COMMERCE PARK BOULEVARD, TAMPA, U.S.A.

59: BENEFICIARY

BROAD AIR QUALITY TECHNOLOGY GROUP

YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA,

32B: AMOUNT USD 65,410.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT

42D: DRAWEE BANK OF CHINA, L.A. BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO MIAMI, U.S.A.

44C: LATEST DATE OF SHIPMENT 100930

45A: DESCRIPTION OF GOODS

BROAD AIR CONDITION INDOOR UNIT

10 UNITSFLAT DC3.6 USD 3,120/UNIT

2 UNITSOVAL DQ5.4 USD 5,230/UNIT

7 UNITSHORIZONTAL LONG-RANGE DE12 USD 6,250/UNIT
CIFLOS ANGELES

46A: DOCUMENTS REQUIRED
+SIGNED COMMERCIAL INVOICE IN TRIPLICATE.

+PACKING LIST IN TRIPLICATE.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE

CHAMBER OF COMMERCE OR OTHER AUTHORITY DULY
ENTITLED FOR THIS PURPOSE.

+FULLSET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT

TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED “FREIGHT

PREPAID” AND NOTIFYAPPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE
BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND
WAR RISK.
+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT
ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS

WEIGHT, VESSEL NAME, BILL OF LADING NO., PORT OF LOADING, DESTINATION,

CONTRACT NO., INVOICE NO., LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT EVIDENCING A NON

NEGOTIABLE BILL OF LADING TOGETHER WITH COPY OF OTHER DOCUMENTS

WAS SENT DIRECTLY TO THEM AFTER ONE DAYFROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE U.S.A. ARE

FOR ACCOUNT OF BENEFICIARY

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS
AFTER THE DATE OF SHIPMENT BUTWITHIN THE
VALIDITY OF

THE CREDIT.

⑤ 相关资料

(1)INVOICE NO. : BR10045

(2)INVOICE DATE:AUG. 24, 2010

(3) PACKING

INWATERPROOF CARTON

G. W. : 370 KGS/CARTON

N. W. : 340 KGS/CARTON

MEAS: 1.0×0.9×0.9 CBM

PACKED IN 19 CARTONS

TOTAL ONE20' CONTAINER

(4)VESSEL: DONGFENG 886

(5) B/L NO. :2010YYHHE

(6) B/L DATE: SEPT.20, 2010
(7) POLICY NO. :PICC77899
(8) REFERENCE NO. :20100917

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

Broad Air Quality Technology Group

Yunda Town, Yuanda 3 rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

商业发票

COMMERCIAL INVOICE

TO:		**INVOICE NO.:**		
		INVOICE DATE:		
		S/C NO.:		
FROM:		**L/C NO.:**		
TO:		**L/C DATE:**		
Marks and Numbers	**Description of Goods**	**Quantity**	**Unit Price**	**Amount**
	Total:			

SAY TOTAL:

BROAD ATR QUALTTY TECHNOLOGY GROUP

远大集团

陈浩

(Anthourized Signature)

③请根据以上资料缮制提单。(本题共 24 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		**BILL OF LADING**
Consignee or order		**B/L Na**
Notify Party		**中国远洋运输公司**
***Pre carriage by**	***Place of Receipt**	**CHINA OCEAN SHIPPING**

Ocean Vessel Voy. No.	**Port of Loading**		
Port of discharge	***Final destination**	**Freight payable at**	**Number original Bs/L**
Marks and Numbers	**Number and kind of packages; Description**	**Gross weight**	**Measurement m^3**
TOTAL PACKAGES(IN WORDS)			
Freight and charges			**Place and date of Issue** **Signed for the** Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁浩

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under .....

L/C No. .....

Dated.....

No.....Exchange for.....Changsha, China ..... At Sight of this FIRST of Exchange
(Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

To .....

SANY GROUP

三一重工
何浩然

(Authourized Signature)

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	信用证审核	16 分	9、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。

商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
	4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
	4 分	货物总价： 计算准确无误， 货币名称正确。	
	4 分	总价文字描述： 大写数字英文表述准确无误。	
	4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
	4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
	4 分	毛重条款： 计算准确无误， 单位描述正确。	
	4 分	体积条款： 计算准确无误， 单位描述正确。	
	8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小
	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	

		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	写、标点符号 错误）每处扣 1 分， 扣完本张汇票的分数为止。
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-10：信用证审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.考试要求：

① 信用证审核：

熟悉 UCP600 相关条款；读懂外贸合同条款；读懂并审核 L/C 各条款；修改 L/C 中的问题条款。

② 商业发票缮制：

分析信用证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信用证的条款一致。

③ 提单缮制：

分析信用证的装运条款；准确缮制提单；确保缮制的提单与信用证的条款一致。

④ 汇票缮制：

分析信用证中涉及汇票缮制的相关条款；准确缮制汇票；确保缮制的汇票与信用证的条款一致。

3.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
Zip code	410100

Phone	0086-21-20271802
Fax	0086-21-20271861
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
Tollfree	无
Phone	+81-3-6373-1111
Fax	无

③ 合同

销售合同

SALES CONTRACT

SELLER: SANY GROUP **NO.** : SY10503

SANY INDUSTRY TOWN, ECONOMIC AND **DATE**: NOV. 12, 2010

TECHNOLOGICAL DEVELOPMENT ZONE, **SIGNED IN**: CHANGSHA

CHANGSHA, HUNAN, CHINA

BUYER: THE TOKYO ELECTRIC POWER COMPANY, INCORPORATED (TEPCO)

1-1-3 UCHISAIWAI-CHO, CHIYODA-KU, TOKYO, JAPAN

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	**2. Quantity**	**3. Unit Price& Trade Terms**	**4. Amount**

		CIF OSAKA	
MALLEABLE FLANGED NIPPLE IRON,ISO9001 HOT-DIPPED GALVANIZATION, BLACK ENAMEL 2.20MM,25MM,32MM	20,000 PCS	USD 2.00/PC	USD 40,000.00
Total:	20,000 PCS		USD 40,000,00

5.Total Value SAY U.S. DOLLARS FOURTYTHOUSAND ONLY.

6. Packing PACKED IN 1 CARTON OF 200 PCS EACH

PACKED IN EXPORT CORRUGATED PAPER BOX INNER BOX: 3 LAYERS

OF CORRUGATED PAPER

CARTON: 5 LAYERS OF CORRUGATED PAPER
SIZE 20MM.

TOTAL IN 100 CARTONS.

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation

TO BE EFFECTED BEFORE THE END OF DECEMBER 2010 FROM SHANGHAI TO OSAKA WITH

PARTIAL SHIPMENT AND TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: OSAKA

10.Terms of Payment TO BE MADE BY60 DAYS L/C

11.Remarks

The Buyer **The Seller**

THE TOKYO ELECTRIC POWER COMPANY, SANY GROUP

INCORPORATED (TEPCO)

(signature) (signature)

④ 信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 290012/08

31C: DATE OF ISSUE 101122

31D: DATE AND PLACE OFEXPIRY 110121CHINA

50: APPLICANT

THE TOKYO ELECTRIC POWER COMPANY, INCORPORATED (TEPCO) 1-2-3 UCHISAIWAI-CHO, CHIYODA-KU, TOKYO, JAPAN

59: BENEFICIARY

SANY GROUP

SANY INDUSTRY TOWN, ECONOMICANDTECHNOLOGICAL ZONE,

CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 14,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE CITI BANK, TOKYO BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO OSAKA, JAPAN

44C: LATEST DATE OF SHIPMENT 101231

45A: DESCRIPTION OF GOODS

2,000 PCSMALLEABLE FLANGED NIPPLE
IRON ISO9001

HOT-DIPPEDGALVANIZATION, BLACK

ENAMEL2.20MM, 25MM, 32MM

USD 2.00/PC CFR OSAKA

46A: DOCUMENTS REQUIRED

+ORIGINAL SIGNED INVOICE PLUS THREE COPIES.

+PACKING LIST IN TRIPLICATE

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING,

MADE OUT TO ORDER AND BLANK ENDORSED AND MARKED

"FREIGHT PREPAID" AND NOTIFY APPLICANT.

+CERTIFICATE OF ORIGIN GSP CHINA FORM A, ISSUED BY THE CHAMBER OF

COMMERCE OR OTHER AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+MARINE INSURANCE POLICY FOR 110PCT OF INVOICE VALUE, BLANK ENDORSED,

COVERING WAR RISK, CLAIMS PAYABLE AT DESTINATION.

+SHIPPING ADVICES MUST BE SENT TO APPLICANT ON THE DATE OF SHIPMENT

ADVISING SHIPPING MARKS, COMMODITY NAME, CARTON NUMBERS, TOTAL GROSS

WEIGHT, VESSEL NAME, BILL

OF LADING NO., PORT OF LOADING, DESTINATION, CONTRACT NO., INVOICE NO.,

LETTER OF CREDIT NO.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT

EVIDENCING A NON NEGOTIABLE BILL OF LADING TOGETHER

WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO

THEM AFTER ONE DAY FROM SHIPMENT DATE.

+COPY OF LETTER FROM BENEFICIARY TO OUR APPLICANT

EVIDENCING A NON NEGOTIABLE BILL OF LADING TOGETHER

WITH COPY OF OTHER DOCUMENTS WAS SENT DIRECTLY TO

THEM AFTER ONE DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE
JAPANARE FORACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BEPRESENTED
WITHIN 15 DAYS AFTER THE DATE
OF SHIPMENT BUTWITHIN THE
VALIDITY OF THE CREDIT.

⑤ 相关资料

(1) INVOICE NO. :SY29685

(2)INVOICE DATE: NOVEMBER 22, 2010

(3)PACKING:

PACKED IN EXPORT CORRUGATED PAPER BOX

INNER BOX: 3 LAYERS OF CORRUGATED PAPER

CARTON: 5 LAYERS OF CORRUGATED PAPER SIZE 20MM.

TOTAL IN 100 CARTONS.

