

永州职业技术学院



商务英语专业技能抽考题 库

[文档副标题]



(2018 级)二零二零年七月

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永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-1 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-1 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

内容：关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

内容：商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to ALDI Group

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

History

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

When the two brothers split the company in 1960 over a dispute whether they should sell cigarettes at the till or not, they owned 300 shops with a cash flow of DM 90 million per year. In 1962, they introduced the ALDI brand name. Both groups financially and legally separated since 1966, though they describe their relationship as a "friendly relation"; they will also occasionally appear as if they were a single enterprise, for example with certain house brands, or when negotiating with contractor companies. ALDI Group expanded internationally in the 1970s and 1980s, experiencing a rapid expansion in the number of outlets after German reunification and the fall of the Iron Curtain. The brothers retired as CEOs in 1993 and gave most of their wealth to foundations.

Business practice

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

However, some brand-name products are carried in certain markets, for example, HARIBO sweets in Germany, Marmite and Branston Pickle in the 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" programs are name-brand items that ALDI has received at a special price from the vendor and can offer for a reduced price. Unlike most other stores, ALDI Group does not accept manufacturers' coupons. Some stores in the US did experiment with a store coupon (\$10 off a \$25 purchase) with much success.

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

Company Philosophy

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

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

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

Fill in each blank with NO MORE THAN THREE WORDS. (20%)

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. _____.

Section II 商务文书翻译

(20%)

Directions: Translate the following advertisement into Chinese.

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

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	

		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。
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永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-2 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-2 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

- 1.关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

- 1.商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

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

A Brief Introduction to TJ Morris Ltd.

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

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

Over the next six months, the company is investing £15 million in opening 30 new stores across the country, creating 1,200 new jobs for the U.K. It intends to double its business in the next three to four years. By 2015, it expects to hit its billion pound turnover target, grow the number of stores nationwide to 350 stores — with the potential for 600 across the UK; and employ more than 10,000 staff. Work is almost completed on the company's £35 million distribution centre at the Axis Business Park in Liverpool—which will enable it to grow its 170-strong store network and further increase its turnover and create 800 new jobs for Merseyside. The company's ongoing

success comes as a number of major high street retailers announce slumps in sales, shock profit warnings, and sliding share prices.

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

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

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

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

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

Joe Morris, operations director of TJ Morris, comments: “We learned a lot through our initial e-commerce venture 10 years ago. E-commerce is now an indispensable part of the retail landscape and we need to offer our customers this service. Every week we receive customer enquiries asking us when they’ll be able to 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. (20%)

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 _____ 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 the listed grocers by 5. _____, holding 6. _____ of the entire profit of the sum of all listed companies. It provides a wide range of top quality brands, from health and 7. _____ to household goods, food, toys and 8. _____. By 2015, it expects to reach its billion pound 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. _____.

Section II 商务文书翻译 (20%)

Directions: Translate the following product description into Chinese.

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

二、实施条件

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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-3 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-3 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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. (20%)

Foremost International Ltd. Profile

Foremost International Ltd. is a 1. _____ that operates around a simple principle, “To satisfy our customers with 2 , _____ innovative products supported by efficient, friendly service.” Since its initial start in 3 , _____ the company has developed four product divisions, namely, Bathroom Furniture, Outdoor Furniture, Indoor Furniture and 4._____. The furniture is manufactured under the Foremost, Foremost Casual, 5._____, and Fireworks brands, as well as private-label names for major retailers. The company is committed to environmental responsibility. Its Water Sense qualifying toilets provide high efficiency waste removal while using 6 . _____ less water with every flush. The bath vanities and 7 _____ use CARB Phase II compliant wood. It has also won KCMA’s ESP certification for meeting requirements in the areas of 8. _____ product and process resource management, 9 _____, and community relations. Moreover, the packaging and marketing materials are also 10._____.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Beauty Brand Furniture Specification

Brand: Beauty

Manufacturer: Hunan Provincial Light Industrial Products Corporation Ltd.

Model: DMZ

Height: 2m

Length: 2.5m

Width: 3m

Color: Gray

Usage: Office

Material: Environmental protection woods with water proof function

Installation (安装): Please operate according to the specification strictly; All the spare parts are contained in the sealed carton.

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

Caution: Avoid long time sunlight

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

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-4 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-4 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

- 1、所有考试项目均为机上操作；
- 2、开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

- 3、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 4、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

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.

Section II 商务文书翻译**(20%)****Directions:** Translate the following product description into Chinese.

<p>Plastic Food Container</p> <p>Brand: Rubbermaid(乐柏美)</p> <p>Manufacturer: SKP</p> <p>Product Dimensions: 8×16×10 inches</p> <p>Weight: 1 pounds</p> <p>Product Description: Square in shape and allow for easy of stacking(叠放); BPA free(不含双酚 A); 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.</p> <p>With Rubbermaid's plastic food container, you'll find storage and organization a breeze(清风)!</p>

二、实施条件

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

三、考核时量:

考核时间: 60 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-5 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-5 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

- 1、所有考试项目均为机上操作；
- 2、开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

- 3、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 4、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二） 考试要求

项目一： 国际商务信息检索

关键词检索： 阅读并理解所给信息； 检索并筛选有效信息； 补充完善信息要点。

项目二： 商务文书翻译

商务文书翻译： 阅读并理解所给商务文书； 译文表达专业、 术语准确， 符合商务文体特征； 内容完整， 逻辑严谨， 衔接流畅。

（三） 抽考试题

Section I 国际商务信息检索

(20%)

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

Naseeb International Corp. Profile

Established in 1. _____, Naseeb International Corp. is engaged in the manufacture, import and 2. _____ of a variety of consumer goods, including: Bed & Bath, Giftware, Home Hardware, 3 _____, Household Items, Cosmetics, Electronics and much more. They focus on improving transaction systems and 4. _____ to facilitate our global growth. The supply chain runs through a wide spectrum of functions right from materials planning to 5. _____ to primary distribution. 6. _____ are the very core of all its business activities. Its global consumer research allows us to get closer to consumers in local and international markets, ensuring they understand their diverse needs and 7. _____ The market environment is subject to 8. _____ . They apply the 9. _____ principle to encouraging their staff to set ambitious objectives. This principle is the 10. _____ of the good leadership which they aim to achieve throughout Naseeb International Corp..

Directions: Translate the following agenda into Chinese.

	Morning	Afternoon
Monday (Dec. 2nd)	9:00-11:00 a.m. Meet with Mr. Liu, manager of Hunan Provincial Light Industrial Products Corporation Ltd.	2:00-4:00 p.m. Visit the plant (工厂)
Tuesday (Dec. 3rd)	9:00-10:00 a.m. Do market research	2:00-4:00 p.m. Attend the annual meeting of import & export department
Wednesday (Dec. 4th)	Draw up the contract	
Thursday (Dec. 5th)	9:00-12:00 a.m. Discuss the details of the contract	2:30-3:00 p.m. Sign the contract with Hunan Provincial Light Industrial Products Corporation Ltd.
Friday (Dec. 6th)	8:00-12:00 a.m. Visit some places of interest	2:00 p.m. Take flight CS2018 to go back to America

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-6 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-6 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Novozymes

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

The company is committed to nothing less than changing the very foundations of our industrial system for the better. By addressing industry challenge, we develop improved bio innovation solutions for detergents (清洁剂 , 去垢剂), pharmaceutical (制药的) products, the chemical and energy sector, and countless other industries. The specific vision of the BioAg Group within Novozymes is to utilize microbial-based (微生物的 , 由细菌引起的) technologies to help the

world's farmers produce more and better food, feed, fuel, and fiber while minimizing the consumption of environmental resources.

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

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

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

Our research and development efforts are based on the latest thinking, newest technologies, and most efficient world-class organization techniques. Through close collaborations with customers and partners we deploy our methods and talent base to develop innovative products. Our cross-functional approach and world-class technology base mean that we are often able to apply the latest developments from

one industry or area to overcome challenges in another. And by building on our cross-industry insights we can best anticipate the future needs of our customers.

We know that we cannot institute change on a global scale in isolation, therefore, central to our strategy is a dedication to driving change in close alliance with our customers. By combining our biotechnology with our customers' industry insights, we are truly able to improve product performance while reducing environmental impact in a whole host of categories. We support our business associates and customers (distributors, retailers and farmers) with unparalleled service and support from the lab to the field to ensure maximum benefit is achieved when incorporating our biobased tools into an agronomic program. We achieve this customer service goal by serving our customers in every country in which the BioAg Group is present, with on-the-ground agronomic expertise for technical product and sales support.

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

Translating reduced consumption of environmental resources and chemicals into customer claims

Responding to retailers' toughened sustainability requirements

Responding to the stronger environmental regulation at political level

Supporting the achievement of our customers' internal sustainability goals.

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

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

Novozymes Profile

With over 1. _____ products used in 130 countries, Novozymes has develop improved bioinnovation 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. Their 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 their 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 business of today and the world of tomorrow.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Tide (汰渍) Washing Powder

Product dimensions: 5×5×5 inches

Weight: 2.64 pounds

Product Description: Does not irritate(刺激) sensitive skin

Non-toxic(无毒) and safe

For High Efficiency washing machines. When filling the washer with water, add the powder, and then add the clothing. This helps ensure that the powder is dissolved (溶解) 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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-7 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-7 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Kraft Foods

Northfield, Illinois-based Kraft Foods Inc. (NYSE: KFT) is a global snacks powerhouse with an unrivaled portfolio of brands people love. Proudly marketing delicious biscuits, beverages, cheese, grocery products and convenient meals in

approximately 170 countries, Kraft Foods had 2010 revenue of \$49.2 billion, more than half of which was earned outside North America. Eleven of the company's iconic brands – including Cadbury, Jacobs, Kraft, LU, Maxwell House, Milka, Nabisco, Oreo, Oscar Mayer, Philadelphia and Trident—generate revenue of more than \$1 billion annually, and 40 have been loved for more than a century. A leader in innovation, marketing, health & wellness and sustainability, Kraft Foods is a member of the Dow Jones Industrial Average.

Kraft Foods has two main operating units—Kraft Foods North America (KFNA; generating 73 percent of 2000 proforma revenues) and Kraft Foods International (KFI; 27 percent)—and its brands are divided into five main sectors: snacks (30.6 percent of global revenues; 28 percent of KFNA revenues; 38 percent of KFI revenues), beverages (global, 19 percent; KFNA, 13 percent; KFI, 35 percent), cheese (global, 18 percent; KFNA, 20 percent; KFI, 13 percent), grocery (global, 16.6 percent; KFNA, 19 percent; KFI, 10 percent), and convenient meals (global, 15.8 percent; KFNA, 20 percent; KFI, 4 percent). Seven of Kraft's brands bring in more than \$1 billion in revenues each year: Kraft cheeses and other products (\$4.3 billion in 2000 revenue), Nabisco cookies and crackers (\$3.5 billion), Oscar Mayer processed meats (number one in the United States), Post cereals (number three in the United States), Maxwell House coffee, Philadelphia cream cheeses, and Jacobs coffee (number one in western Europe). More than 60 company brands generate annual revenue in excess of \$100 million, including A.1. steak sauce, Altoids candy, Balance energy bars, Cheez Whiz process cheese sauce, Cool Whip whipped toppings, DiGiorno pizza, Freia confectionery, Gevalia coffee, Jell-O desserts, Kool-Aid drink mix, Life Savers candy, Miracle Whip dressing, Oreo cookies, Planters nuts, Premium crackers, Ritz crackers, Stove Top stuffing mix, Tang drink mix, and Toblerone chocolate. The company holds the top global position in 11 product categories: coffee, cookies, crackers, cream cheese, dessert mixes, dry packaged dinners, lunch combinations, powdered soft drinks, process cheese, salad dressings, and snack nuts. Kraft Foods' products are made at more than 220 manufacturing facilities around the world and are sold in more than 140 countries.

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

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

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

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

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

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

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 3. _____ markets many brands in approximately 170 countries and has 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 are 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.

Section II 商务文书翻译

(20%)

Directions: Translate the following advertisement into Chinese.

Happiness Coffeemaker

The Happiness Coffeemaker introduces an evolutionary new look in coffeemakers. Its bright red makes it a brilliant new addition to any kitchen. Fully programmable(程序化) 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(指示器), it's the ideal coffeemaker for today's demanding(高要求的) consumer. It is simple and easy to use. Happiness coffeemaker, your best choice!

二、实施条件

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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。			

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-8 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-8 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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 doors of a small natural foods store called SaferWay in Austin, Texas. Two years later, John and Rene partnered with Craig Weller and Mark Skiles to merge SaferWay with their Clarksville Natural Grocery, resulting in the opening of the original Whole Foods Market on September 20, 1980. At 10,500 square feet and a staff of 19, this store was quite large in comparison to the standard health food store of the time. It was an immediate success. We have grown by leaps and bounds since our first store opened. Much of the growth of our company has been accomplished through mergers and acquisitions, with approximately 32% of its existing square footage coming from take-over's. These mergers and acquisitions have provided us access to desirable markets, locations and experienced team members.

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

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

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

Our success is dependent upon the collective energy and intelligence of all of our team members. The fundamental work unit of the company is the self-directed team. Teams meet regularly to discuss issues, solve problems and appreciate each others' contributions. Every team member belongs to a team. We strive to create a work environment where motivated team members can flourish and succeed to their highest potential. In this way, many people feel Whole Foods Market is an exciting company of which to be a part and a very special place to work.

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

Whole Foods Market Profile

Whole Foods Market is the world's leader in 1 _____ foods, with over than 300 stores in 2 _____ and the United Kingdom. Their founders were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of 3. _____. The original Whole Foods Market started in 1980, at 10,500 square feet and a staff of 4 _____. Since then, it has developed incredibly rapidly, much of which has been achieved through 5 _____. Now it sells an average of 6. _____ food and non-food items, including seafood, 7. _____, meat and poultry, bakery, prepared foods, specialty, whole body, floral, 8. _____ and household products. In its larger stores, catering services are provided for customers with 9 _____. In all, its success relies on the 10. _____ and intelligence of all of its team members.

Section II 商务文书翻译

(20%)

Directions: Translate the following job wanted into Chinese.

Job Wanted(招聘)

In order to open up overseas markets, our company needs qualified international trade salespersons. The candidates(应试者) 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(粮油食品) Import and Export Group Corp. Ltd.

二、实施条件

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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-9 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-9 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Charoen Pokphand Group

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

In 1921, Chia brothers, Ek Chor and Siew Whooy established a small seed shop named "Chia Tai" in Bangkok, Thailand. Their business was importing seeds from

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

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

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

Benefit to the Country
Benefit to the People
Benefit to the Company.

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

Aside from developments for the sustainability of the overall industry, we emphasize product development to satisfy consumer requirements. Our quality cycle begins from the field to the consumer, along the whole production chain. The quality assurance activities are not only targeted food safety, but also food quality and

nutritional value of products. These include raw material and supplier, during processing, transport and distribution of the finished products until consumer consumption. Manufacturing food products to meet the differing regulations and standards of each customer throughout the world, together with the company's ability to develop products and improve its animal breeding process to meet international standards, have resulted in customers being confident that CP's products are of high quality, tasty and safe for consumption.

CP is the first multinational enterprise to invest in China's agribusiness, in 1979. Serving the changing needs and demands of China's 1.3 billion people, CP businesses are involved with growing, processing and marketing of foods under its "farm-to-table integration strategy". CP has over 100 compounds feed mills and 5 fully integrated poultry (家禽) businesses in 29 of China's 31 provinces, autonomous regions and municipalities. It has opened seed shops and arranged seminars in villages across China, in order to improve farming methods and add to the profitability of China's farmers. The importance of bio-security and food safety is paramount to the production of both human and animal food. CP's technical service teams of veterinarians and animal husbandry specialists, provide farmers with advice and support. More than one-quarter of China's poultry exports 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. (20%)

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 start 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 _____ RMB30.35 billion or Bt151.75 billion involving in farm, fishery, seed, food, petroleum, motorcycle, 10 _____, medicine, retail and international trade.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Characteristics of the Product	
1.	Rich in vitamins, microelements, amino acids(氨基酸), fish powder, growth promoting agent, acidulant(酸化剂), environment-protection preventive medicine additive etc.
2.	Good in palatability(适口性). Because of this, pigs like to eat and sleep well after eating it. The fur of the pigs will be shiny and the skin will be rosy after 3-7 days’ feeding.
3.	High in survival rate, easy to raise, uneasy to fall ill, rapid in growth, well-proportioned in body.

二、实施条件

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

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

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。			

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-10 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-10 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Probiotec Limited

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

Since beginning operations in 1997, Probiotec Limited has quickly emerged as a leading manufacturer, marketer and distributor of a diverse, high quality range of prescription and over-the-counter (OTC) pharmaceuticals (医 药 品), complementary medicines and specialty ingredients (成 分 , 因 素). Our proven

experience and expertise extend across a wide range of healthcare goods – offering you access to the cost efficient contract manufacturer of existing Probiotec Limited formulations, new custom developed formulations (or formulations which you already possess and wish to produce) in any of the following categories: Prescription and OTC Pharmaceuticals, Nutraceuticals and Cosmeceuticals, Human Nutrition (including dairy based powders and sports nutrition products), Animal Nutrition(Feed Supplements), and High Purity Functional Ingredient.

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

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

Celebrity Slim

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

BioSource

BioSource is a premium range of vitamin and nutritional supplements developed by Pharmacists that contain clinically researched and naturally based ingredients. It aims to improve people's health and wellbeing through education and awareness about various conditions, lifestyle and diet factors.

Milton

Since acquiring this market-leading brand, Probiotec Limited continues to build on the trusted reputation Milton has established in antibacterial hygiene over many generations. Today, the brand remains a firm favorite for baby care, home and professional use.

Gold Cross

Available only through pharmacies, it provides a range of effective traditional medicines at real value for money prices. It includes remedies for coughs & colds, skin care, arthritis & pain, wound management, as well as vitamin supplements and general medicines.

David Craig

A trusted name among healthcare professionals since 1942, our David Craig brand continues to provide pharmacy dispensaries with galenical products (compounding materials and preparations) and skin care formulations of uncompromising quality.

Skin Basics

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

Arthroflex MAX

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

Slimmm

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

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

Probiotec Limited Profile

Since beginning 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.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

This health-care food contains Vitamin C, Orange juice powder, Starch (淀粉), etc. It's a healthy food that can supply vitamin C.

Ingredients(原料): Vitamin C, Orange juice powder, Starch, etc.

Function: Supply Vitamin C.

Active ingredient(有效成分) and content: Vitamin C: 100mg per pill(每片).

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(推荐用量) or with other nutrients supplement of the same type.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-11 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-11 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Onninen Group

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

History

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

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

Vision, Mission, Goals

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

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

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

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

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

- ROI: over 20%

Products

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

Onnline - secure and safe choice for professionals; Onnline

products and solutions are meant for professional use.

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

OPAL - easy living for consumers.

OPAL products are quality products which are sold in retailer shops to consumers. OPAL products offer right selection of electrical and HEPAC products for active consumers. Reasonable price added to guaranteed quality makes OPAL the easy choice for many different requirements at home.

Services

Onninen Express

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

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

E-commerce services

In all Onninen countries, customers are served electronically.

Onnshop

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

Electrical Pricelists

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

Logistics Services

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

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

Project services

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

Information for suppliers

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

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

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

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

Onninen Group Profile

Established in 1. _____, Onninen Group is a family-owned company which offers 2. _____ to contractors, industry, public organizations and retailers in the markets of 3. _____ countries. Onninen has two product brands of its own: Onnline for 4. _____ use, and 5. _____ for easy living of consumers. Customers of Onninen can either shop in an Onninen Express store, the company's 6. _____ targeted to serve business-to-business customers, or be served electronically in OnnShop, an 7. _____ that offers all the Onninen warehouse products. Onninen Group also offers logistics services and 8. _____. The company's total net sale for 2010 was 9. _____. It aims 10. _____ annual growth in turnover in the next 3 – 5 years.

Section II 商务文书翻译

(20%)

Directions: Translate the following products description into Chinese.

This health-care food contains Vitamin C, Orange juice powder, Starch (淀粉), etc. It's a healthy food that can supply vitamin C.

Ingredients: Vitamin C, Orange juice powder, Dextrin(糊精), Starch, etc.

Function: Supply Vitamin C.

Active ingredient(有效成分) 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 supplement of the same type.

二、实施条件

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

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

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-12 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-12 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Reach Cooling Group

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

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

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

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

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

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

Our Product Range:

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

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

Quality Assurance

As we believe, the most important aspect in the choice for equipment is quality and efficiency and we take pride in our products, having a very high reputation in both these areas. We have undertaken all necessary measures in every step of

manufacturing and design processes for quality assurance, reliability and durability. Our factories follow strict ISO guidelines and other worldwide accepted standards. Every product is subjected to thorough testing in highly advanced laboratories in their development stages to assure they can handle the operational pressures of the world's harshest environmental conditions without a glitch. Additionally, no matter how small it is, one random sample from each batch is vigorously tested for every single batch of units manufactured as a precaution to avoid human errors and component specific defects.

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

Our Family of Distributors

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

Our Manufacturing Base

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

Research, Development and Innovation

In our field of business, we have been known to create the ideas which others usually follow. During our successful existence, we have been the leaders of development in many new technologies, ideas, products and marketing applications. Unlike some competitors, who prefer to copy others' products or services, we

continually strive to bring new or highly enhanced products to the sophisticated world markets. Many others have attempted to copy our brands and products, yet failed one after another. Today, the world consumer is well educated to differentiate between a badly made copy and a top quality original.

Environmental Sensitivity and Responsibility

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

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

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.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Location of the Generator Room(发电机房)

- Install it on the ground or on the roof.
- If the installment is restricted, install the main engine and the pumps(泵组) in the basement. Install the cooling tower on the ground or on the roof.
- If installed in the basement, don't choose metal generator room. The main engine and pumps should be in the same generator room to reduce the use of pipe(管道).

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	

		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-13 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-13 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Innovair Corporation

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

Aiming to be on the forefront of product development and innovative design, as well as the optimization of its unit's performance, Innovair Corporation designed and manufactured high quality equipments that are well-engineered, reliable, and cost-effective. Today, Innovair Corporation offers several complete lines of Air-conditioning and Refrigeration products not only meeting customer satisfaction, but even exceeding their expectations.

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

Our Philosophy

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

Every employee in Innovair Corporation adheres to company policies and procedures at all times. We all pledge to be honest, ethical and to

always do the right thing. When performing our duties, we always aim for customer satisfaction through clean, fast and quality workmanship. We are committed to encouraging and honing individual skills and talents in order to contribute to employees' career growth while better ensuring quality output from our manufactured products.

Our Values

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

Our business operates with competency, integrity, and honesty in mind. Respect towards customers, suppliers, and work associates are strongly emphasized while promoting teamwork and collaboration. This enables us to develop strong lines of communication within the organization and with our customers, which in turn, leads to the trust and confidence that is essential to maintain long term relationships and happy customers.

The Experience

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

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

Environment Friendly Refrigerants

Faced with today's tough environmental challenges and with global warming, we are more committed than ever to develop solutions which utilize sustainable energy sources in order to conserve our planet's non-renewable reserves of fossil fuels. We offer a wide range of eco-friendly heat pumps and refrigeration products

constantly adding more to our list. Our CFX series uses R410A that is chlorine free and non-depleting refrigerant. Such will not only help save money on energy bills but also help reduce carbon dioxide emissions in the atmosphere to help control global warming.

The Solution

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

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

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

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

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

Innovair Corporation Profile

Innovair Corporation is a manufacturer of 1. _____ and commercial 2. _____ products. Aiming to be on 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.

Section II 商务文书翻译

(20%)

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(先驱) 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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	

		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-14 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-14 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to GreenStar Energy Systems & Alliance

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

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

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

Rich in History

With decades of experience in the heating and cooling industry, GreenStar has a long tradition of excellence behind it. In fact, the company can trace its roots back to the early 1900s, when cast-iron stoves were the order of the day. Since then, markets

have greatly changed, and technological advances have brought many new and innovative products. But through all the years and all the changes, one thing has always remained the same—our absolute dedication to quality. This dedication now spreads itself over a world-class organization. GreenStar is a company with huge assets in engineering manufacturing and service support; a company that not only has a rich past, but is also always evolving into the future.

Strength in Numbers

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

Higher Standards

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

Created For You

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

Comfort Zone

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

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

Quality Above All

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

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

Fill in each blank with NO MORE THAN THREE WORDS. (20%)

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.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Features of product

Luxury(奢侈) 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(总插头) when you repair or clean the machine.

Transportation and placement(运输和安置)

Do not move the appliance by holding a door or door handle.

You should lift it from the bottom.

Connecting the appliance(器械)

The rated voltage(额定电压) of the appliance is 220V alternating current(交流电) and the rated frequency(额定频率) is 50Hz.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。	

		主要内容每缺失一处，扣 1 分。	
	5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
	10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-15 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-15 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Clima Tech Corporation

Clima Tech Corporation, located in Boise (博伊西), Idaho (爱达荷州), is an Employee Owned Corporation specializing in HVAC (Heating, Ventilating (通风), and Air Conditioning) Service and Maintenance. Our growth into one of the largest contractors in Boise is directly attributable to our attitude in providing the highest level of quality in all that we do. We have recently opened a branch office in Milwaukie (密尔沃基), Oregon (俄勒冈州), and are now able to offer the same professional service throughout eastern Oregon.

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

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

Company History

Clima-Tech was founded in 1972 by Mitchell Taback. The company began its long history as Climate Trane Air Conditioning Company, a part of the Trane Comfort

Corp franchise network. Specializing in the installation and service of residential equipment, the company spent most of the 1970s filling a much needed void of professional, quality oriented contractors in the Boise market. It was this same dedication to providing excellent service and quality workmanship that propelled Climate Trane into the commercial marketplace.

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

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

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

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

Clima Tech Corporation Mission

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

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

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

- Simply provide the highest quality HVAC service imaginable to our customers.
- Provide our employees the opportunity for personal and professional fulfillment, ensuring the enrichment of our organization, and the highest standard of living for their families.

- Give our vendors fair and honest treatment so that we will receive the best value for our purchases, and realize savings that will be passed on to our customers.
- Actively participate in organizations that work to improve the quality of our community, making it a better place to live and work.