G.W. : 4.0 KGS/CTN

N.W. : 3.0 KGS/CTN

MEAS: 0.02 CBM/CTN

PACKED IN ONE CTN OF 200 PIECES

TOTALONE 20’ CONTAINER

(4)VESSEL: MEIYUV. 0289

(5) B/L NO. : COCS006629

(6)B/L DATE: DECEMBER 15, 2010

(7)POLICY NO. :TY076859

(8) REFERENCE NO. : 20101205

4. 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 请根据以上考试资料缮制商业发票。(本题共 20 分)

(注：信用证的信息必须是修正后的正确信息)

三一重工

Sany Group

Sany Industry Town, Economic and Technological Development Zone, Changsha,

Hunan, China

TEL: 0086-21-20271802 FAX: 0086-21-20271861

商业发票

COMMERCIAL INVOICE

TO:	INVOICE NO. :	
	INVOICE DATE:	
	S/C NO. :	
FROM:	L/C NO. :	
TO:	L/C DATE:	

Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
	Total:			

SAY TOTAL:

SANY GROUP

三一重工

何浩然

（Authourized Signature）

③请根据以上资料缮制提单。（本题共 24 分）
（注：信用证的信息必须是修正后的正确信息）

Shipper	BILL OF LADING B/L No.: 中 国 远 洋 运 输 公 司 CHINA OCEAN SHIPPING ORIGINAL
Consignee or order	
Notify Party	
*Pre carriage by / *Place of Receipt	

Ocean Vessel Voy. No.	**Port of Loading**		
Port of discharge	***Final destination**	**Freight payable at**	**Number original Bs/L**
Marks and Numbers	**Number and kind of packages;Description**	**Gross weight**	**Measurement m3**
TOTAL PACKAGES(IN WORDS)			
Freight and charges		**Place and date of issue**	
		Signed for the Carrier SHANGGAI OCEAN SHIPPING CO., LTD 丁浩	

*Applicable only when document used as a Through Bill of Lading

④请根据以上资料缮制汇票。(本题共 20 分)
(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under .....

L/C No. .....

Dated.....

No.....Exchange for.....Changsha, China ..... At Sight of this FIRST of Exchange
(Second of exchange being unpaid)

Pay to the order of.....

The sum of .....

To .....

SANY GROUP

三一重工
何浩然

(Authourized Signature)

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响的本栏记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	信用证审核	16 分	10、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。	信用证审核每题 共 8 处错误， 每处 2 分，找出错误记 一分， 修正错误记 一分。
		4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每

		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	提单缮制	4 分	收货人条款： 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算 赋分， 未填、错填 (包括拼写、大小 写、标点符号错 误)每处扣 1 分， 扣完本份提单的分数为止。
		4 分	货物描述条款： 包括货物的总称、包装的总数量等，填写准确无误。	
		4 分	毛重条款： 计算准确无误， 单位描述正确。	
		4 分	体积条款： 计算准确无误， 单位描述正确。	
		8 分	其他栏目(托运人、通知人、船名及船次、 装运港、卸货港、最终目的地、提单号码、 唛头、运费条款等栏目)：信息完整无误，拼写正确。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值 计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	

		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	本张汇票的分数为止。

试题编号 3-11：外贸单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

After several rounds of negotiation, Party A and Party B come to terms on January 23 over the transaction of 50000 boxes of Dry Cell Battery. A brief summary of the meeting is as follows:

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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS.

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,DRY BATTERY,2PCS/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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS.
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.:PL0000042

(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

4.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 20 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. IV0000042	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

（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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
□货柜	
□拼箱	

	□20’ container x	□40’ container x	□40’ HQ x
	□20’ reefer x	□40’ reefer x	□40’ reefer high x

	☐20’ platform x	☐40’ platform x	
	☐20’ car x	☐40’ car x	
	FRIGHT		☐prepaid ☐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 20 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
（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输	了解相关规范占 4 分；能按照操作规范进行操作占 4 分。

	规范		货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数
		8 分	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。	
		8 分	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。	为止。
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-12：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 8000 PCS WOOL SQUARES. A brief summary of the meeting is as follows:

1.Product Name: WOOL SQUARES

2.Quantity: 8000PCS

3.Unit Price: USD 40/PC CIF SYDNEY, AUSTRALIA

4.Amount: USD320,000.00

5 Specification: MATERIAL:20% SILK,80% WOOL,COLOR:BLACK AND WHITE,SIZE:135×135CM

6 Payment: By sight L/C

7. Packing: 10pcs/carton, packed in 800 cartons.

8 Shipment: To be shipped from SHANGHAI,CHINA to SYDNEY, AUSTRALIA by vessel no later than April 01,2019 with partial shipment and transshipment not allowed.

9 Shipping marks: SYDNEY
G.W.:5.5KGS
N.W.:5KGS
ORIGIN:CHINA

10 Insurance: To be covered by the seller for 110% of the invoice value against All Risks and War Risk. 11. Documents required:

11 +SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.

12 +FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER

AND BLANK
13 ENDORSED,MARKED “FREIGHT PREPAID”.
14 +PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
15 +CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
16 +INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.

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/PC		USD 320,000.00
Total:	8000	PCS			USD 320,000.00
Say Total:	USD THREE HUNDRED AND TWENTY 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 Apirl1, 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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR 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/CART） 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

4.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 20 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. IV0000024	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
(Authourized Signature)

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
□货柜					
□拼箱					
	□20’ container x		□40’ container x		□40’ HQ x
	□20’ reefer x		□40’ reefer x		□40’ reefer high x
	□20’ platform x		□40’ platform x		
	□20’ car x		□40’ car x		
			FRIGHT		□prepaid
					□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 20 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
（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	制商业发票缮	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	

		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	分。扣完本份商业发票的分数为止。
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填（包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-13：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9006
Fax	02-9675-9008
E-mail	Alice68@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. 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

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:

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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO.26 WUYI ROAD,CHANGSHA,HUNAN,CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA SUNSHINE TRADING COMPANY NO.22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON028
		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][MELBOURNE, AUSTRALIA]	
Peanut Meat Moisture:6.5% Admixture: max.0.2%	1000	MT	USD 750/MT	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 transhipment 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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR 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/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

4.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 20 分）
（注：合同的信息必须是修正后的正确信息）

<table>
<tr><td colspan="2">ISSUER:</td><td colspan="4" rowspan="2"><u>商业发票</u>
COMMERCIAL INVOICE</td></tr>
<tr><td colspan="2" rowspan="2">TO:</td></tr>
<tr><td colspan="2">NO.
IV0000028</td><td>DATE</td><td colspan="2"></td></tr>
<tr><td colspan="2">TRANSPORT DETAILS:</td><td>S/C NO.</td><td rowspan="2">L/C NO.</td><td colspan="2" rowspan="2"></td></tr>
<tr><td colspan="2" rowspan="2"></td><td></td></tr>
<tr><td colspan="2">TERMS OF PAYMENT</td><td colspan="2"></td></tr>
<tr><td>Marks and Numbers</td><td>Description of goods</td><td>Quantity</td><td>Unit Price</td><td colspan="2">Amount</td></tr>
<tr><td colspan="6">[ ]</td></tr>
<tr><td></td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="6">Total:[ ] [ ]

SAY TOTAL:_____</td></tr>
</table>

CHINA MILLENNIUM TRADING COMPANY
湖南千禧贸易公司
李明远

（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
□货柜					
□拼箱					
	□20’ container x		□40’ container x		□40’ HQ x

	☐20’ reefer x	☐40’ reefer x	☐40’ reefer high x
	☐20’ platform x	☐40’ platform x	
	☐20’ car x	☐40’ car x	
		FRIGHT	☐prepaid
			☐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 20 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
（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。

			作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	

	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-14：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

After several rounds of negotiation, Party A and Party B come to terms on February 10 over the transaction of 5000 cartons of Canned Baby Corn.

A brief summary of the meeting is as follows:

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 transhipment 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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS OR WAR RISK.

④合同

CHINA MILLENNIUM TRADING 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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR 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.: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.:PL0000048

(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

4. 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 20 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. IV0000048	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

（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
□货柜					
□拼箱					
	□20’ container x		□40’ container x		□40’ HQ x
	□20’ reefer x		□40’ reefer x		□40’ reefer high x

	□20’ platform x	□40’ platform x	
	□20’ car x	□40’ car x	
	FRIGHT		□prepaid □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 20 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

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。

作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
		4 分	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。	汇票缮制部分总分20

	汇票缮制	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-15：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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	AUSTRALIA ALICE TRADING COMPANY
Office Address	NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9006
Fax	02-9675-9008
E-mail	Alice68@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. 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

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:

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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR RISK.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO.26 WUYI ROAD,CHANGSHA,HUNAN,CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO.28 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON029
		Date:	2019-03-15
Dear sirs: we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;			

Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF][SYDNEY, AUSTRALIA]	

Biodegradable Plastic Cup Material: Biodegradable PP;Volume:350 ML/12 OZ	100000	PC	USD 1.5/PC	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR 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)
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

4.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 20 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. IV0000029	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
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
☐货柜					
☐拼箱					
	☐20’ container x		☐40’ container x		☐40’ HQ x
	☐20’ reefer x		☐40’ reefer x		☐40’ reefer high x
	☐20’ platform x		☐40’ platform x		
	☐20’ car x		☐40’ car x		
			FRIGHT		☐prepaid
					☐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 20 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
（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	发商票业	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	

		4 分	货物总价： 计算准确无误， 货币名称正确。	的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-16：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA
Phone	02-9675-9006
Fax	02-9675-9008
E-mail	Alice68@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. 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 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: 1.Product Name: MEN'S SHIRT 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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS.