Mechanical Services

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

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

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

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

Task 1: Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS. (10%)

Clima Tech Corporation Profile

Founded in 1. _____, Clima Tech Corporation is a 2. _____ company specializing in HVAC 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 7. _____ newly opened 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.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Equipped with a dual(双向的) air flow system and fresh air device(设备), this air conditioner ensures comfortable temperatures in all seasons. Supplying fresh air with a ventilator(通风口), the air conditioner can filter(过滤) dust and absorb humidity(湿气). It creates an ideal environment for living and working. Besides, with compactor(压缩机) designed and made in China, the air conditioner is compact (紧凑的) in structure, elegant in design, efficient, low in sound and easy to operate.

二、实施条件

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

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

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-16 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-16 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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 Westinghouse 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 Westinghouse Freezer, White Westinghouse Microwave, White Westinghouse Air Care and White Westinghouse 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 1977.

It started manufacturing electric products that included automatic washing machines, frost-free refrigeration and other that have been appreciated all over the world by global clients for low power consumption and low maintenance. These products are engineered with superior technology by using quality raw material and components that ensure durable performance & high functionality. We are a prominent importer of various electronic items from different companies such as:

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

- Olympus
- White Westinghouse

Quality Assurance

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

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

- Noise level
- Temperature and corrosion resistance
- Functionality
- Robust construction

Warehousing

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

Wide Distribution Network

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

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

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

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 4. _____ company, White Westinghouse of USA. 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. _____.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Your cellphone is a product of superior design and craftsmanship(工艺) 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(说明书).
- Do not drop, knock, or shake the device.

• Use chargers indoors.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-17 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-17 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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- 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、考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 4、考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Devidayal (Sales) Limited

The company Devidayal (Sales) Limited established in 1949 is part of a reputed and respected business house in India marketing its products under the brand name Devidayal Agrochemicals(农用化学品). Starting with the business of mining various ores and exporting to Japan, to export of BHC for locust (蝗虫) control to Russia in the 60's, today the company is an Emerging Leader in the business of Agrochemicals / Pesticides(杀虫剂) in India. In 2000, Devidayal (Sales) Ltd. was granted ISO 9002 certification and in 2004, the company updated it to ISO 9001. In 2005, DSL was deemed a one "STAR" Export House. The company believes in Total Quality Management. Having its registered office at Mumbai, the company has a modern manufacturing plant at Kalol (卡罗尔) (Dist. Panchmahal-Gujarat, Western India) backed by a strong R&D and excellent Quality Control Systems. The domestic market is catered to from its 15 Branch offices and 25 Stock Points spread all over the country. Besides having a substantial domestic market share, the company exports its products to around 35 countries covering Europe, South America, the Far East, Asia Pacific, Africa and the Middle East. 25% of its turnover is attributed to Exports. The Company has registered over 75 of their products overseas. The Company offers both technical grade pesticides as well as formulations (配方). Its formulations include Emulsifiable Concentrates (EC), Suspension Concentrates (SC), Wettable Powders (WP), Granules (GR) and Dusting Powders (DP) of Insecticides, Fungicides(杀菌剂) and Herbicides(除草剂).

Strength

- 56 years experience in serving farmers.
- More than 150 products registered in India.
- Strong domestic market presence with more than 6,000 dealers.
- Wide product range, attractive packing, timely supplies and competitive pricing.
- Policy of long term relationship with its customers, suppliers & employees.
- Good business ethics and a satisfied customer base.
- Quality products as per BIS/FAO/ International standards.
- Stool Export house - Star Export house.

Manufacturing Facilities

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

Customer service

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

Products

Insecticides

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

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

Fungicides

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

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

Herbicides

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

Selective herbicides have been derived from a wide range of different chemical classes with varying modes of action that have enabled the yield improvement in key crops such as corn, rice, soybeans and wheat.

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

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

Devidayal (Sales) Limited Profile

Devidayal Sales Limited, founded in 1. _____ is a leading manufacturer 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.

Section II 商务文书翻译

(20%)

Directions: Translate the following job wanted into Chinese.

Job Wanted (招聘)

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(常规) work
- 4 Responsible for file management and client receiving

Requirements:

- 1 College diploma(大学学历) and above
- 2 Good English and computer skills
- 3 Related working experience in the international organization
- 4 Patient, careful, supportive.
- 5 Has strong team work spirit.

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

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-18 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-18 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

- 1、所有考试项目均为机上操作；

2、开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to MainPlus Chemicals Ltd.

MainPlus Chemicals Ltd. is a privately owned, U.K.-based company with over 30 years' experience in the manufacture, formulation (配方), packaging and exporting of agricultural, environmental health, industrial and veterinary (兽医的) products. We supply our products to over 90 countries worldwide and enjoy a reputation for supplying competitively-priced products of superior quality to agricultural, veterinary hygiene (保健) and environmental health industries.

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

Mainplus's history: the story so far.

First created in 1979, as then named, Mostyn Chemicals Company, the company began trading from a spare bedroom with three members of staff. The company grew

from strength to strength, scooping the Queen's Award for Export and the Export Award for Small Businesses along the way.

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

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

Our Mission

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

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

Our Values

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

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

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

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

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

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

Our products

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

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

Crop Protection

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

Public Health

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

Veterinary care

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

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

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.

Section II 商务文书翻译

(20%)

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(发出) to you at once. The relevant documents will be mailed to you once they are ready.

We apologize for causing you a good deal of inconvenience.

二、实施条件

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

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

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-19 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-19 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to MH&W International Corp.

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

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

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

Equipments

MH&W has made major investments to keep our production facilities on the cutting edge. Our latest additions, four Mazak machine centers with pallettechs, are state of the art machines. They give MH&W a competitive advantage because of the large size range of parts they can machine. Our production facility handles average lot sizes from 50 to 500 units. Annual volumes range from 1,000 units to more than 40,000 units.

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

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

Quality

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

Engineering

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

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

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

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

Field Sales Representatives and Engineers

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

Six Sigma(六西格玛)

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

MH&W has a full-time Six Sigma Black Belt training our employees in lean manufacturing principles. That's been the case for years. We also have dozens of Six

Sigma Green Belts on staff. Using Six Sigma raises our company standards by adopting kaizen, lean manufacturing, cost improvement, structured new product development and project-based process changes both on the shop floor and in the MH&W offices.

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

Fill in each blank with NO MORE THAN THREE WORDS. (20%)

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 10. _____ to its employees and raises its by using it.

Section II 商务文书翻译

(20%)

Directions: Translate the following agenda into Chinese.

MH&W International Corp. Meeting of the Board of Directors(董事会)

Date: December 11, 2019

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

Location: Conference Room, 7th Floor MIT Building.

Agenda

1. Financial report—Mr. Lee (Vice President(副总裁) of Finance)

Report on last year's performance

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

Analysis of business plan for 2020, including income, budget(预算), and new clients.

3. New business -Mr. Smith (CEO) Discussion of future cooperation with Sany Group(三一集团).
4. Travel policy - Mr. Smith (CEO) Discussion of what and how employees are paid when travel for business purposes

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	

		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。
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永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-20 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-20 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Merco Trading Co.

Merco Trading Co., established in the year 2006, is one of the most acclaimed manufacturers and suppliers of high quality and precision engineered General Hardware Materials, Steel Materials and Engineering Goods. Being a sole proprietorship firm, we have always worked hard to achieve one of the best positions in the market hence offer our clients with a huge range of products that includes Forged & Rolled Bars, MS Fasteners, SS Fasteners, Drills / Taps / Reamers & Machine Tools, Ferrous Alloys, Non Ferrous Metals, Hardware Material & Engineering Goods and many more.

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

Product Portfolio

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

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

Key features:

Corrosion resistant

Durable

Long functional life

Available in various specifications

Resistant to chemicals

Quality Assurance

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

Industries Catered to

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

Industries that we cater to include:

Engineering related industry

Sugar industry

Metal industry

Petrochemical industry

Pumps industry

Plant & machine manufacturing industry

Vendor Base

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

We select our vendors after thorough assessment on various factors.

Our selection process is based on following criteria:

Cost effectiveness

Quality range

Ethical business practices

Timely delivery

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

Warehousing & Packaging

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

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

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

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 3. _____ of the materials at its end. Products offered by it passes through stringent 4. _____ at each stage of product development. The company's association with reliable vendors 5. _____ 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.

Section II 商务文书翻译

(20%)

Directions: Translate the following letter into Chinese.

Dear Sirs,

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

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	

		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-21 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-21 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Schlumberger

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

Background

Schlumberger Limited (NYSE:SLB) is the world's leading oilfield services company supplying technology, information solutions and integrated project management that optimize reservoir performance for customers working in the oil and gas industry. Founded in 1926, today the company employs more than 110,000 people of over 140 nationalities working in approximately 80 countries.

The company comprises two business segments:

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

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

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

Organization

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

Competitive Advantage

Schlumberger offers its clients four key advantages:

Deep domain knowledge of exploration and production operations gained through 75 years of experience

The service industry's longest commitment to technology and innovation through a network of 25 research, development, and technology centers.

A global reach in more than 80 countries coupled to strong local experience and the diversity in thought, background and knowledge that more than 140 nationalities bring.

A commitment to excellence in service delivery anytime, anywhere.

Research and Development

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

Schlumberger Products, Services and Solutions

Schlumberger services and solutions combine domain expertise, best practices, innovative technologies, and high-quality support aimed at helping its customers

increase oilfield efficiency, lower finding and producing costs, improve productivity, maximize reserve recovery, and increase asset value in a safe, environmentally sound manner.

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

Commitment to Quality, Health, Safety and the Environment

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

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

Schlumberger Profile

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

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

Product Description

Product Name: Drilling Rig (钻机)

Brand Name: Sany(三一重工)

Model Number: HYDX-6

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

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-22 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-22 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to the Tokyo Electric Power Company

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

Chiyoda (千代田) , Tokyo, and international branch offices exist in Washington, D.C., and London.

In 2007 TEPCO was forced to shut the Kashiwazaki-Kariwa Nuclear Power Plant after the Niigata-Chuetsu-Oki Earthquake. That year it posted its first loss in 28 years. Corporate losses continued until the plant reopened in 2009. Following the March 2011 Tōhoku earthquake and tsunami, its power plant at Fukushima Daiichi was the site of a continuing nuclear disaster, one of the world's most serious. TEPCO could face ¥2 trillion (\$23.6 billion) in special losses in the current business year to March 2012, and Japan plans to put TEPCO under effective state control as a guarantee for compensation payments to people affected by radiation. The Fukushima disaster displaced 50,000 households in the evacuation zone because of radiation leaks into the air, soil and sea.

History

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

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

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

During the 1980s and 1990s, the widespread use of air-conditioners and IT/OA appliances resulted in a gap between day and night electricity demands. In order to reduce surplus generation capacity and increase capacity utilization, TEPCO

developed pumped storage hydroelectric power plants and promoted thermal storage units.

Recently, TEPCO is expected to play a key role in achieving Japan's targets for reduced carbon dioxide emissions under the Kyoto Protocol. It also faces difficulties related to the trend towards deregulation in Japan's electric industry as well as low power demand growth. In light of these circumstances, TEPCO launched an extensive sales promotion campaign called "Switch!" promoting all-electric housing in order to both achieve the more efficient use of its generation capacity as well as erode the market share of gas companies.

Corporate overview

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

Position in the industry

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

Management and finance Generation

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

International Activities

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

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

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

TEPCO Profile

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

Section II 商务文书翻译

(20%)

Directions: Translate the following correspondence into Chinese.

Dear Sirs,

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

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

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

Yours faithfully,

Lin Xiong
Sales Manager

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。
	5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。
	10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-23 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-23 项目名称：商务文书翻译

一、任务描述

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- 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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（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to MALI Group

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

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

Product Profile

We are catering quality water heating material, bought outs and machine items that find usage in various industries like automobile, engineering and construction industries. In addition, we are also expert in offering turnkey (全面解决方案) project solutions in accordance with the specifications of our global clients. We have

expertise that enables us in handling different aspects of the projects such as designing, budgeting and planning with timely execution.

Vender Base

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

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

Quality Assurance

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

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

Team

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

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

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

Warehousing and Packaging

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

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

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

MALI Group Profile

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

Section II 商务文书翻译

(20%)

Directions: Translate the following want ad into Chinese.

A Senior Secretary Wanted (招聘高级秘书)

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

Duties:

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

Requirements:

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

Contact Information:

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

二、实施条件

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

三、考核时量:

考核时间: 60 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-24 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-24 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to KK Private Limited Company

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

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

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

Business Activities

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

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

Business Philosophy

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

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

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

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

Infrastructure & Strength

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

We have a fully equipped office with all modern communication facilities, and 24 hours internet connectivity. We operate our own warehouse, and have created a partnership with Transport and Logistic (物流的) Service providers.

KK P.L.C always maintains an active research team, continuously upgrading information on the market, gathering data on products, price trends, and new markets

and suppliers. With this, we present a pro active profile to both Principals and Customers, for accessing new business opportunities.

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

Services Offered

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

Our services include the following:

Market Research & Intelligence

Providing technical support to customers

Negotiating transactions

Warehousing and Supplies in small lots

Assisting in completion of procedural formalities

Providing of logistic support

Commitment to resolve quality or delivery related problems

Negotiating amicable settlement of differences

Future Mid-Short Term Prospects

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

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

The investment is sought in the production and processing of diversified agricultural crops such as coffee, tea, sugar, flowers, fruits and vegetables, wheat, maize, beans, peas, lentils, soybeans, chickpeas, etc., starch production, oil crops such as rapeseed, linseed groundnuts, sunflower, sesame, maize, niger seed, and cotton seed.

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

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

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

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

KK P.L.C Profile

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

Section II 商务文书翻译

(20%)

Directions: Translate the following correspondence into Chinese.

Dear Sirs,

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

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

Zhang
Manager of Import and Export Department Sany Group

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-25 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-25 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Dynamic Fireworks Corporation

Dynamic Fireworks Corporation provides professional pyrotechnic (烟火) and special effect services for any type of event, large or small. We offer a wide range of options to make sure your specific needs are met. The services we provide include indoor pyrotechnics, proximity effects, outdoor aerial firework displays, confetti &

streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. We are also able to create individual effects in fire writing (using pyrotechnics or fire rope) to portray a message or company logo—the possibilities are endless. Each display is bespoke and designed to customer requirements. Our creativity and experience also allow us to modify each show to suit the location and the celebration. Your firework show will be unique and breathtaking.

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

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

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

If you need any help or advice, our staff are only a telephone call or email away. Please feel free to contact us with any queries or questions you may have. We also

have a firework safety page if you need help using your fireworks and run an annual safety course for those staging bigger events.

We can deliver anywhere in mainland U.K.. Unfortunately we are not able to deliver to any addresses off the mainland including the Isle of Wight, Shetland etc. We cannot ship fireworks outside of the mainland and do not deliver to Northern Island or overseas addresses including Europe or the U.S.A.. Because fireworks are classed as explosives, we have to use a specialist courier to deliver your order. This can be expensive, so we have a flat charge of £20 per firework order. Please note that this is a contribution towards the high costs of packing and shipping your order, we subsidise the rest.

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

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

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

Dynamic Fireworks Corporation Profile

Dynamic Fireworks Corporation provides professional pyrotechnic and special effect services, including indoor pyrotechnics, 1. _____, outdoor aerial firework displays, confetti & streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. The individual effects in fire writing can be used to convey a message or 2. _____. To buy fireworks from our website is easy. Many products have available 3. _____ to help you select fireworks. When you have finalized your shopping trolley, use our 4. _____ to place your order. All major credit cards and 5 _____ are accepted. We can deliver anywhere in mainland U.K. except for addresses off the mainland including the Isle Of Wight, 6. _____, etc. A 7. _____ is used to deliver your order, so we have a flat charge of 8. _____ per firework order. You'd better use a 9. _____ or similar for the delivery address. Fireworks cannot be left without a 10. _____ and cannot be sold to anyone under age of 18.

Section II 商务文书翻译

(20%)

Directions: Translate the following business advertisement into Chinese.

\$147.49 Pebble(鹅卵石) Series Fireworks

- Dynamic offers the Pebble series fireworks on its website, Model No. 301BR, with a \$20 Dynamic Gift Card for \$147.49 with free shipping.
- Scroll down(往下滚动) to “Special Offers and Product Promotions” and click “Add Both to Cart,”(两者加到购物车)
- This product is your best choice for Christmas, New Year, Weddings, Parities, Halloween, Easter, Promotions, Religion Events, Sports Events, Other celebrations, etc.
- Visit the official website of Dynamic, create your own account, you will get an extra 10% off for your first purchase.
- Free shipping via coupon code (优惠券) HOLIDAY when you checkout(结账).

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-26 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-26 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Frontier Fireworks Ltd.

Frontier Fireworks Ltd. is a highly respected fireworks display company based in Sussex in the South East of England offering a full spectrum of artistic displays to suit all budgets and requirements over the whole of the U.K.. The company started trading in 1996, providing a different and fresh approach to fireworks display design firing unique, safe and spectacular fireworks displays. We now design, import and

use 100% of our fireworks, so that from source to production we have a great connection and understanding regarding the fireworks that we use in our displays.

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

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

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

Our experience leads us to solving problem for clients and we have successfully and safely fired displays when other companies or organizers of events said it could not be done! We always strive to be the best at what we do. This has resulted in us providing displays in front of enchanted audience including The Duke of Westminster,

Tom Cruise, Katherine Jenkins, Aled Jones, the X-Factor Finalists and working regularly each year for the Royal Philharmonic Orchestra to name but a few. These clients will not just use any fireworks company. They look for quality, reliability and incredibly creative demanding displays.

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

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

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

Frontier Fireworks Ltd. Profile

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

Section II 商务文书翻译 (20%) Directions: Translate the following product description into Chinese.

Safety guide(安全指南) for a fireworks party:

- Always purchase from a reputable(声誉好的) dealer
- Only light fireworks on a smooth, flat surface away from flammable(易燃的) materials
- Check for risk and prepare your firing areas.
- Keep an eye on the weather – especially wind direction and wind speed
- Do not handle fireworks if under the influence of alcohol or medication(药物)
- The firer should have a minimum of ear, eye and skin protection
- Maintain the safety distances throughout your display
- If a firework doesn't light, or doesn't work after the fuse(导火索) burns all the way down, it's called a dud(失效爆炸). Wait at least 20 minutes after lighting the fuse and then place the dud into the bucket of water.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。
	5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。
	10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-27 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-27 项目名称：商务文书翻译

一、任务描述

（一）注意事项

- 1、所有考试项目均为机上操作；
- 2、开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

- 3、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 4、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二） 考试要求

项目一： 国际商务信息检索

关键词检索： 阅读并理解所给信息； 检索并筛选有效信息； 补充完善信息要点。

项目二： 商务文书翻译

商务文书翻译： 阅读并理解所给商务文书； 译文表达专业、 术语准确， 符合商务文体特征； 内容完整， 逻辑严谨， 衔接流畅。

（三） 抽考试题

Section I 国际商务信息检索 (20%)

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

A Brief Introduction to Exhibit Company

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

We cover all aspects of exhibitions and trade shows from the smallest modular stand (标准展位) to large custom designed stands or outdoor events. We can provide upgrades for a standard shell scheme stand or we can design something to suit your budget whether it's \$10,000 or \$300,000. Whether you are exhibiting for the first time or are an old hand at trade shows, our job is to provide the best possible service for you, in whatever capacity you need us. Our ultimate aim is to help you achieve greater sales success from your exhibition or trade show. After all, that's what it's all about!

Looking for something a little more unique? The Exhibit Company offers an extensive array (排列) of creative designs from Nimlok, Nomadic, and several

other manufacturers, to showcase your unique company identity. We also offer custom displays that are designed and fabricated in our own facility. We're your one-stop shop for high quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, banner stands and a full line of trade show display accessories. Our products are quality tested, built for lasting performance and are lightweight and use cutting edge materials letting you change, add on and modify as your business grows.

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

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

We are committed to helping our customers grow their business and maximize their return on investment. Everything we do is driven by our customers' needs. We enjoy ongoing relationships with exhibition organizers, international production companies and individual exhibitors alike. We want to be their indispensable partner and have a passion for understanding and exceeding our customers' expectations.

We are a high energy, fast moving, decisive organization that has a strong propensity for action. We always execute well and deliver on our intentions. We set aggressive goals and strive to beat them, and we hold ourselves and each other accountable for outstanding results. We welcome and push change; we challenge the

status quo. We encourage our people to be entrepreneurial, take some risks and learn from mistakes. We are ready to make bold moves and decisions. We constantly look for new ideas, and value “out-of-the-box” thinking, and we keep things simple and minimize bureaucracy.

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

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

The Exhibit Company Profile

The Exhibit Company is the world’s premier exhibition organizer in offering full service and 1. _____ to the tradeshow industry for over 2. _____ With a rapidly growing portfolio of events and partners in the economies of Brazil, Russia, India, China and 3. _____, we cover all aspects of exhibitions and trade shows from the smallest modular stand to large custom designed stands or 4. _____. We have an extensive array of creative designs from 5. _____ several other manufacturers. We also offer custom displays that are designed and fabricated in 6. _____. Our products range covers a wide variety of high quality custom exhibits, rental exhibits, modular exhibits, trade show exhibit booths, pop-up displays, tabletop exhibits, 7. _____ and a full line of trade show display accessories. If you’re not quite ready to make a display purchase, our company’s inventory of 8. _____ will make your company image far superior than the typical tradeshow rental. We enjoy ongoing relationships with 9. _____, international production companies and individual exhibitors alike. It is also our highest priority to recruit, develop and 10. _____ outstanding people.

Directions: Translate the following product description into Chinese.

9 square meters (3 x 3 m) standard booths, including:

1. Basic booth(展位), with 1 electric socket(电插座) of 3 amperes(安培) (maximum 500 W)
2. Three-sides walls 3m long x 3m wide x 2.5m high (white)
3. Brand Sign(3.5m high, including Chinese and English name of company and the booth number)
4. Including: 1 square table, 2 chairs, three shooting lights, booth carpet.

Notices:

1. All standard booths should be design and installed by our pavilion(展馆) or the organizer.
2. All standard booths are only for rental purposes.
3. Any decoration(装饰) of standard booth is not more than 2.5meters, or beyond the prescribed range, including lintel and signs.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (40分)	关键词检索	20分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过3个单词，每空2分，共10题，卷面成绩记20分。	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	5分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记5分。 主要内容每缺失一处，扣1分。	
		5分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记5分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣1分。	
		10分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记10分。单词拼写、语法、标点、句型表达，每错一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-28 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-28 项目名称：商务文书翻译

一、任务描述

(一) 注意事项

- 1、所有考试项目均为机上操作；

2、开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

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

(二) 考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

(三) 抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Gucci

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

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

After Angelo's death in 1899, his son, Anthony carried on the family business and in 1923 brought his nephew, Felix Gucci, Sr., to serve as an apprentice. Competition was strong, but the firework market was weak. Early in the Depression, they moved their business to Miami, Florida in hope of greener pastures. But, homesick, and at the urging of the family, they returned to Bellport, New York in 1929 to continue their business. The Depression Years were tough for Felix. He worked many nights as a

drummer with a local band to make ends meet. There he met Concetta DiDio and they were married February 4, 1940. They raised three children: James, Donna and Felix Jr.

All three children entered the family business.

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

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

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

From the Monte Carlo launching pad, the Grucci's continued their climb over the next three decades to be recognized throughout the world as the "Top Name in Fireworks Entertainment" in the world. They earned this title with fireworks for every presidential inauguration since Ronald Regan in 1981 to the present, every major casino grand opening since the Mirage in 1989 to the Wynn Macau to Sol Kerzner, Atlantis, Olympic Games, World's Fairs, and the Centennial celebrations of the

Brooklyn Bridge (布鲁克林大桥) and the Statue of Liberty. In addition to producing public displays, the company also produces displays for private celebrations, which accounted for 60 percent of the company's revenue in 1999.

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

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

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

The Grucci Profile

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

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

FIREWORKS ASSORTMENTS(各种)

Assortments are packages of fireworks that come in all sizes, prices, and types. They can range from \$10 to \$300 in price. Because all the fireworks come together in one box, they are much cheaper - for example, a \$50 assortment might contain fireworks that would cost \$80 if bought separately. If you're new to consumer fireworks and not quite sure what to get, or you're planning to do your own display, an assortment will provide you with a nice variety of items that will save you time and money that you'd otherwise spend getting individual fireworks.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-29 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-29 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to Showtime Fireworks Ltd.

Showtime Fireworks Ltd.—the only fireworks featuring the “Showtime, Every time” promise. Our founder, Mike Ingram, decided to bide the time by opening a fireworks stand at the age of 15 while his parents were busy managing their Branson,

Missouri resort. He had no experience selling fireworks, no place to store them, and no shelter to sell them from, but after mailing in his order to Goodman Fireworks in Little Rock, Arkansas, there was really no turning back. Built from scrap lumber Mike was given from the local lumber yard, his first stand was pieced together from little more than determination. But even in its humble construction, the stand was an instant hit. The next summer, Mike bought more fireworks and built more stands until his business had grown enough to expand to nearby Springfield(斯普林菲尔德), Missouri(密苏里). Upon graduating from college in 1971, Mike bought out his wholesaler and formed Mid-American Fireworks, which is known today as Fireworks over America—one of the largest importers and distributors of consumer fireworks in the United States. Today, as the C.E.O. of the company, Mike serves on a number of boards and councils to promote the safe use of fireworks throughout the country.

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

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

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

The greatest collection of premium fireworks is merely interesting without an excellent presentation. Even in the case of a traditional-style show, well-trained technicians, top-quality equipment and good communication between sponsor and our staff can make a tremendous difference in the overall beauty and excitement of the display.

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

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

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

Showtime Fireworks Ltd. Profile

Showtime Fireworks Ltd. is well-known for its “Showtime, Every time” promise. Its founder is 1. _____ . He opened 2. _____ at age 15, and the stand was an instant hit. The next summer, Mike bought more fireworks and expanded his business to nearby 3. _____ , Missouri. In 1971, Mike bought out his wholesaler and formed Mid-American Fireworks. Over years, Showtime Fireworks has dazzled the audience by its expertise, 4. _____ and creative vision. Spectacular displays are designed for a wide range of venues and all types of private parties and 5. _____. We also offer 6. _____ for cases such as television, movies, videos, or whatever your special needs may be. All of our products will go through 7. _____ by our company before they are used in any show. The company will acquire all the necessary licenses and permits from the 8. _____ for customer’s event. All the staff regards every display as a 9. _____ and makes Showtime Fireworks the 10. _____ specialist.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

WHEELS(车轮) Fireworks

Wheels are fireworks that are designed to be attached to some sort of vertical (竖直的) support, usually by a nail(钉子). When lit, they spin around their center emitting(发射) showers of sparks, crackle(噼啪声), and whistles. They spin at incredible speeds, looking like a circle of blazing fire floating in mid air. Most wheels are powered by several engines (called drivers) which fire in sequence(连续).