④合同

CHINA MILLENNIUM TRADING COMPANY			
NO.26 ZHONGSHAN ROAD,CHANGSHA,HUNAN,CHINA			
SALES CONTRACT			
Messrs:	AUSTRALIA ALICE TRADING COMPANY NO. 22 SWANSTON STREET, MELBOURNE, AUSTRALIA	No.	CON030
		Date:	2019-03-15
Dear sirs:			
we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;			

Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF][SYDNEY, AUSTRALIA]	

MEN’ S T-SHIRT 65% COTTON 35% POLYESTER WITH LONG SLEEVES-2 POCKETS COMPOSITION:45*45 110*76 COLOR:JS880 BLUE	12000	PC	USD 80/PC	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. 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. 2 5.INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE

	COVERING ALL RISKS.
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.: 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

4.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 20 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
[ ]				

		Total:[ ]	[ ]	
SAY TOTAL:_____				

CHINA MILLENNIUM TRADING COMPANY
湖南千禧贸易公司

李明远
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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：			

<table>
<tr><td>PORT OF LADING：</td><td colspan="2"></td><td>PORT OF DESTINATION</td><td colspan="2"></td></tr>
<tr><td>OCEAN VESSEL ：</td><td></td><td colspan="4"></td></tr>
<tr><td>DESCRIPTION OF GOODS</td><td>MARKS & NUMBERS</td><td>NO. OF PACKAGE</td><td>GROSS WEIGHT/KG</td><td>NET WEIGHT/KG</td><td>MEAS.</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">RATE AGREED</td><td colspan="4">SPECIAL INSTRUCTONS</td></tr>
<tr><td>☐货柜</td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td>☐拼箱</td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td rowspan="4"></td><td>☐20’ container x</td><td colspan="2">☐40’ container x</td><td colspan="2">☐40’ HQ x</td></tr>
<tr><td>☐20’ reefer x</td><td colspan="2">☐40’ reefer x</td><td colspan="2">☐40’ reefer high x</td></tr>
<tr><td>☐20’ platform x</td><td colspan="2">☐40’ platform x</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>☐20’ car x</td><td colspan="2">☐40’ car x</td></tr>
<tr><td colspan="2"></td><td>FRIGHT</td><td></td><td colspan="2">☐prepaid</td></tr>
<tr><td colspan="2"></td><td colspan="2"></td><td colspan="2">☐to collect</td></tr>
<tr><td rowspan="2">DOCUMENTS：</td><td>INVOICE:</td><td colspan="4"></td></tr>
<tr><td>PACKING LIST ：</td><td colspan="4"></td></tr>
<tr><td colspan="2">CONSIGNOR’S DETAIL</td><td colspan="4"></td></tr>
<tr><td colspan="2">CONSIGNOR'S NAME AND ADDRESS</td><td colspan="2"></td><td>INSTRUCTION BY: SIGNED & CHOPPED</td><td></td></tr>
</table>

④请根据以上资料缮制汇票。（本题共 20 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
（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	制商业发票缮	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	

		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	分。扣完本份商业发票的分数为止。
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填（包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-17：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

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:

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:

+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 AND WAR

RISK.

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/PC	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 BLANK ENDORSED FOR 110 PCT OF INVOICE VALUE COVERING ALL RISKS AND WAR 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)
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

4.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 20 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
		[ ]		
		Total:[ ]		[ ]
SAY TOTAL:_____				

CHINA MILLENNIUM TRADING COMPANY
湖南千禧贸易公司

李明远
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
□货柜					
□拼箱					
	□20’ container x		□40’ container x		□40’ HQ x
	□20’ reefer x		□40’ reefer x		□40’ reefer high x
	□20’ platform x		□40’ platform x		
	□20’ car x		□40’ car x		
			FRIGHT		□prepaid
					□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 20 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

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容	配分	考核点	备注

操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》(《UCP600》)、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。
作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	制商业发票缮	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	

		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	分。扣完本份商业发票的分数为止。
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填（包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
	汇票缮制	4 分	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。	汇票缮制部分总分20分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-18：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

After several rounds of negotiation, Party A and Party B come to terms on February 24 over the transaction of 10000 PCS CHINESE OILED-PAPER UMBRELLA. A brief summary of the meeting is as follows:

1.Product Name: CHINESE OILED-PAPER UMBRELLA

2.Quantity: 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 shipmentand 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.

+FULLSETOFCLEANONBOARDBILLSOFLADINGMADEOUTTOORDER ANDBLANK
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:HIGHQUALITYPAULOWNIA,	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 in200 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

4. 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 20 分）

（注：合同的信息必须是修正后的正确信息）

<table>
<tr><td colspan="2">ISSUER:</td><td colspan="4"><u>商业发票</u></td></tr>
<tr><td colspan="2"></td><td colspan="4" rowspan="2">COMMERCIAL INVOICE</td></tr>
<tr><td colspan="2" rowspan="2">TO:</td></tr>
<tr><td colspan="2">NO. IV0000003</td><td>DATE</td><td></td></tr>
<tr><td colspan="3">TRANSPORT DETAILS:</td><td>S/C NO.</td><td rowspan="2">L/C NO.</td><td rowspan="2"></td></tr>
<tr><td colspan="3" rowspan="2"></td><td></td></tr>
<tr><td colspan="2">TERMS OF PAYMENT</td><td colspan="2"></td></tr>
<tr><td>Marks and Numbers</td><td>Description of goods</td><td>Quantity</td><td>Unit Price</td><td colspan="2">Amount</td></tr>
</table>

			[ ]	
		Total:[ ]		[ ]

SAY TOTAL:_____

CHINA CARTER TRADING COMPANY
湖南卡特贸易公司
卡特
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
□货柜					
□拼箱					
	□20’ container x		□40’ container x		□40’ HQ x

	☐20’ reefer x	☐40’ reefer x	☐40’ reefer high x
	☐20’ platform x	☐40’ platform x	
	☐20’ car x	☐40’ car x	
		FRIGHT	☐prepaid
			☐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 20 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

（Authourized Signature）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。

作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
		4 分	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。	汇票缮制部分总分20

	汇票缮制	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-19：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

After several rounds of negotiation, Party A and Party B come to terms on February 18 over the transaction of 900 PCS GREEN JADE BANGLE. A brief summary of the meeting is as follows:

1. Product Name: GREEN JADE BANGLE
2. Quantity: 900PCS
3. Unit Price: USD 200/PC CIF HAMBURG,GERMANY
4. Amount: USD180000
5. Specification:ATERIALS:NATURAL A CARGO JADE,SIZE:58MM DIAMETER, PACKAGING:10PCS/CARTON
6. Payment: L/C AT 90 DAYS AFTER SIGHT
7. Packing: 10pcs/carton, packed in 90 cartons.
8. Shipment: To be shipped from SHANGHAI,CHINA to HAMBURG,GERMANY by vessel no later than April 30,2019 with partial shipment allowed and transshipment not allowed.

9. Shipping marks: N/M
10. Insurance: To be covered by the seller for 130% of the invoice value against All risks, War Risk and Strike risk.

11. Documents required:
+SIGNED COMMERCIAL INVOICE IN 1 ORIGINAL AND 3 COPIES.
+FULL SET OF CLEAN ON BOARD BILLS OF LADING MADE OUT TO ORDER AND BLANK
ENDORSED, MARKED "FREIGHT PREPAID".
+PACKING LIST IN 1 ORIGINAL AND 3 COPIES.
+CERTIFICATE OF GSP FORM A IN 1 ORIGINAL AND 3 COPIES.
+INSURANCE POLICY/CERTIFICATE IN 1 ORIGINAL AND 3 COPIES BLANK ENDORSED FOR 130 PCT OF INVOICE VALUE COVERING ALL RISKS, WAR RISK AND STRIKE RISK.

④合同

CHINA CARTER TRADING COMPANY			
NO. 88 WUYI ROAD, CHANGSHA. HUNAN, CHINA			
SALES CONTRACT			
Messrs:	GERMANY PETER TRADING COMPANY NO. 168 WARZARD STREET, HAMBURG, GERMANY	No.	CON005
		Date:	2019-02-18

Dear sirs:

we are pleased to confirm our sale of the following goods on the terms and conditions set forth below;

Commodity & Specification	Quantity	Unit	Unit Price	Amount
			[CIF][Hamburg, Germany]	
CHINESE OILED-PAPER UMBRELLA	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

4.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 20 分）

（注：合同的信息必须是修正后的正确信息）

ISSUER:		商业发票

TO:		COMMERCIAL INVOICE		
		NO. IV0000005	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
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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		
☐货柜				
☐拼箱				
	☐20’ container x	☐40’ container x	☐40’ HQ x	
	☐20’ reefer x	☐40’ reefer x	☐40’ reefer high x	
	☐20’ platform x	☐40’ platform x		
	☐20’ car x	☐40’ car x		
		FRIGHT		☐prepaid
				☐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 20 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）

二、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

三、考核时量

120 分钟

四、评分细则

表 4：评分细则

评价内容		配分	考核点	备注
操作规范及职业素养（20%）	职业素养	12 分	具备使用办公设备和电子商务的能力， 熟 悉 Office 办公软件，熟练运用 Excel 填 表： 具备国际贸易单证人员基本素质， 遵 纪守法， 爱岗敬业， 守时守信； 认真负责， 客观严谨， 耐心细致， 服从安排， 听从指挥，谦虚礼貌，举止文明，操作规范。	工作场地脏乱差；严重违反考场纪律，造成恶劣影响 的本记 0 分。
	操作规范	8 分	严格按照《联合国国际货物销售合同公 约》、《跟单信用证统一惯例》（《UCP600》）、 《国际贸易术语解释通则》(2010)、《联 合国海上货物运输公约》、《中华人民共和国合 同法》、《海洋运输货物保险条款》、等操作规范完成信用证审核工作， 符合企业基本的 6S 管理要求(整理，整顿清扫、清 扫、清洁、素养、安全)	了解相关规范占 4 分;能按照操作规范进行操作占 4 分。