Unlike most rocket propellants(推进剂) (which are designed to lift the rocket up into the air and not give color), the propellant used in wheel drivers burns to produce rich colors, sparks, crackle, etc. Because the wheel spins so fast, it appears that there are "rings" of fire.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

五、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

专业基本技能：

模块一：国际商务信息检索

试题编号：J1-30 项目名称：关键词检索；

模块二：商务文书翻译

试题编号：J2-30 项目名称：商务文书翻译

一、任务描述

（一）注意事项

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

（二）考试要求

项目一：国际商务信息检索

关键词检索：阅读并理解所给信息；检索并筛选有效信息；补充完善信息要点。

项目二：商务文书翻译

商务文书翻译：阅读并理解所给商务文书；译文表达专业、术语准确，符合商务文体特征；内容完整，逻辑严谨，衔接流畅。

（三）抽考试题

Section I 国际商务信息检索

(20%)

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

A Brief Introduction to FMC Corporation

FMC Corporation is a diversified chemical company serving agricultural, industrial and consumer markets globally for more than a century with innovative

solutions, applications and quality products. In 2008, FMC Corporation had gross revenues of US\$3.115 billion. Headquartered in Philadelphia, Pennsylvania, the company employs over 5,000 people worldwide. FMC Corporation divides its businesses into three segments: Agricultural Products, Specialty Chemicals and Industrial Chemicals.

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

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

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

●History

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

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

became the Food Machinery and Chemical Corporation, expanded their chemical product line even more. In 1961 the name was changed to FMC Corporation.

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

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

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

● Scandals

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

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

● Recently

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

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

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

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

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

FMC Company Profile

FMC Corporation, a 1. _____ company, provides solutions, applications, and products for agricultural, industrial and consumer markets 2. _____. The company is based in 3. _____ and has 4. _____ employees. The roots of the FMC Corporation lie in the 5. _____ Company, established in California in 6. _____. In 1943, the company launched into the 7. _____. The company changed its name to FMC Corporation in 8. _____. In last three decades, FMC Corporation began spinning several of its divisions into separate companies and 9. _____. Its current President and CEO is 10. _____.

Section II 商务文书翻译

(20%)

Directions: Translate the following product description into Chinese.

User guide(使用指南):

Immersion(浸没) or spray(喷洒) after dilution(稀释).

Safety guide:

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

Do not swallow so as to avoid physiological(生理上的) harm.

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

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

Shelf life(保存期): two years.

二、实施条件

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

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (40 分)	关键词检索	20 分	熟练阅读所给信息，使用适当的单词或其同义词的正确形式填空，每空不超过 3 个单词，每空 2 分，共 10 题，卷面成绩记 20 分。	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	5 分	能准确理解所给商务英语文本，商务背景、交际目的分析正确，语义信息理解正确，内容完整，记 5 分。 主要内容每缺失一处，扣 1 分。	
		5 分	能熟练运用商务翻译技巧、国际贸易基础知识和英语语言综合知识，商务专业知识充分，术语表达准确一致，记 5 分。专业术语、贸易惯例、法规、条款等翻译错误，每项扣 1 分。	
		10 分	译文表达连贯，双语转换顺畅，体裁运用恰当，拼写、语法、标点运用正确，达到译文目的，记 10 分。单词拼写、语法、标点、句型表达，每错一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-1 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计：
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Hunan 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

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

3. 出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Greet the exporter, offer a business card and make self-introduction.)

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

A: _____.

(Give response and show appreciation.)

B: Let me show you around our booth.

A: _____.

(Give comments to the booth.)

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

A: _____.

(Show interest in the exporter's products and express your wish to establish business relations.)

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

A: _____.

(State the specific type of the products that interests you most.)

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

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

A: _____.

(Provide Bank of China or local Chamber of Commerce as credit status reference.)

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

A: _____.

(Promise to inquire as soon as possible.)

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

A: _____.

(Show your desire to do business with the exporter.)

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

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 slippers, with the hope of establishing business relations with him. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

Indicate the 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;

Introduce your status and main products;

Provide commodity list and several samples for reference.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
	5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
	5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
	5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
	12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
建立贸易关系 函电 撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目
	5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
	10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	

	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	目记0分。
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-2 项目名称：付款方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 付款方式谈判对话设计

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

2、 付款方式谈判函电撰写

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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

Company	TJ Morris Ltd.
Url	http://www.tjmorris.co.uk/

Office Address	Axis Business Park, Gilmoos, Liverpool, Merseyside L11 0JA, U.K.
Phone	0151 530 2920
Fax	0151 530 2922

3. 出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: Well, let’s talk about the terms of payment now.

B: _____.

(State that you only accept irrevocable sight L/C.)

A: I see. Could you make an exception and accept D/A or D/P?

B: _____.

(Insist on your original proposal.)

A: Letter of Credit would increase the cost of my import. When I open Letter of Credit with a bank, I have to pay a deposit.

B: _____.

(Suggest consulting the bank to reduce the deposit.)

A: But there will be additional bank charges. It would help us greatly if you would accept D/A or D/P.

B: _____.

(State the reason for asking for L/C (more protection to the exporter).)

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

B: _____.

(Show regret for insisting on L/C.)

A: To meet you half way, what do you say if 50% by sight L/C and the balance by D/P?

B: _____.

(Suggest the buyer to reduce their order this time if they don’t accept L/C.)

A: Well, in that case, I’ll issue the L/C in your favor as soon as I get home.

B: _____.

(Inquire about the specific time of issuing L/C.)

A: Early next week. In the meantime, I hope that the goods can be dispatched promptly after you get my L/C.

B: _____.

(Promise to deliver the goods on receiving L/C.)

A: OK. That's settled.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 L/C --- your usual practice; Express your expectation from the addressee.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
	5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
	5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	

	5分	对话中能使用准确的付款方式谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
付款方式谈判 函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的付款方式谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-3 项目名称：价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 价格谈判对话设计

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

2、 价格谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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

Company	Foremost International Ltd.(Canada Branch)
Url	http://www.foremostgroups.com/page/contact
Office Address	5970 Chedworth Way, Unit A, Mississauga, Ontario, Canada
Toll free	888—256—7551
Phone	905—507—2005
Fax	905—507—2006
E-mail	foremostcanada@foremostgroups.com

3. 出口方信息

After more than 30 years of great pains-taking development, the business of Hunan Provincial Light Industrial Products Corporation Ltd. (LIPC) has been increasingly enlarged. Now, its trade relations cover

more than one hundred countries and regions; its total value of import and export reaches above 100,000,000US dollars. It has been awarded the honorable title of one of “the First 500 Enterprises in China” for four years continually.

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____

(Give greetings and confirm having received the sample and ask about the price.)

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

A: _____

(Ask whether the price is for a carton or for a piece.)

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

A: _____

(Ask the specific number of pieces in a carton.)

B: 10 pieces per carton.

A: _____

(Suggest FOB term and give reasons.)

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

A: _____

(Suggest CIF Toronto)

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

A: _____

(Show your disagreement on the price (too high), and explain the reason)

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

A: _____

(Explain that your client won’t accept the price.)

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

A: _____

(Agree to reconsider.)

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

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 the furniture is too high;

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

Take your business relations into consideration; offer to reduce your quotation by 3%; Make a proposal for 1/4 down payment.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	价格谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的价格谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	价格谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目
5 分		函电格式完全正确记 5 分，信内地址、结束语、排版每错一处扣 1 分。		

	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	记 分。 0
	5分	函电中能使用准确的价格谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-4 项目名称：投诉与索赔谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 投诉与索赔谈判对话设计

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

2、 投诉与索赔谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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

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

3. 出口方信息

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

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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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: Good morning, Mr. Wang.

B: _____

(Give greetings and show your willingness to offer help.)

A: I have something unpleasant to talk with you.

B: _____

(Show regret and propose the problem (quality of the dinnerware sets).)

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

B: _____

(State your willingness to solve the problem and ask the arrival time.)

A: The containers we ordered arrived here last week. After reinspection, we found lots of them were terribly crushed.

B: _____

(Ask for the proof of the crushed goods.)

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

B: _____

(Explain the possible reason (rough handling))

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

B: _____

(Put forward the suggestion (replacement).)

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

B: _____

(Promise to cable home office and confirm the problem.)

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

B: _____

(Make sure the specific time to solve the problem.)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 to return the damaged goods;

Express your expectation to the addressee.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
	5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
	5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	

	5分	对话中能使用准确的投诉与索赔谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
投诉与索赔函电撰写(30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的投诉与索赔谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-5 项目名称：包装与运输方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 包装与运输方式谈判对话设计

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

2、 包装与运输方式谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
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

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

3. 出口方信息

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

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: You (the importer)

B: Wang Jun (the exporter)

A: _____.

(Give greetings and ask about the earliest time of shipment.)

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

A: _____.

(State you are in urgent need of the goods.)

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

A: _____.

(Insist the delivery should be before the end of April to meet the selling season.)

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

A: _____.

(Show your refusal of partial shipment and explain the reason)

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

A: _____.

(Suggest transshipment.)

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

A: _____.

(Confirm Toronto as the transferring port.)

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

A: _____.

(Insist that the shipment should be effected before the end of April.)

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

A: _____.

(Express appreciation.)

B: Not at all.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	包装与运输方式谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	

	5 分	对话中能使用准确的包装与运输方式谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	分。
	12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
包装与运输方式函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信 函 字 数 少 于 30 词 ， 本 项 目 记 0 分。
	5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
	10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
	5 分	函电中能使用准确的包装与运输方式谈判套语、术语记 5 分；每错一处扣 1 分。	
	5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

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岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-6 项目名称：付款方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 付款方式谈判对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 付款方式谈判函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Hunan 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

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

3. 出口方信息

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

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

B: _____.

(Give greetings.)

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

B: _____.

(Ask about terms of payment)

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

B: _____.

(Explain your usual practice (by confirmed and irrevocable letter of credit).)

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

B: _____.

(Insist on payment by L/C.)

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

B: _____.

(Stress L/C is the only term of payment to be accepted.)

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

B: _____.

(Ask for L/C at sight.)

A: Could you accept a Usance L/C, say 30 days or 60 days after sight? If you cannot be more flexible, we won't accept your terms of payment.

B: _____.

(Accept 30 days L/C only for this transaction.)

A: OK, thank you for your kindness.

B: _____.

(Urge the L/C shall reach in early May.)

A: We will take care.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.

(Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

Provide the previous terms of payment---confirmed, irrevocable letter of credit;

State the situation ---tie-up of funds for three or four months owing to this term; State the difficulties of payment under this term---tight money condition and high bank interest;

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

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注
作品 (60 分)	付款方式谈判	3 分	补全的谈判对话字数少于 30
	对话设计 (30 分)	5 分	
		字数达到要求记 3 分，每少 10 词扣 1 分。	
		英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	

	5分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	词，本项目记 0 分。
	5分	对话中能使用准确的付款方式谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
	12分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
付款方式函电撰写 (30分)	5分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
	5分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
	10分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
	5分	函电中能使用准确的付款方式谈判套语、术语记 5 分；每错一处扣 1 分。	
	5分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-7 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

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

Company	Kraft Foods(Canada Branch)
Url	http://www.kraftfoodscompany.com/home/index.aspx
Office Address	135 Longway Street, Montreal 15122, Canada
Phone	1-416-441-5000
Toll-free	1-847-646-4538.

3. 出口方信息

Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp., Ltd. is a solely state-owned enterprise affiliated to and supervised by State-owned Assets Supervision and Administration Commission of Hunan Province. By December 31, 2009, the total assets of the Group amounted to RMB ¥ 1.184 billion and the net assets amounted to RMB ¥ 753 million. Since the group founded in 1952, it has got very fast development in range of merchandise, volume and market of export and the assets has been increased

continuously. Specializing in agricultural, by-products and processed products, the Group has always been an import and export enterprise of larger scale and better benefit for many years in Hunan province. Under the background of restructure of the macro-economic and industrial structure, the Group is actively looking for changes and focusing on improving the industry chain of agricultural and by-products as well as developing new business. Besides the major traditional business, such as pig-raising & export and canned fruits export, the Group now has been involved in many fields such as production of agricultural and sideline products, import of medical equipment, domestic trade, property management and export agency service, initially located in well-situation with various business developing.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Give greetings and suggest talking about the contract.)

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

A: _____.

(Suggest going over other terms and conditions of the transaction.)

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

A: _____.

(Stress that food must be well protected and can stand rough handling.)

B: We'll see to that.

A: _____.

(Stress the goods to be shipped not later than June.)

B: There's no problem about that.

A: _____.

(Ask about the terms of payment.)

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

A: _____.

(Agree on the term of payment.)

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

This will give us more leeway.

A: _____.

(Agree on the validity of the L/C and ask about the inspection and claim.)

B: None whatsoever.

A: _____.

(Ask when the contract can be ready for signature.)

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

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of Kraft Foods (Canada Branch), you are going to write to the Marketing Manager from Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd., to place

an order. (More information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

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

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

Accept the 6% discount offered and the terms of payment---confirmed irrevocable letter of credit payable at sight;

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

Ask for delivery within next 5 months; Enclose the Order Form No. LY412.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
		5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	

建立贸易关系 函电撰写 (30分)	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字数少于30词，本项目记0分。
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-8 项目名称：投诉与索赔谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 投诉与索赔谈判对话设计

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

2、 投诉与索赔谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan 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

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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: Mr. Miller (the importer)

B: You (the exporter)

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

B: _____.

(Answer the phone.)

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

B: _____.

(Greet and offer help.)

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

B: _____.

(Show your attitude and inquire the problem.)

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

B: _____.

(Promise to solve the problem after a close investigation.)

A: I'm afraid you should compensate us by 3% of the total amount according to the contract and ship those damaged rice back and refund the payment.

B: _____.

(Suggest selling the damaged goods at a lower price.)

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

B: _____.

(Agree to ship the same damaged quantity in early January.)

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

B: _____.

(Agree to compensate according to the contract.)

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

B: _____.

(Show your appreciation and end the call.)

A: Bye.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	投诉与 索赔谈 判对话 设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的 谈判对 话字数 少于 30 词，本 项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处 扣 1 分。	
		5 分	对话中能使用准确的投诉与索赔谈判的套语、术 语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每 缺失一处扣 1.5 分。	
	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。		

投诉与 索赔函 电撰写 (30分)	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	信函字 数少于 30词， 本项目 记0分。
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的投诉与索赔谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-9 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 建立贸易关系对话设计

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

2、 建立贸易关系函电撰写：

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

(三) 考试资料

1. 出口方基本情况

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

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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Express your wish to act as the sole agent.)

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

A: _____.

(Ask about the condition to be a sole agent.)

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

A: _____.

(Explain the advantages you have.)

B: Do you sell directly to shops?

A: _____.

(Confirm selling directly to shops.)

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

A: _____.

(Answer the question and promise to increase annual order if the terms are favorable.)

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

A: _____.

(State your promotion plans.)

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

A: _____.

(Express your expectation about the commission.)

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

A: _____.

(Agree to the requirement.)

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

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	建立贸易关系电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	

	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	本项 目记0 分。
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-10 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 建立贸易关系对话设计

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

2、 建立贸易关系函电撰写：

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

(三) 考试资料

1. 出口方基本情况

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

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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: Adam Smith (the importer), Manager of Sales & Marketing Department in Probiotec Limited, is calling **You** (Deng Liang), Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. Adam Smith invites you to attend an international fair. You are asking for some information about it.

You are required to finish the following tasks:

A: Adam Smith (the importer)

B: You (the exporter)

A: Hello, Mr. Deng. How's everything?

B: _____.

(Give Greetings.)

A: We're thinking of inviting you to an international fair co-organized by our company. I wonder if you show any interest in it.

B: _____.

(Accept the invitation and ask about the specific time.)

A: A month from now.

B: _____.

(Ask about the duration of the fair.)

A: A week. I think it would greatly benefit your company to attend the trade fair. If you could come, I can help to apply for a booth for you and do some preparations.

B: _____.

(Show appreciation and want to know more information about the fair.)

A: Sure, I'll be very pleased to answer any question you'd like to ask.

B: _____.

(Ask about the fee, size and decoration of the booth.)

A: Different size, different rent. It will cost USD 200 for a square meter per day. We have booths of different square meter: 15, 30, 60. As for the decoration, it depends on your budget.

B: _____.

(Show interest in a booth of 60 square meters.)

A: No problem. The width and length of a 60 is 4 and 15 respectively. You can design it first, and we can help to decorate it before you come here.

B: _____.

(Ask for suggestions for preparation.)

A: Some printed materials of your products. And a short VCR can be used to introduce your company and your products. One important thing, you must have some energetic and dynamic sales representatives.

B: _____.

(Show appreciation.)

A: You are welcome.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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, 2014 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

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补 全 的 谈 判 对 话 字 数 少 于 30 词 ， 本 项 目 记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	

建立贸易关系 函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函 字数 少于 30 词， 本项 目记 0 分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-11 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 建立贸易关系对话设计

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

2、 建立贸易关系函电撰写：

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

(三) 考试资料

1. 出口方基本情况

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

2. 进口方基本情况

Company	Onninen Group
Url	http://www.onninen.com
Office Address	Mittalinja 1, FI-01260 Vantaa, Finland
Phone	358 (0)204 85 5111
Fax	358 (0)204 85 5500
E-mail	infofinland@onninen.com

3. 出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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

Company Development Path

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

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

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

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

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

Products

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

Services

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

Value

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: In the Guangzhou Fair, **You** (Matthew Smith), Purchasing Manager of Onninen Group visit Ye Tong, sales representative of BROAD Air Quality Technology Group. You introduce your companies and wish to establish long-term business relationship with the exporter.

You are required to finish the following tasks:

A: You (the importer)

B: Ye Tong (the exporter)

A: _____.

(Greet B and make self introduction.)

B: Good morning, Mr. Smith. I'm Ye Tong. Welcome to our company.

A: _____.

(Show your willingness to establish business relations)

B: Thank you. Can you give me a brief introduction to your company?

A: _____.

(Introduce your company;(established 30 years ago, with 3000 workers and 7 abroad branch offices).)

B: What products do you mainly deal with?

A: _____.

(Introduce your main products; (electronics, lighting and heating).)

B: Great. We are in urgent need of these goods now. I think there will be bright prospects for us.

A: _____.

(State your view on their company (famous and reputable).)

B: Thank you. I believe close cooperation between us will bring substantial mutual benefits.

A: _____.
(Provide National Bank or local Chamber of Commerce for credit status.)

B: Thank you for your information. I expect business will be developed between our two companies by our joint efforts.

A: _____.
(Promise to send a report home and make a specific inquiry.)

B: We'll then make an offer as soon as possible.

A: _____.
(Show your appreciation.)

B: You're welcome.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.
(Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write to a client from Onninen Group, who was introduced by the Commercial Counselor's Office in Finland, with the hope of establishing business relations with him. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Provide the information channel;

Extend your wish to establish business relations;

Introduce your company and main products;

Provide commodity books and two samples: Two-Way Motor Valve BVS20-2-16 Valve (20mm) and Two-Way Motor Valve BVS125-2-16 Valve (125mm) for reference;

Invite the client to visit your website to gain more information; Invite the importer to make enquiries.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60分)	建立贸易关系 3分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对

谈判对话设计 (30分)	5分	英语表达通顺，语法、句法使用正确记5分； 单词、句型错误每处扣1分。	话字数 少于30 词，本 项目记 0分。
	5分	应对得体，对话流转合理记5分；逻辑错误每 处扣1分。	
	5分	对话中能使用准确的建立贸易关系谈判的套 语、术语记5分，套语、术语使用错误每处扣1 分。	
	12分	理解题目要求，信息点完整记12分；信息点 每缺失一处扣1.5分。	
建立贸易关系 函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字 数少于 30词， 本项目 记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬 语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10 分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、 术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每 缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-12 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

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

2. 进口方基本情况

Company	Reach Cooling Group
Url	http://www.reachcooling.com/
Office Address	625 E 10th Avenue, Hialeah, Florida, U.S.A.
Phone	866-204-4080; 305-863-6360
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, 5time energy efficient, and 20 times air purification.

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

Company Development Path

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

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

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

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

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

Products

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

Services

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

Value

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: William Smith, Purchasing Manager of Reach Cooling Group visits **you**, (Liu Yang), Manager of Sales & Marketing Department of BROAD Air Quality Technology Group. Mr. Smith is impressed with Broad X Vacuum Boiler & Tube BG16 and eager to know the lowest quotation.

You are required to finish the following tasks:

A: William Smith (the importer)

B: You (the exporter)

A: I'm glad to have this opportunity of visiting your company, Mr. Liu. I hope we can do business together.

B: _____.

(Give greetings and express appreciation.)

A: You are welcome.

B: _____.

(Wonder what kind of products interests the importer.)

A: I've seen the exhibits and studied your catalogues. I'm quite impressed with Broad X Vacuum Boiler & Tube. Specification is BG16.

B: _____.

(Provide the price list.)

A: If your price is competitive and quality superior, we'll place larger orders with you.

B: _____.

(State your product is cheaper and better.)

A: Is there any special offers?

B: _____.

(Explain your discount condition (depending on the size of the order).)

A: OK. How do you usually pay commission then?

B: _____.

(Agree to consider the commission if the order is large enough.)

A: By the way, do you have a branch office in Hongkong?

B: _____.

(Promise to send a sales representative.)

A: Thanks. We hope we will conclude a deal soon.

B: _____.

(Show your willingness to offer help)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	建立贸易关系函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	

	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-13 项目名称：价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 价格谈判对话设计

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

2、 价格谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

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

2. 进口方基本情况

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, 5time energy efficient, and 20 times air purification.

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

Company Development Path

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

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

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

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

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

Products

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

Services

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

Value

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Greet and express your desire to see the latest products.)

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

A: _____.

(Show your interest in the items of BY50, BY300 and BY1000.)

B: What quantity do you require?

A: _____.

(State your order (three sets of BY50, five sets of BY300 and five sets of BY1000) and ask for the lowest price.)

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

A: _____.

(Suggest bringing down the price at least by 10%.)

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

A: _____.

(Emphasize the price of air condition indoor units is falling.)

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

A: _____.

(Suggest cutting the price respectively.)

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

A: _____.

(Ask about the delivery.)

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

A: _____.

(Indicate that you'll fax home and discuss the details tomorrow morning.)

B: Ok. See you tomorrow.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 2016 from Shanghai to Mexico with partial shipment and transshipment not allowed;

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

二、 实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	价格谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的价格谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	价格谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的价格谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-14 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

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

2. 进口方基本情况

Company	GreenStar Energy Systems & Alliance
Url	http://www.greenstarsales.com/default.html
Office Address	1510 SW 17th Street, Suite #302 Ocala , Florida, U.S.A.
Phone	352-291-1600
Toll Free	866-941-6922
Fax	352-291-1601

3. 出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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

Company Development Path

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

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

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

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

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

Products

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

Services

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

Value

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: Edward Jones, Purchasing Manager of GreenStar Energy Systems & Alliance visits **you** (Zhao Ping), 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. You quote BRL 15 and BRL 40 at the unit price of USD 65.00 and BRL 25 at USD70.00.

You are required to finish the following tasks:

A: Edward Jones (the importer)

B: You (the exporter)

A: Mr. Zhao, last time we placed an order for the Heat Meter. Now I'm prepared to order a much larger quantity. No doubt you will give me a lower price for the repeat order.

B: _____.

(Refuse the request and emphasize the price last time is the exception.)

A: OK. Is any special offer you can provide now?

B: _____.

(Enquire about the favorite items.)

A: My favorite items are Broad heat meter BRL 15, BRL 25 and BRL 40.

B: _____.

(Make an offer for these items and explain the reason.)

A: I'm afraid your price is much too high. You know our order is a sizable one.

B: _____.

(Ask about the quantity in this order.)

A: One thousand pieces of BRL 15, seven hundred pieces of BRL 25 and eight hundred pieces of BRL

40.

B: _____.

(Emphasize that your price is reasonable.)

A: Perhaps it is, but our order is really a large one.

B: _____.

(Enquire about the suggestion on the price.)

A: USD 50 per item is the best.

B: _____.

(State that you can only lower the unit price just a little.)

A: All right, I'll take it. All the other terms will be the same as those of the last contract.

B: _____.

(Express your willingness to draw a contract.)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	

	5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	项目记0分。
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
建立贸易关系函电撰写(30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-15 项目名称：包装与运输方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 包装与运输方式谈判对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 包装与运输方式谈判函电撰写
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd road, Changsha, Hunan, China
Zip code	410138

Phone	086-0731-84086688
Fax	086-0731-84552000
E-mail	css@broad.net

2. 进口方基本情况

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

3. 出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd. supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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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.

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

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Value

Healthy, Energy Efficient, Cost Saving

Comments from Premier Wen Jiabao

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Ask the availability of direct shipment.)

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

A: _____.

(Suggest contacting other shipping companies.)

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

A: _____.

(Enquire about the reason (two vessels sailing to the port of destination each month).)

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

A: _____.

(Suggest adapting tramps.)

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

A: _____.

(Expect to deliver the goods right away in other ways.)

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

A: _____.

(Express your worry on transshipment; (risks of pilferage and damage).)

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

A: _____.

(Wonder if the goods will arrive on time.)

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

A: _____.

(State that you'll fax home and tell B the decision tomorrow.)

B: Ok.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 six sailings monthly from Shanghai to USA;

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

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

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

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

二、 实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	包装与运输方式谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的包装与运输方式谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	包装与运输方式谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的包装与运输方式谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-16 项目名称：保险条款谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 保险条款谈判对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 保险条款谈判函电撰写
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

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

2. 进口方基本情况

Company	Galaxy Refrigeration Private Limited Co.
Url	http://www.galaxyintl.com/
Office Address	No. D-8, Shanti Kunj, Near Church, Vasant Kunj New Delhi, India
Phone	+(91)-(11)-26130435
Fax	+(91)-(11)-26130436

E-mail	chanderkumar@hotmail.com ,
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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, 5time 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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: Good morning, Mr. Liu.

B: _____.

(Extend greetings and offer help.)

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

B: _____.

(Show your willingness and ask if there are questions.)

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

B: _____.

(Consider WPA (basing on CIF).)

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

B: _____.

(Give a positive answer, but refuse to bear extra premium.)

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

B: _____.