作品（80%）	合同审核	16 分	1、买卖双方的名称与地址是否有误； 2、品名、规格、数量、重量、单价是否有误； 3、货物包装、体积是否有误； 4、使用的贸易术语是否有误； 5、合同金额和币种是否有误； 6、合同中溢短装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	合同审核每题共 8 处错误， 每处 2 分，找出错误记 一分，修正错误记 一分。
	商业发票缮制	4 分	进出口商品名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号错误)每处扣 1 分。扣完本份商业发票的分数为止。
		4 分	货物描述： 品名拼写正确， 规格信息填写准确无误。	
		4 分	货物总价： 计算准确无误， 货币名称正确。	
		4 分	总价文字描述： 大写数字英文表述准确无误。	
		4 分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
	国际海运货物委托书缮制 提单缮制	8 分	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。	提单缮制部分每个空白栏目按其规定的分值计算赋分， 未填、错填 (包括拼写、大小 写、标点符号错误)每处扣 1 分，扣完本份提单的分数为止。
		8 分	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。	
		8 分	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。	
		4 分	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。	汇票缮制部分总分20

	汇票缮制	4 分	收款人： 信用证下已附议行为受款人； 托 收汇票， 以托收行(出口地银行) 为受款人：信息完整无误，拼写正确。	分；每个空白栏目按其规定的分值计算赋分，未填、 错填(包括拼写、 大小写、标点符号 错误)每处扣 1 分， 扣完本张汇票的分数为止。
		4 分	金额及币种： 币种与金额必须与信用证保持一致，拼写准确无误。	
		8 分	其他栏目(出票地点及出票日期、汇票号 码、付款期限、付款人、出票人等栏目)：信息完整无误，拼写正确。	

试题编号 3-20：合同审核与单证缮制

一、任务描述

1. 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 考试资料中的信用证为错误的信用证，考试中涉及到信用证的信息必须参考修改正确的信用证的信息，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。考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

2.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；确保缮制的汇票与信用证的条款一致。

3.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

Minutes of a Meeting	
TIME:	May 20-22, 2019
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A:Sales Manager of China Carter Trading Company)
PRESENT:	Mr. Lee (Party B: Purchasing Manager of Germany Peter Trading Company)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on May 22 over the transaction of 100000BAGS CHOCOLATE BISCUIT. A brief summary of the meeting is as follows:

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:PLACEDINVENTILATED,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.

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:PLACEDINVENTILATED,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 thanJune 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

4.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 20 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
（Authourized Signature）

③请根据以上资料缮制国际海运货物委托书。（本题共 24 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			
☐货柜					
☐拼箱					
	☐20’ container x	☐40’ container x	☐40’ HQ x		
	☐20’ reefer x	☐40’ reefer x	☐40’ reefer high x		
	☐20’ platform x	☐40’ platform x			
	☐20’ car x	☐40’ car x			
		FRIGHT		☐prepaid	
				☐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 20 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
（Authourized Signature）

模块四：跨境电商操作

试题编号：4-1：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

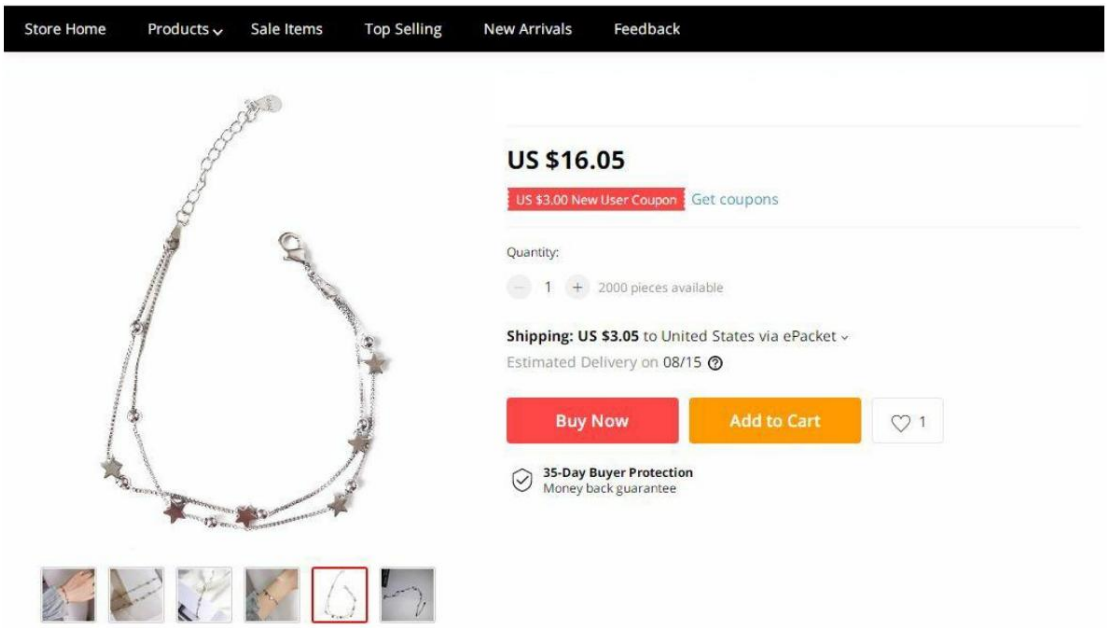

图 1：纯银十二星座足银手链女款韩版双层简约时尚星星手链

参考词汇：

纯银 sterling silver；简约 simple style

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-2：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

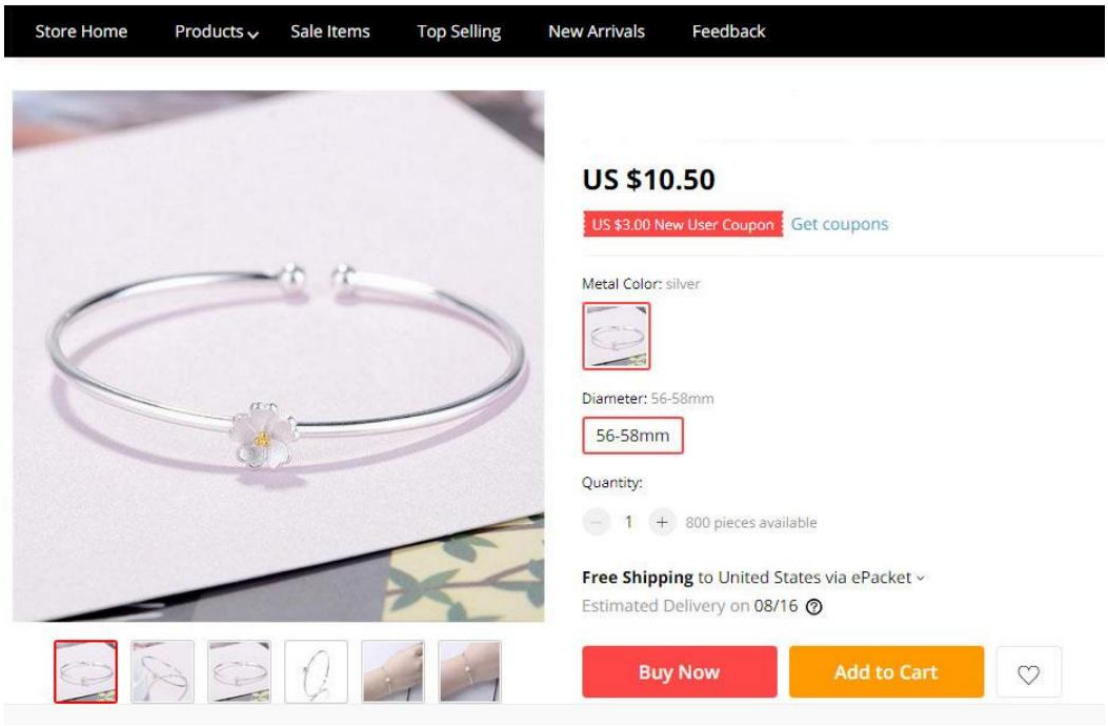

图 1：韩版时尚小樱花手镯细款开口可调节原创设计气质韩国女式手环

参考词汇：

铜 copper；樱花 Sakura

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-3：产品详细描述与标题设计

一、任务描述

1.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）+产品描述与标题设计

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。

2.考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

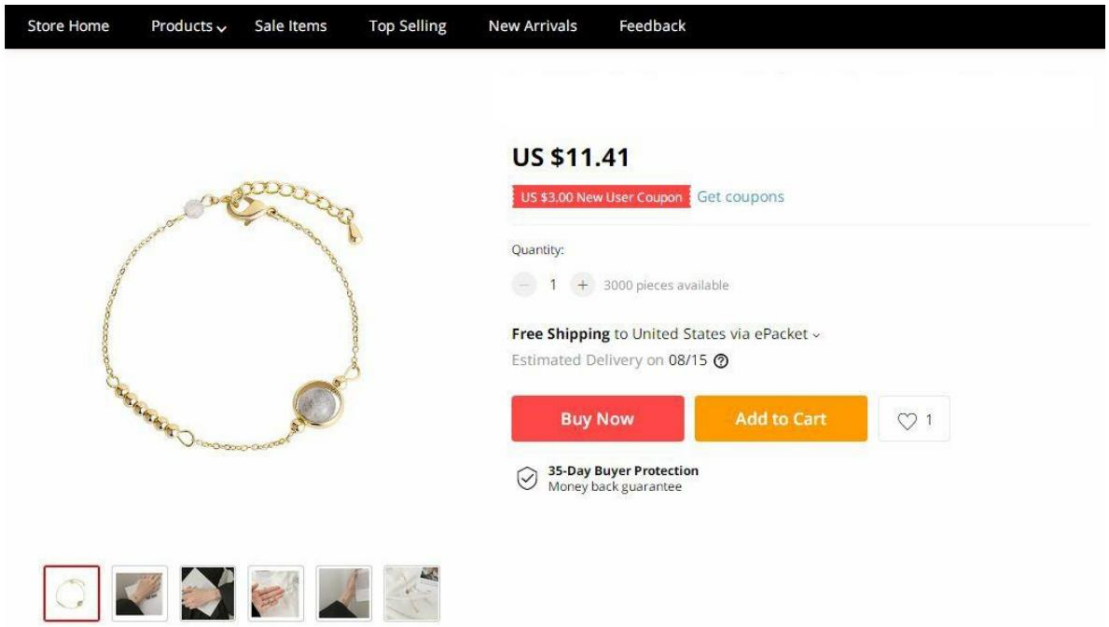

图 1：手链女韩版招桃花转好运幸运简约个性学生清新森系闺蜜珠子手饰品

参考词汇：

铜 copper；转运珠 transport bead；闪光石 shining rhinestone

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-4：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