(State the procedure for claim (Provide a survey report and claim after the arrival of the consignment).)

A: How long is the availability period to claim?

B: _____.

(State the period for the claim (within 60 days after the arrival of the goods).)

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

B: _____.

(Inform your usual practice for insurance value (110%) and can not bear extra premium.)

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

B: _____.

(Express your willingness of cooperation.)

A: I hope so.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

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

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

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

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

Suggest amending the L/C to cover the extra premium

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容	配分	考核点	备注
作品	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	

(60分)	保险条款谈判对话设计 (30分)	5分	英语表达通顺, 语法、句法使用正确记 5分; 单词、句型错误每处扣 1分。	补全的谈判对话字数少于30词, 本项目记 0分。
		5分	应对得体, 对话流转合理记 5分; 逻辑错误每处扣 1分。	
		5分	对话中能使用准确的保险条款谈判的套语、术语记 5分, 套语、术语使用错误每处扣 1分。	
		12分	理解题目要求, 信息点完整记 12分; 信息点每缺失一处扣 1.5分。	
	保险条款函电撰写 (30分)	5分	字数达到要求记 5分, 每少 10词扣 1分。	信函字数少于30词, 本项目记 0分。
		5分	函电格式完全正确记 5分, 信内地址、结束敬语、排版每错一处扣 1分。	
		10分	语言表达通顺, 语法、句型使用正确记 10分; 单词、语法每错一处扣 1分。	
		5分	函电中能使用准确的保险条款谈判套语、术语记 5分; 每错一处扣 1分。	
		5分	理解题目要求, 信息点完整记 5分; 信息点每缺失一处扣 1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一: 跨境业务磋商技能 试题编号: H1-17 项目名称: 价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 价格谈判对话设计

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

2、 价格谈判函电撰写:

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com

Office Address	NO.251, 2nd Section, Furong(M) Road, Changsha, Hunan, China
Zip code	410007
Phone	86-731-85357829
Fax	86-731-85357977
E-mail	sh600731@sina.com

2. 进口方基本情况

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

3. 出口方信息

Hunan Haili Chemical Industry Co., Ltd. (Hunan Haili) is one of the hi-tech listing enterprises in China, which is mainly formed by Hunan Research Institute of Chemical Industry. Hunan Haili mainly devotes itself to development, production and trade of pesticides and fine chemicals, transportation of dangerous chemicals, installation of chemical facilities. Hunan Haili is fully reinforced at R & D and production of pesticides, which becomes State Pesticide Development & Engineering Technology Research Center and State Carbamate Pesticide Industry Pilot Base.

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

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

Main Products:

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

- Seed coating agent

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Introduce your colleagues.)

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

A: _____.

(Show interest in the monosultap of HLC and ask for more details.)

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

A: _____.

(Inquire about the unit price.)

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

A: _____.

(Ask for 5% discount.)

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

A: _____.

(Suggest D/P and explain the reason.)

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

A: _____.

(Ask about the commission.)

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

A: _____.

(Suggest a commission of 4%.)

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

A: _____.

(Suggest discussing the details tomorrow.)

B: No problem.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

State that customers are satisfied with the insecticide but are still hesitating; Introduce the market situations—various providers are promoting insecticides with strong efficacy and reasonable prices;

Provide information that the prices of some brands of insecticides are 10% less; Indicate that price advantage is still necessary in occupying the market.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	价格谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的价格谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	价格谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的价格谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-18 项目名称：投诉与索赔谈判

一、任务描述

(一) 注意事项

- 1、所有考试项目均为机上操作；

2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

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

(二) 考试要求

1、 投诉与索赔谈判对话设计

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

2、 投诉与索赔谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
Office Address	NO.251, 2nd Section, Furong(M) Road, Changsha, Hunan, China
Zip code	410007
Phone	86-731-85357829
Fax	86-731-85357977
E-mail	sh600731@sina.com

2. 进口方基本情况

Company	MainPlus Chemicals Ltd. (U.K.)
Url	http://www.mainpluschem.com/
Office Address	145-157 St. John Street, London, EC1V 4PY, U.K.
Phone	+44 20 8816 7120
Fax	+44 70 0602 6085

3. 出口方信息

Hunan Haili Chemical Industry Co., Ltd. (Hunan Haili) is one of the hi-tech listing enterprises in China, which is mainly formed by Hunan Research Institute of Chemical Industry. Hunan Haili mainly devotes itself to development, production and trade of pesticides and fine chemicals, transportation of dangerous chemicals, installation of chemical facilities. Hunan Haili is fully reinforced at R & D and production of pesticides, which becomes State Pesticide Development & Engineering Technology Research Center and State Carbamate Pesticide Industry Pilot Base.

Hunan Haili has built up the largest production facilities in Asia with annual capacity over 10,000 tons for Carbamate pesticides such as Carbofuran, BPMC, Carbaryl, Carbosulfan, Propoxur, Isoprocarb, Methomyl, MTMC, etc. Hunan Haili has also built up the largest production facilities in Asia with annual capacity over 10,000 tons for alkylation production, such as Benzofuranol, OSBP, o-isopropyl phenol and o-isopropoxy phenyl, etc. Hunan Haili has built up facilities with annual capacity over 10,000 tons for organ phosphorus

pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10,000MT and 5,000MT, Hunan Haili has developed isocyanates, chloroformates, carbonates, urea phosgene derivatives and also undertaken chemicals processing.

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Main Products:

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: James Carter (the importer)

B: You (the exporter)

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

B: _____.

(Extend greetings and admit having received the fax.)

A: Have you found the problem yet?

B: _____.

(Inform having investigated and clarified the fault (made by Shipping Department).)

A: Did they check the goods before shipment?

B: _____.

(Admit the fault was due to the poor management.)

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

B: _____.

(Show deep regret and explain mistakes are inevitable sometimes.)

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

B: _____.

(Show apology and allow only a claim of 3%.)

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

B: _____.

(Beg to send the goods back, and promise to cover all the cost.)

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

B: _____.

(Promise to send the right shipment soon.)

A: OK. We will wait for your solution.

B: _____
 (Show regret and promise to do better.)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.
 (Note: Your letter should adopt the modified-block style.)

Situation: As the Marketing Manager of Hunan Haili Chemical Industry Co., Ltd., you are going to write to the Purchasing Manager from MainPlus Chemicals Ltd.(UK) to settle the claim lodged for your fungicide--Carbendzim after receiving the letter dated February 6, enclosed with a survey report. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

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

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

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

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

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	投诉与 索赔谈 判对话 设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的 谈判对 话字 数少 于 30 词， 本 项目 记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的投诉与索赔谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	

	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
投诉与索赔函电撰写(30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的投诉与索赔谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-19 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Sany Group
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
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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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: You (the importer) B: Lin Xiong (the exporter)

A: _____.

(Extend greetings and exchange business cards.)

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

A: _____.

(Express your excitement of this journey (it is your first time to China).)

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

A: _____.

(Introduce your company briefly and extend your wish to establish trade relations.)

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

A: _____.

(Give credit status reference (Citibank or your local chamber of commerce).)

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

A: _____.

(Ask for the latest catalogue.)

B: Here is our latest catalogue.

A: _____.

(Show your interest in Stainless Steel Helical Gear and want to have a look.)

B: Certainly. But they are in the showroom.

A: _____.

(Ask about the distance to the showroom.)

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

A: _____.

(Suggest three o'clock tomorrow afternoon.)

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

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.

(Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of MH&W International Corp., you are going to write to the Sales Manager from Sany Group to introduce your corporation and relevant items, with the hope of establishing business relations with him. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

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

Make a brief self-introduction;

Show particular interest in importing Stainless Steel Helical Gear from the exporter; Promise to deal in substantial scale if the seller can provide quality services;

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

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈

谈判对话设计 (30分)	5分	英语表达通顺，语法、句法使用正确记5分；单词、句型错误每处扣1分。	判对话字数少于30词，本项目记0分。
	5分	应对得体，对话流转合理记5分；逻辑错误每处扣1分。	
	5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
建立贸易关系函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-20 项目名称：价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 价格谈判对话设计

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

2、 价格谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Sany Group
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

Company	Merco Trading Co.
Url	http://www.merco.com.au/products.php
Office Address	9-11 Harvard Way, Canning Vale6155, Australia Western Australia,
Phone	+46 (0)40 42106025
Mobile:	+46 (0)70642106126
E-mail	info@mercotrading.s24e

3. 出口方信息

Sany Group began in 1989 as a small welding material factory. Its founders are Liang Wengen, Tang Xiuguo, Mao Zhongwu and Yuan Jinhua. Now it has grown into a global corporation with five industrial parks

in China, four R&D and manufacturing bases in America, Germany, India and Brazil, and 24 sales companies around the world. Currently, Sany Group employs over 60,000 people in more than 120 countries.

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: Lin Xiong (the exporter)

B: You (the importer)

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

B: _____.

(Extend greetings and state your purpose (discuss the details).)

A: Welcome. What can I do for you?

B: _____.

(Ask for the price list and catalogues of pipe for engine.)

A: Here you are.

B: _____.

(Show interest in R130(UP PIPE), R200(DOWN PIPE) and R220 (UP PIPE), but point out that the prices are too high.)

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

B: _____.

(Cut down the price by 8%.)

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

B: _____.

(Suggest D/P.)

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

B: _____.

(Request for earlier shipment.)

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

B: _____.

(Suggest being packed in cardboard boxes.)

A: OK. We can do that.

B: _____.

(Show your gratitude and hope for future business.)

A: I hope so.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As the Purchasing Manager of Merco Trading Co., you are going to write to the Marketing Manager from Sany Group, the leading global company in construction machinery, to make specific inquiries. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

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

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

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

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

State your terms of payment—irrevocable L/C in favor of the seller; Promise to place large orders if prices are found competitive.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	价格谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补 全 的 谈 判 对 话 字 数 少 于 30 词 ， 本 项 目 记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每 处扣 1 分。	
		5 分	对话中能使用准确的价格谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每 缺失一处扣 1.5 分。	
	价格谈判函电 撰写	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信 函 字 数 少 于
	5 分	函电格式完全正确记 5 分，信内地址、结束敬 语、排版每错一处扣 1 分。		

(30分)	10分	语言表达通顺，语法、句型使用正确记10分； 单词、语法每错一处扣1分。	30词， 本项 目记0 分。
	5分	函电中能使用准确的价格谈判套语、术语记5分； 每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分； 信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-21 项目名称：价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 价格谈判对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 价格谈判函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Sany Group
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

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
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3. 出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: You (Jim Clinter), Purchasing Manager of Schlumberger, are calling Lin Xiong (the exporter), Marketing Manager of Sany Group. You ask whether Liu Xiong has received the inquiry and ask Liu Xiong to make a quotation.

You are required to finish the following tasks:

A: You (the importer) B: Lin Xiong (the exporter)

A: _____.

(Call and make sure whether the inquiry is received or not.)

B: Yes, We have. You need 1000 pieces, 1500 pieces, 1600 pieces, for class A, B, C respectively. Am I right?

A: _____.

(Confirm the quality of the goods and show worry about the price.)

B: Our quotation is based upon the international market. The unit price of the three classes is the same, that is, 16 US\$ per piece, C.I.F., New York, Shipment will be effected in November.

A: _____.

(Insist on giving a discount.)

B: You know that the cost of production has been skyrocketing in recent years. Our price is realistic and based on reasonable profit.

A: _____.

(Refuse the quotation and ask about the best price.)

B: Well, to get the business done and with an eye to future business, we can consider making some concessions in our price. How about US\$ 15 per piece? This is the lowest possible price.

A: _____.

(Ask if there is discount for large orders.)

B: We give another 3% discount for order amounting USD20000.

A: _____.

(Ask about the package.)

B: Packed in carton, 20 pieces per carton.

A: _____.

(Ask the validity of the offer.)

B: Our offer is a firm offer, and remains open for 3 days.

A: _____.

(Promise to reply the other day,)

B: Thank you. I will wait for your reply.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	价格谈判对话	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补 全 的 谈 判 对
	设计 (30 分)	5 分	英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	

	5分	应对得体，对话流转合理记5分；逻辑错误每处扣1分。	话字数少于30词，本项目记0分。
	5分	对话中能使用准确的价格谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
价格谈判函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的价格谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-22 项目名称：价格谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 价格谈判对话设计

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

2、 价格谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Sany Group
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

Company	The Tokyo Electric Power Company, Incorporated (TEPCO)
Url	http://www.tepco.co.jp/en/index-e.html
Office Address	1-1-3 Uchisaiwai-cho, Chiyoda-ku, Tokyo, Japan
Phone	0120-995-001
Fax:	0120-995-088

3. 出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: Hamano (the importer), Purchasing Manager of the Tokyo Electric Power Company, Incorporated, is visiting you (Lin Xiong), Marketing Manager of Sany Group. Hamano thinks your offer is too high, and you agree to meet each other half way after negotiation.

You are required to finish the following tasks:

A: Hamano (the importer)

B: You (the exporter)

A: We really want to do the business with you, but the price you've offered is a bit too high.

B: _____.

(State you have good quality.)

A: It'll be difficult for us to make any sales with that price.

B: _____.

(Explain the price has increased.)

A: We'll have difficulty in convincing our clients at your price. Can you tell me the lowest price you can offer?

B: _____.

(Insist on the price.)

A: In that case, there's not much point in further discussion. We might as well call the whole deal off.

B: _____.

(Explain the price gap is too big.)