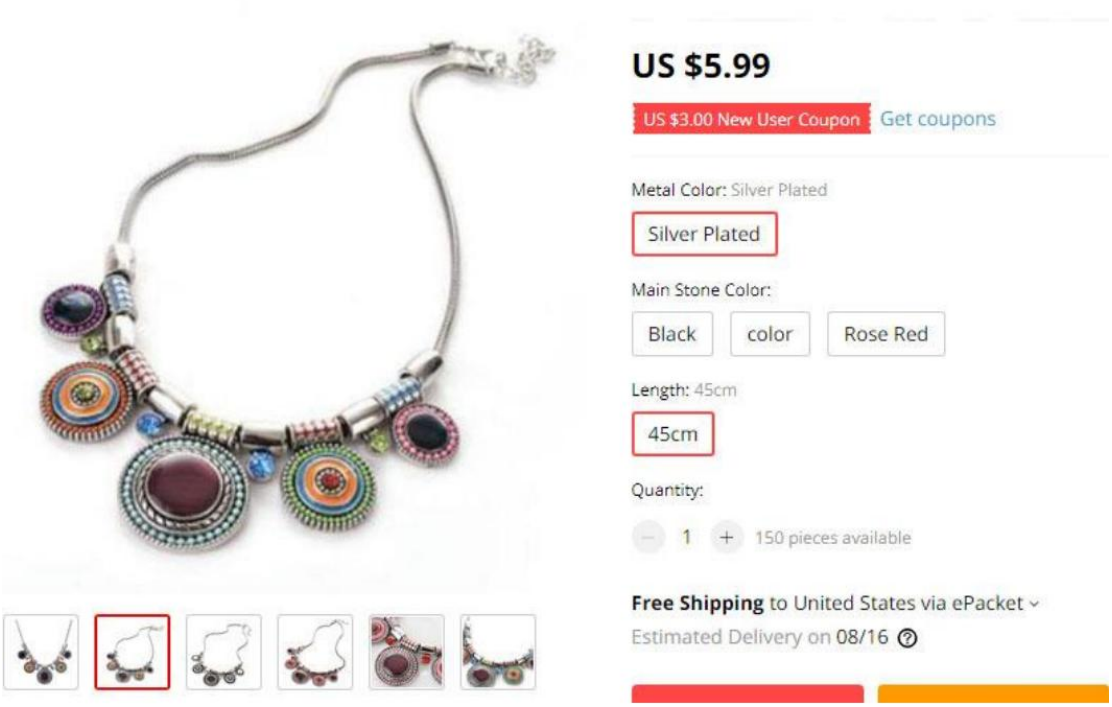

图 1：欧美流行复古奢华民族风女士合金镶嵌钻石波西米亚项链

参考词汇：

合金 alloy；镶钻 crystal；波西米亚 Bohemian

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-5：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

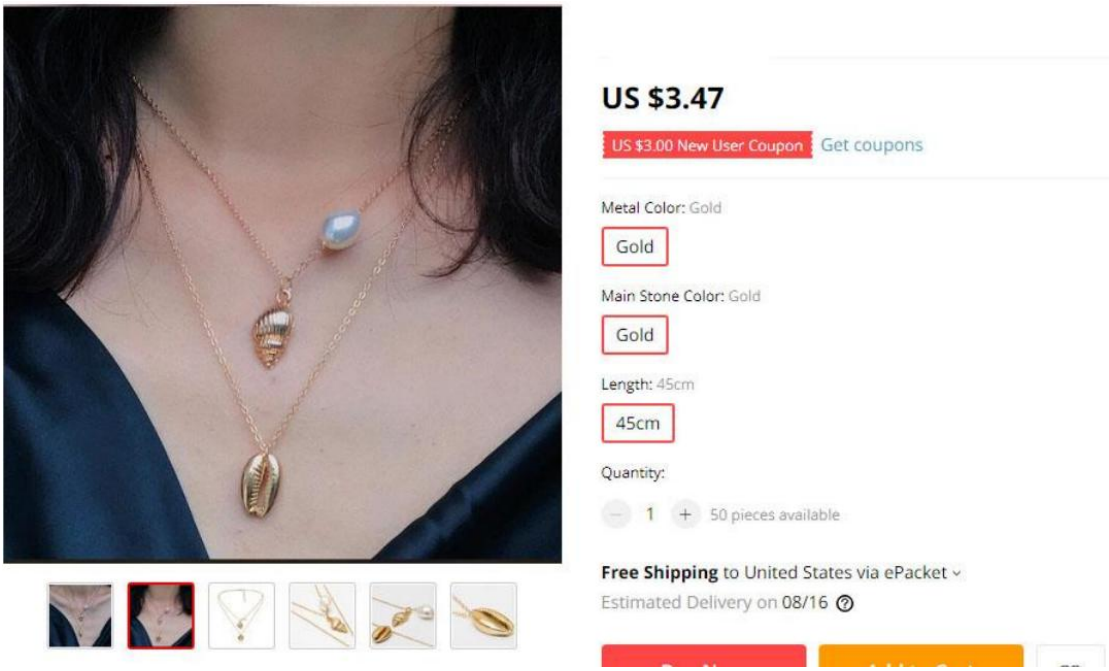

图 1：气质异形珍珠百搭项饰复古海派多层海螺贝壳项链

参考词汇：

合金 alloy；海螺 trumpet shell；贝壳 shell

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-6：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

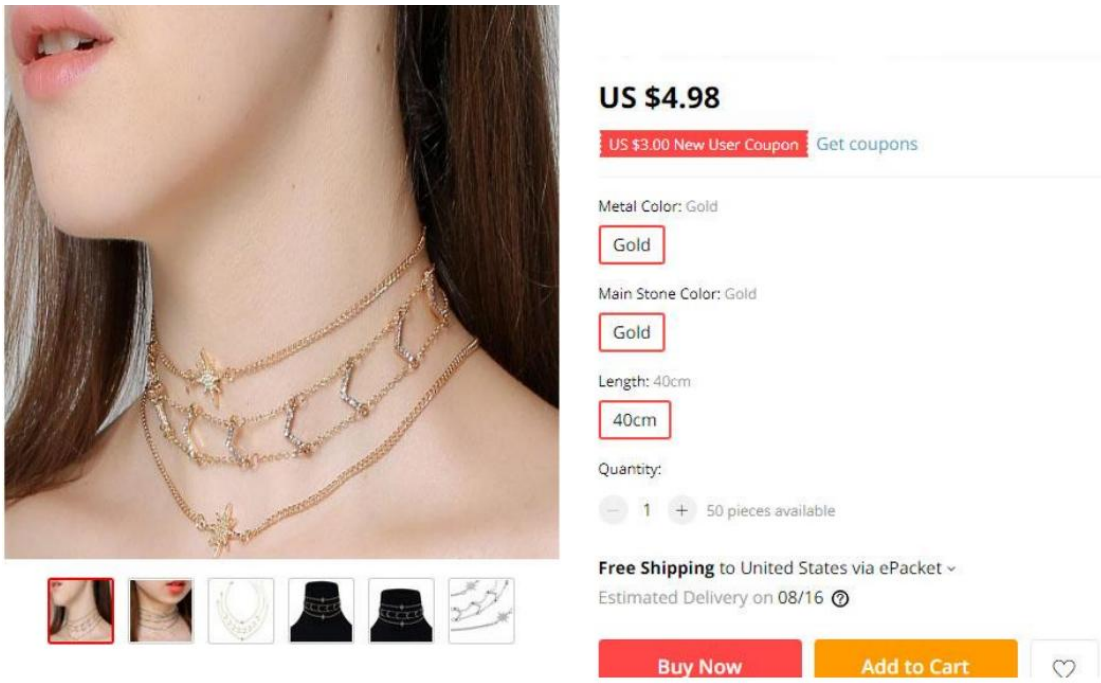

图 1：简约多元素套装项饰双层镶钻 V 型瘦颈项链

参考词汇：

合金 alloy；镶钻 crystal

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-7：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

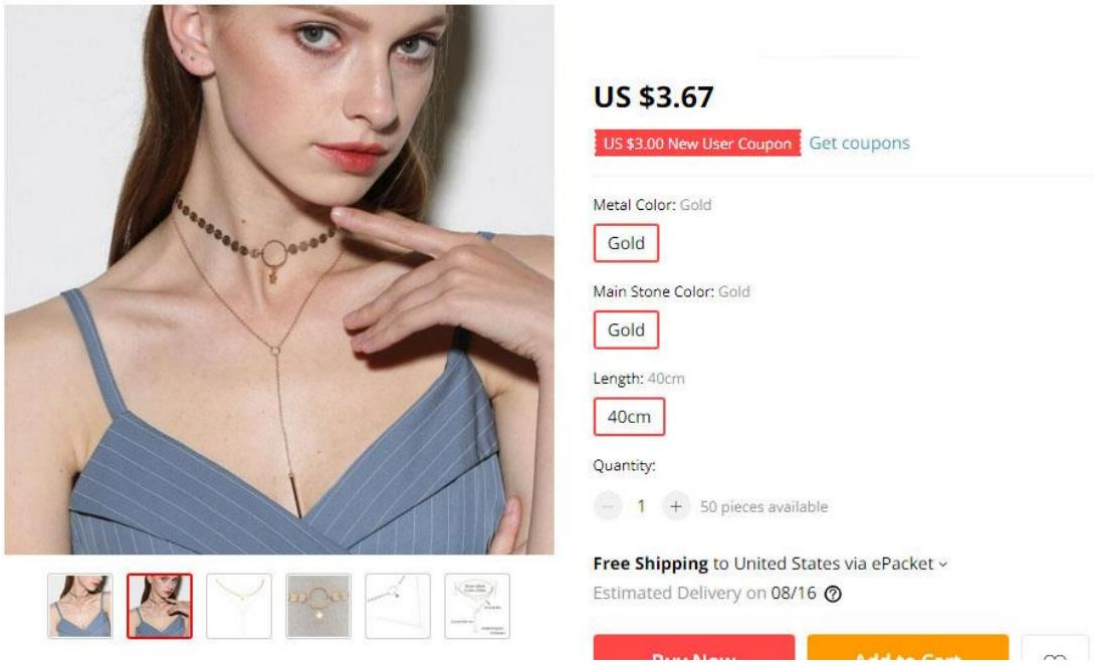

图 1：性感简约街拍手工亮片星星流苏锁骨项链

参考词汇：

合金 alloy；流苏 tassel

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-8：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

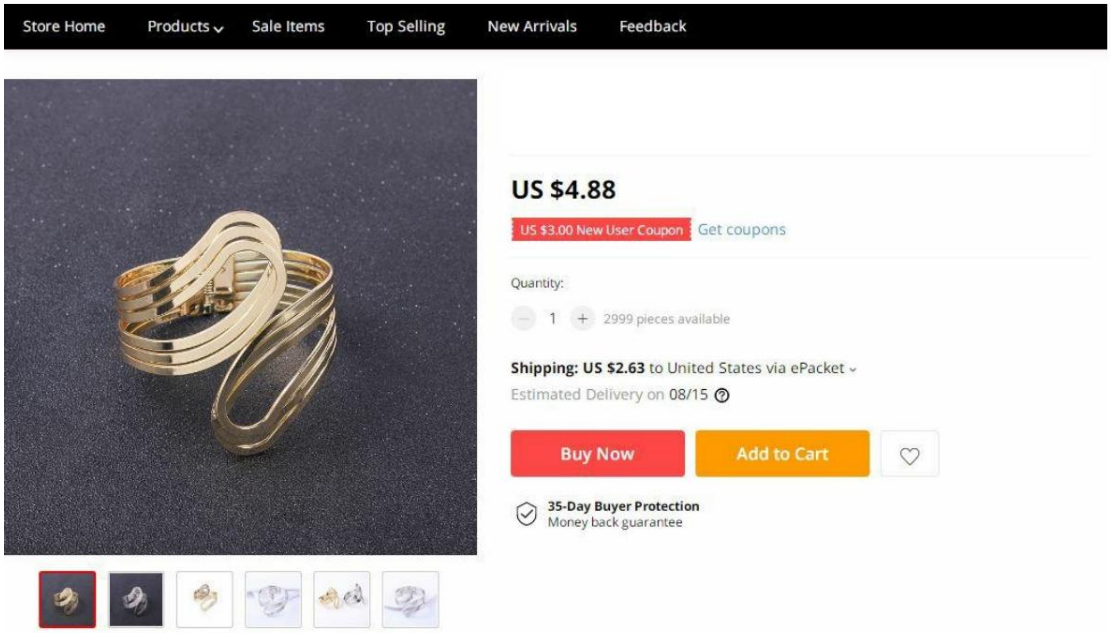

图 1：新款时尚个性夸张开口金属手镯高品质手环

参考词汇：

合金 alloy；金属 metal

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-9：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

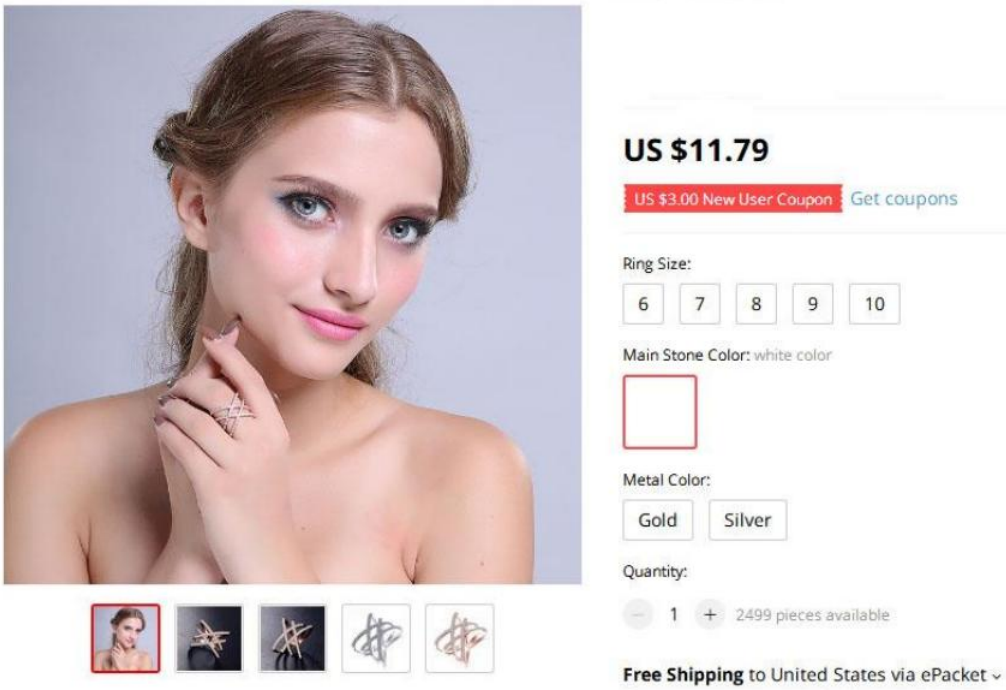

图 1：新款气质个性女戒指欧美大牌爆款锆石铜饰品戒指

参考词汇：

铜 copper；人造宝石 rhinestone

②：标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-10：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-11：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

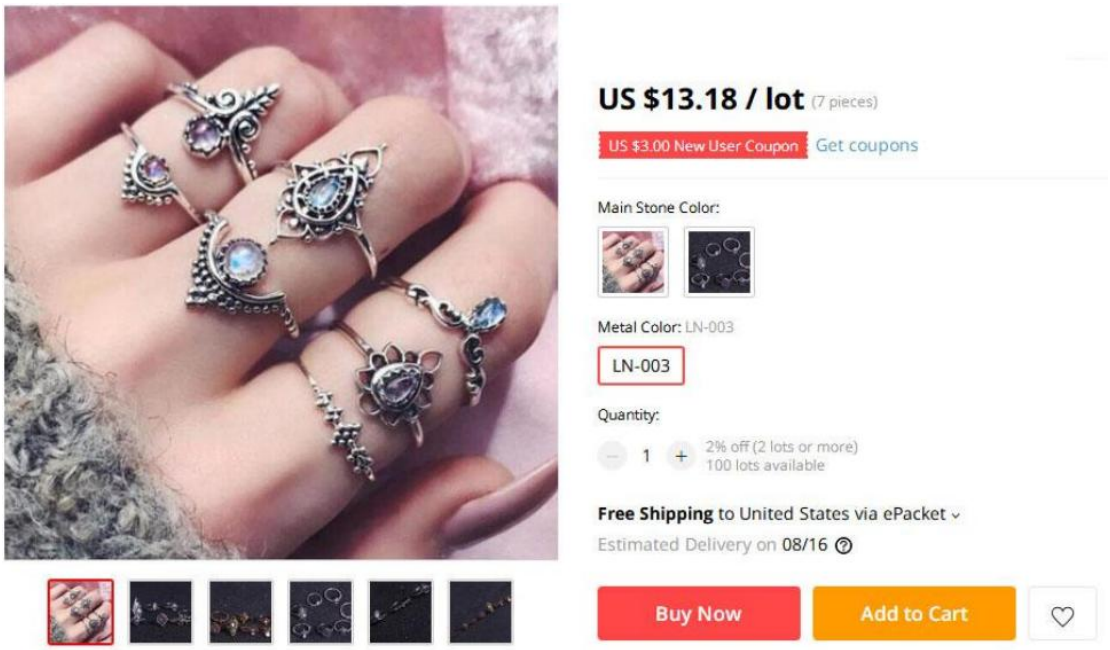

图 1：复古民族风镂空镶嵌宝石七件套关节戒指

参考词汇：

合金 alloy；人造宝石 rhinestone

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-12：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

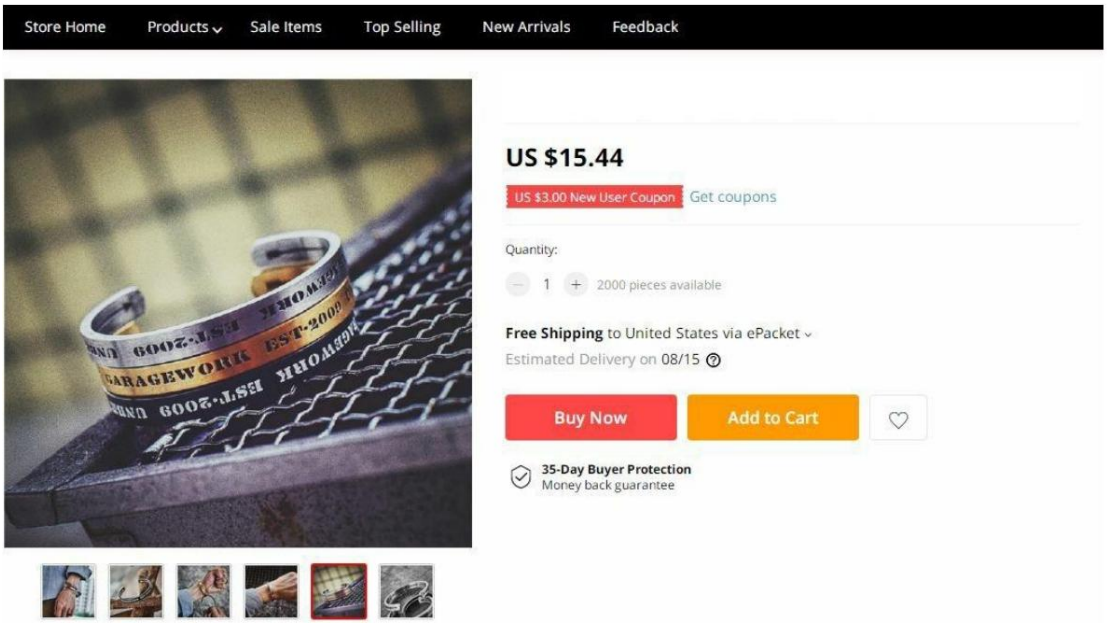

图 1：小众手镯铁手环网红男饰品潮人复古男士个性钛钢金属韩版简约

参考词汇：

钛钢 titanium steel；复古 retro

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
		3 分	正确运用跨境电商平台产品信息描述中常用的	信息点每缺失一处

产品详细描述与标题设计（20分）	产品详细描述		词汇、句型和惯用表达法	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，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	

试题编号：4-13：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

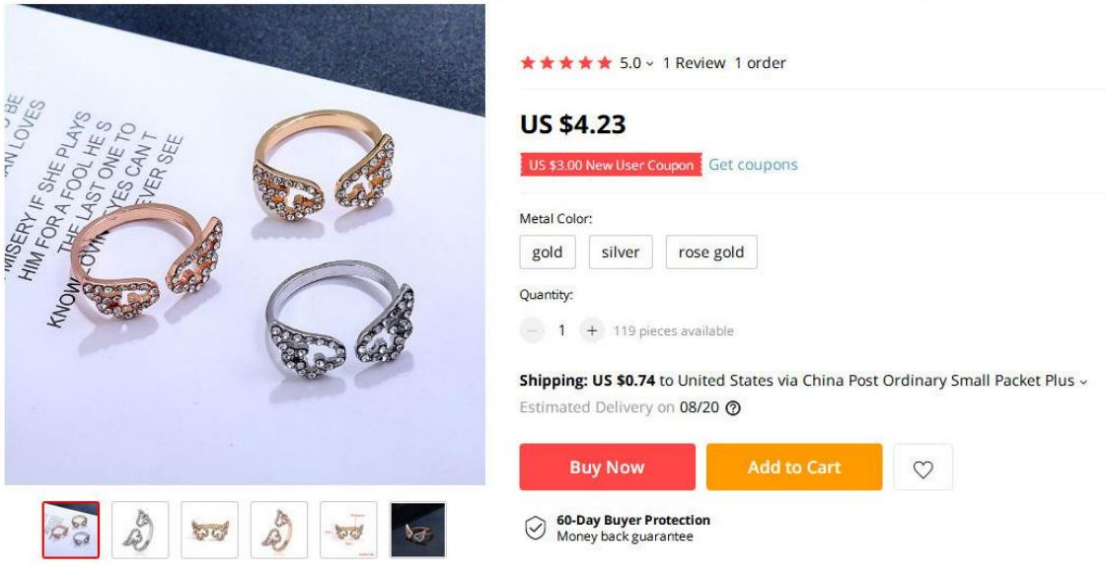

图 1：韩版时尚可爱微镶锆石天使之翼翅膀开口戒指指环女士配饰

参考词汇：

合金 alloy；人工宝石 rhinestone

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
	产	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

产品详细描述与标题设计（20分）	品详细描述	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	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
		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，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	

试题编号：4-14：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

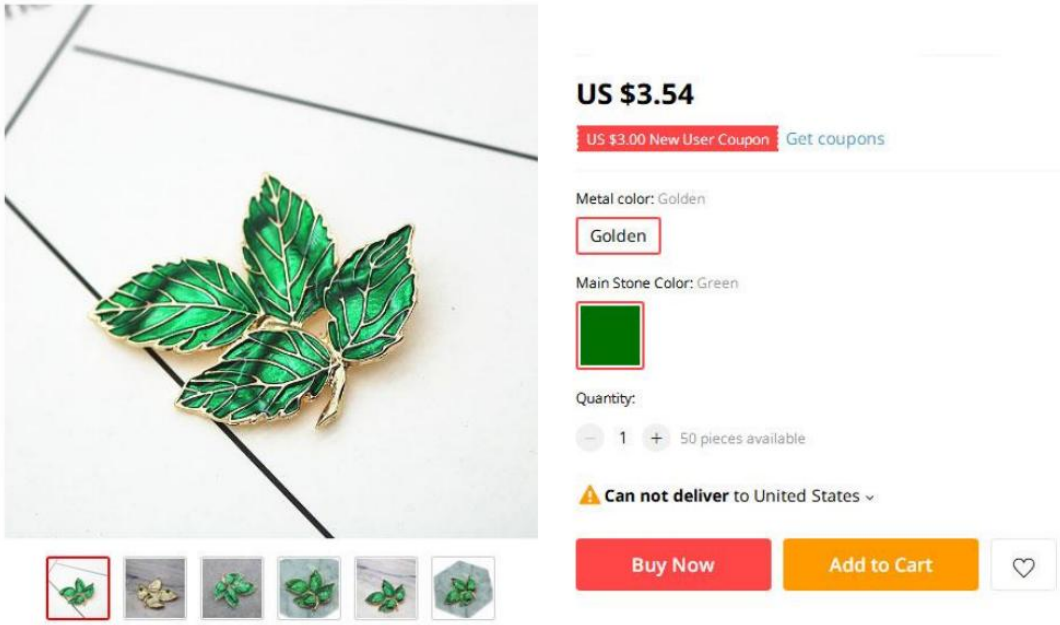

图 1：欧美时尚新款珐琅树叶绿叶大衣西装百搭胸针

参考词汇：

合金 alloy；珐琅 enamel

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-15：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
	产	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

产品详细描述与标题设计（20分）	品详细描述	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	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
		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，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	

试题编号：4-16：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

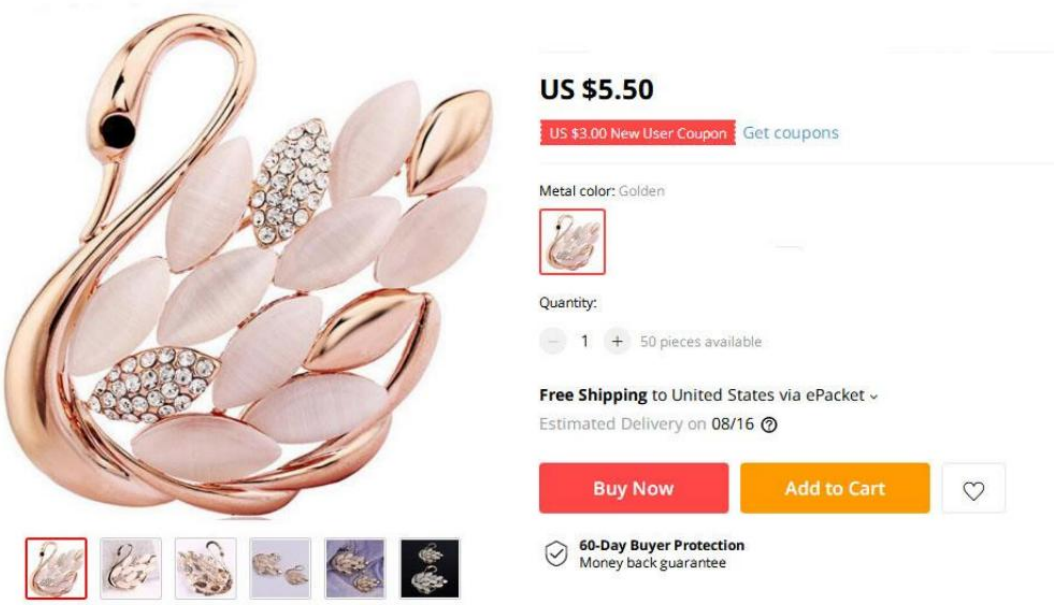

图 1：韩版丝巾扣高档别针猫眼石天鹅胸针女西装开衫胸花

参考词汇：

合金 alloy；镶钻 crystal；电镀 electroplate；人造钻石 rhinestone

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-17：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

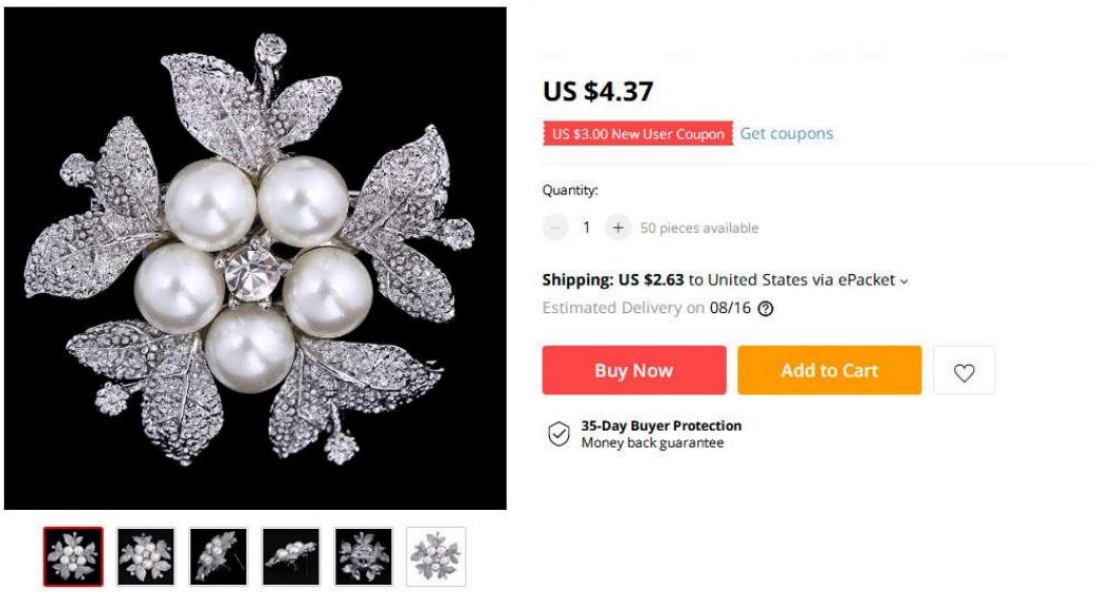

图 1：韩版时尚精美珍珠胸针经典水钻别针热卖胸花爆款

参考词汇：

合金 alloy；水钻 crystal；人造珍珠 simulated pearl

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

评分内容		配分	考核点	备注
		3 分	正确运用跨境电商平台产品信息描述中常用的	信息点每缺失一处

产品详细描述与标题设计（20分）	产品详细描述		词汇、句型和惯用表达法	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，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	

表 2：产品描述与标题设计评分细则

试题编号：4-18：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

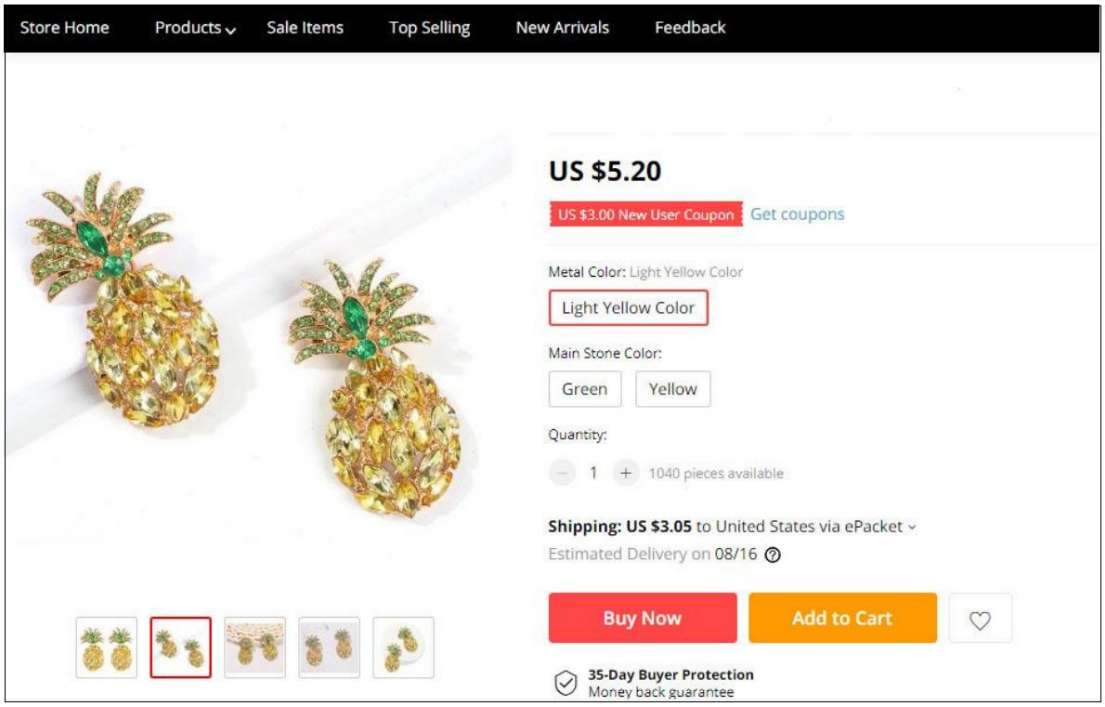

图 1：镶钻亚克力彩钻满钻耳环女黑凤梨夏日清凉热带水果风耳饰

参考词汇：

合金 alloy；电镀 electroplate；人造钻石 crystal；亚克力 acrylic

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容	配分	考核点	备注

产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-19：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

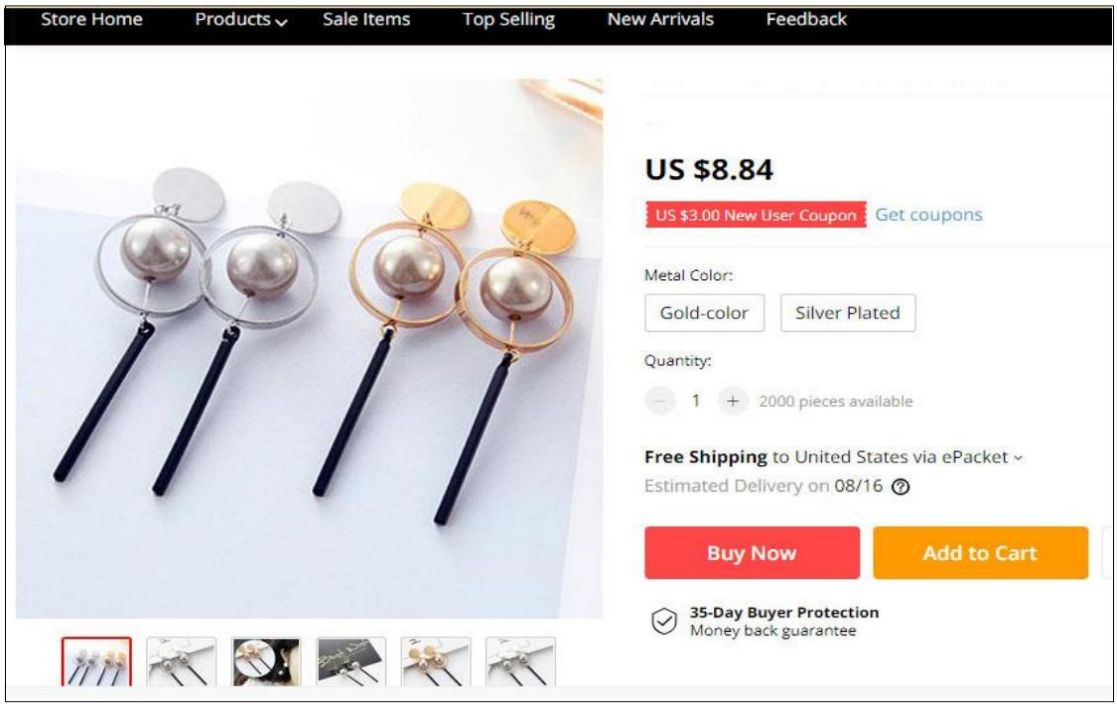

图 1：长款气质清新珍珠吊坠流苏耳环简约日韩 2022 新款流行现货

参考词汇：

铜 copper；人造珍珠 simulated pearl

② 标题设计

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
产品详细描述与标题设计（20分）	产品详细描述	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，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	

试题编号：4-20：产品详细描述与标题设计

一、任务描述

1. 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）+产品描述与标题设计

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。

2. 考核要求

① 产品详细描述：

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。

3. 抽考试题

① 产品详细描述：

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。

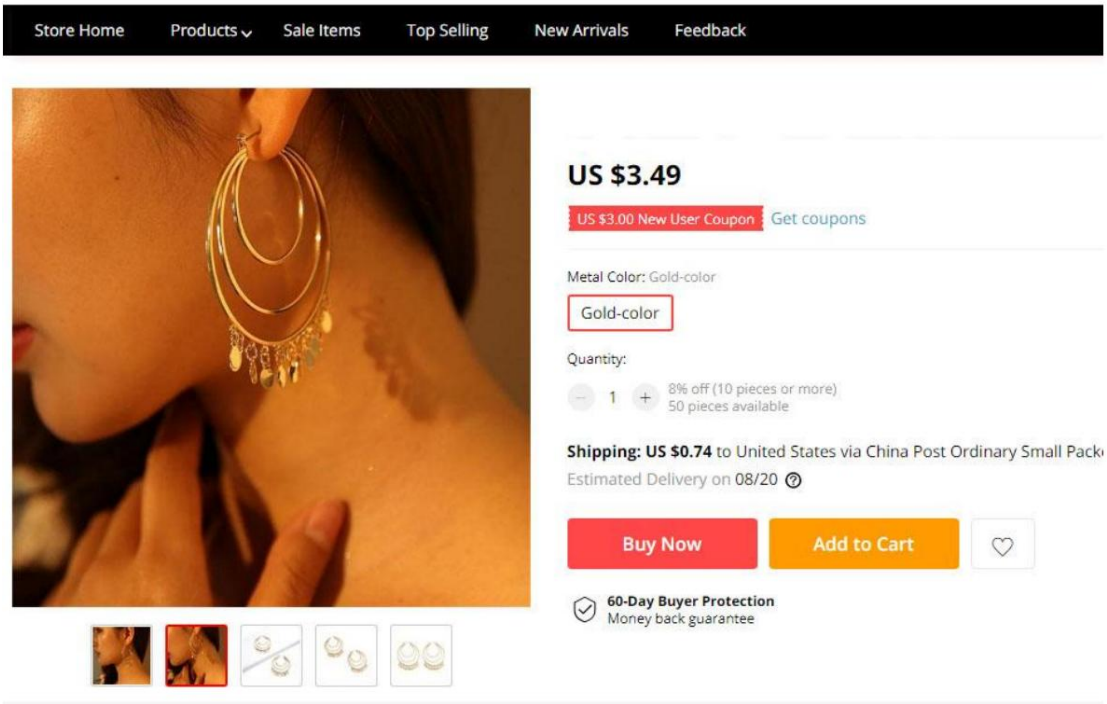

图 1：欧美新款时尚金属感多层项圈合金夸张镂空潮流耳环

参考词汇：

合金 alloy；电镀 electroplate；镂空 hollow out

② 标题设计：

根据资料中提供的产品，用英语完成不少于 80 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。

二、实施条件

表 1：产品描述与标题设计实施条件

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
测评专科	从事《跨境电商》课程理论基础与实践教学指导经历。从事《跨境电商》课程理论基础与实践教学指导经历。	必备

三、考核时量

30 分钟

四、评分细则

表 2：产品描述与标题设计评分细则

评分内容		配分	考核点	备注
产品详细描述与标题设计（20 分）	产品详细描述	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，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	