A: I think it unwise for either of us to insist on the price. How about meeting each other half way so that business can be concluded?

B: _____.

(Ask about the importer's opinion on price.)

A: When I suggested we meet each other half way, I meant it literally.

B: _____.

(Refuse to cut USD50.)

A: What would you suggest?

B: _____.

(Suggest a reduction of USD30.)

A: That still leaves a gap of 20 dollars to be covered. Can you make an exception for this time? Say, another 5% discount?

B: _____.

(Accept the suggestion.)

A: Thank you very much.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 (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

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	价格谈判对话设计 (30分)	3分	字数达到要求记3分，每少10词扣1分。	补全的谈判对话字数少于30词，本项目记0分。
		5分	英语表达通顺，语法、句法使用正确记5分；单词、句型错误每处扣1分。	
		5分	应对得体，对话流转合理记5分；逻辑错误每处扣1分。	
		5分	对话中能使用准确的价格谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
		12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
	价格谈判函电撰写 (30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
		5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
		10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
		5分	函电中能使用准确的价格谈判套语、术语记5分；每错一处扣1分。	
		5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-23 项目名称：包装与运输方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、包装与运输方式谈判对话设计

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

2、 包装与运输方式谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Sany Group
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

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.

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: You (the importer) B: Lin Xiong (the exporter)

A: _____.

(Ask how to ship the goods.)

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

A: _____.

(Require prompt shipment.)

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

A: _____.

(Enquire about the deadline of the loading.)

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

A: _____.

(Refuse partial shipment.)

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

A: _____.

(Suggest tramps.)

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

A: _____.

(Suggest transshipment.)

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

A: _____.

(Agree to transshipment if no direct vessel is available.)

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

A: _____.

(Show appreciation.)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 factories are heavily booked with orders for months ahead;

Inform the importer the best you can do is to ship the goods within the stipulated time; Ask the importer to extend the shipment date and validity of your L/C to October 15 and 31 respectively;

Extend your apology and your promise to ensure the care to the goods and the smoothness to the shipment.

二、实施条件

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

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	包装与运输方式谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的包装与运输方式谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	包装与运输方式谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的包装与运输方式谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-24 项目名称：保险条款谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、 保险条款谈判对话设计

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

2、 保险条款谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	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

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

3. 出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: John Black (the importer)

B: You (the exporter)

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

B: _____.

(Greet and ask to discuss insurance details.)

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

B: _____.

(State the insured amount is a bit excessive.)

A: What's your usual practice?

B: _____.

(Suggest the importer to cover the insurance for 110% of the CIF value.)

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

B: _____.

(Explain you cover FPA and War Risks.)

A: Does the risk cover the breakage?

B: _____.

(Explain the reason for refusal to breakage.)

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

B: _____.

(Explain the premium will be deducted from the commission of 5% payable to the buyer.)

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

B: _____.

(Promise to insure after loading the goods.)

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

B: _____.

(Show appreciation and end the conversation.)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

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

The following aspects should be included in the letter:

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

State that the original contract was made on CIF basis;

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

Ask for insurance against All Risks and War Risks for 110% of the total invoice value; Promise to refund the premium upon receipt of the debit note and the covering insurance policy;

Express your expectation from the addressee.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、 评分标准

评价内容		配分	考核点	备注
作品 (60 分)	保险条款谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的保险条款谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	保险条款函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	

	5分	函电中能使用准确的保险条款谈判套语、术语记5分；每错一处扣1分。
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-25 项目名称：付款方式谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 付款方式谈判对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 付款方式谈判函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	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

Company	Dynamic Fireworks Corporation
Url	http://dynamicfireworks.co.uk/
Office Address	UNIT 18, Peartree Business Center, Chester, U.K. Peartree Rd, Stanway,

Phone	01206 762123
Fax	01206 762162
E-mail	sales@dynamicfireworks.co.uk

3. 出口方信息

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

Devoting to Fireworks Industry, Expecting brighter future

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

Global strategy with eyes on global market

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

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

A: _____.

(Suggest D/A or D/P.)

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

A: _____.

(Suggest paying the consignment by sight D/P.)

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

A: _____.

(Persuade to accept your proposal.)

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

A: _____.

(Suggest sight L/C.)

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

A: _____.

(Show appreciation and promise to take action soon.)

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

A: _____.

(Ask for the commission.)

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

A: _____.

(Ask if the commission can be increased to 5%.)

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

A: _____.

(Show appreciation and end the conversation..)

B: You are welcome. See you.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.

(Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co., Ltd., you are going to write to a client from Dynamic Fireworks Corporation to ask for changing payment terms. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Refer to the following information:

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

二、 实施条件

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

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	付款方式谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的付款方式谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	付款方式谈判函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的付款方式谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-26 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补全谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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

Company	Frontier Fireworks Ltd.
Url	http://www.frontierfireworks.co.uk/
Office Address	23 Southfield, Pole Gate, East Sussex, BN26 5LX, U.K.
Phone	01323 488 866
Fax	01323 488 855
E-mail	info@frontierfireworks.co.uk

3. 出口方信息

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

Devoting to Fireworks Industry, Expecting brighter future

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

Global strategy with eyes on global market

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: Tom Hope (the importer), Purchasing Manager of Frontier Fireworks Ltd. visits **you** (Li Zhigang), Manager of Sales & Marketing Department of Panda Fireworks Group Co., Ltd. Tom Hope has a few questions about the draft contract such as the terms of payment and arbitration.

You are required to finish the following tasks:

A: Tom Hope (the importer)

B: You, Li Zhigang (the exporter)

A: Good morning, Mr. Li. I made a very close study of the draft contract last night.

B: _____.

(Greet and express the willingness to answer any question.)

A: Thank you. There are a few points I'd like to bring up. First is the terms of payment. Your draft contract says that payment is to be made by D/P. This is not our practice. We prefer to have payment made by sight L/C.

B: _____.

(Show understanding and ask other problems.)

A: The second is about arbitration. It's stipulated that arbitration shall take place in China. In all our previous contracts, it was stipulated that arbitration take place in a third country.

B: _____.

(Show understanding towards the second point and request to solve the problems.)

A: That's a good idea.

B: _____.

(Respond to the first point by adopting L/C.)

A: Thank you for your understanding.

B: _____.

(Explain the reason for choosing China.)

A: It sounds quite reasonable. Do you have any other problems?

B: _____.

(Express appreciation.)

A: You're welcome. When should we sign the contract?

B: _____.

(State the time to sign the contract.)

A: Shall we meet in your company or in the meeting room of my hotel?

B: _____.

(State the place to meet..)

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.

(Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co., Ltd., you are going to write to a client from Frontier Fireworks Co., Ltd. in England to inform them you have fulfilled the order within the stipulated time. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

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

Indicate the order No.;

Inform the importer of the dock name, vessel name, destination, ETD and ETA;

Promise to pass the necessary documents onto the importer's agent at the Chartered Bank and they may finally reach importer's bank in England;

Restate the goods have been packed as required: crates, marked with importer's name and numbers, 6ft*4ft*3ft, 5 cwt.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	

	5分	对话中能使用准确的建立贸易关系谈判的套语、术语记5分，套语、术语使用错误每处扣1分。	
	12分	理解题目要求，信息点完整记12分；信息点每缺失一处扣1.5分。	
建立贸易关系函电撰写(30分)	5分	字数达到要求记5分，每少10词扣1分。	信函字数少于30词，本项目记0分。
	5分	函电格式完全正确记5分，信内地址、结束敬语、排版每错一处扣1分。	
	10分	语言表达通顺，语法、句型使用正确记10分；单词、语法每错一处扣1分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记5分；每错一处扣1分。	
	5分	理解题目要求，信息点完整记5分；信息点每缺失一处扣1分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商

试题编号：H1-27 项目名称：投诉与索赔谈判

一、任务描述

(一) 注意事项

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

(二) 考试要求

1、投诉与索赔谈判对话设计

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

2、投诉与索赔谈判函电撰写：

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

(三) 考试资料

1. 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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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

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

3. 出口方信息

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

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Global strategy with eyes on global market

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: You (Jordan Carter), Purchasing Manager of the Exhibit Company visit Hua Shan (the exporter), Manager of Sales & Marketing Department of Panda Fireworks Group Co. Ltd. You tell Hua Shan that the goods you received were not in line with what they ordered as: Flying Dragon Rocket Fireworks of the specification JSD029 49 shots and JSD030 138 shots. Hua Shan agrees to replace the wrong goods and to be responsible for the related expense.

You are required to finish the following tasks:

A: You, Jordan Carter (the importer) B: Hua Shan (the exporter)

A: _____.

(Complain about the wrong goods.)

B: Mr. Carter, What happened? Can you tell me more details?

A: _____.

(State the problem and show the survey report.)

B: Let me see. The wrong articles were dispatched. It might be caused by our packing department.

A: _____.

(Emphasize the result of the problem;.)

B: We are really sorry for the inconvenience we've brought to you.

A: _____.

(Inquire about the solution to the problem.)

B: We'll send you the right products to replace the wrong ones.

A: _____.

(Ask for the time to replace the goods.)

B: We can assure you that the goods will be shipped to you by the end of this month.

A: _____.

(Inquire about how to deal with the wrong goods.)

B: Will you please send them back by the next available ship?

A: _____.

(Insist that the exporter be responsible for the expense.)

B: You can rest assured we'll pay for all the expense arising out of this incident.

A: _____.

(Express your satisfaction of solving this problem.)

B: Thank you for your understanding.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co. Ltd., you are going to write to a client from the Exhibit Company in U.S.A., who claimed for short delivery. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Indicate the importer claimed for 25 Cartons of 138 shots Flying Dragon Rocket Fireworks;

Explain the reason for short delivery is caused by staff's negligence;

Take some measures to make up;

Express the regrets for the inconvenience caused by the shortage.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	投诉与 索赔谈判 对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的 谈判对 话字数 少于30 词，本 项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每 处扣 1 分。	
		5 分	对话中能使用准确的投诉与索赔谈判的套语、 术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点 每缺失一处扣 1.5 分。	
	投诉 与索 赔 谈判函 电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字 数少于 30 词， 本项目 记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬 语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的投诉与索赔谈判谈判套 语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每 缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-28 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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

Company	Grucci
Url	http://grucci.com/indexhotel.html
Office Address	One Grucci Lane Brookhaven, NY 11719 U.S.A.
Phone	631.286.0088
Fax	631.286.9036

3. 出口方信息

Panda Fireworks Group Co., Ltd, established in 1989, is one of the largest fireworks producers in China, and was the tender winner of the extravagant fireworks for the 2008 Summer Olympics and Paralympics in Beijing. We manufacture, distribute and own all Panda Fireworks brands and also other popular brands in

North America as seen below. In addition, we are a one-stop shop for everything related to fireworks. This includes services ranging from procurement to working with customers to tailor their own products.

Devoting to Fireworks Industry, Expecting brighter future

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

Global strategy with eyes on global market

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

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

You are required to finish the following tasks:

A: David Carter (the importer)

B: You (the exporter)

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

B: _____.

(Express your sincere welcome.)

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

B: _____.

(Show your interest in the sales of your products.)

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

B: _____.

(Suggest acting as your sole agent.)

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

B: _____.

(State the annual turnover for a sole agent.)

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

B: _____.

(Inquire about the acceptable annual turnover.)

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

B: _____.

(Propose the annual turnover of 140,000 pieces.)

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

B: _____.

(State the condition to get 8% commission.)

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

B: _____.

(Suggest drafting a contract and discuss later.)

A: Thank you. Keep in touch.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.
(Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Panda Fireworks Group Co., Ltd., you are going to write to the Marketing Manager from Grucci, who applied for a sole agent for your fireworks in New York. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Extend your appreciation for his application for your sole agent;

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

Draw up the draft sole agency agreement;

Hope to establish cooperation for mutual benefits.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30
	5 分	英语表达通顺，语法、句法使用正确记 5 分； 单词、句型错误每处扣 1 分。	

	5分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	词，本项目记 0 分。
	5分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
	12分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
建立贸易关系函电撰写 (30分)	5分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
	5分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
	10分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
	5分	函电中能使用准确的建立贸易关系谈判套语、术语记 5 分；每错一处扣 1 分。	
	5分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块一：跨境业务磋商技能 试题编号：H1-29 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Panda Fireworks Group Co., Ltd.
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

Company	Showtime Fireworks Ltd.
Url	http://www.fireworkssupermarket.com/
Office Address	3010 S.Ingram Dr. Springfield, MO 65803, Illinois, U.S.A.
Phone	417.862.1931
Fax	417.862.9250
E-mail	michaelingram1@mac.com

3. 出口方信息

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

Devoting to Fireworks Industry, Expecting brighter future

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Global strategy with eyes on global market

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: You (Li Ping), Sales Manager of Panda Fireworks Group Co. Ltd. invite David Miller (the importer), Manager of Sales & Marketing Department of Showtime Fireworks Ltd., to attend the Continental Exhibition from October 15 to 20.

You are required to finish the following tasks:

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

A: _____.

(Greet and extend your invitation to an exhibition.)

B: Thank you for your invitation. Would you please give me more details about this exhibition?

A: _____.

(Introduce the exhibition (establishment and reputation).)

B: I've heard of about it from our customers and we know you have attended this exhibition for many years.

A: _____.

(Confirm participation in the exhibition.)

B: As a fireworks company, it's our pleasure to attend this exhibition and we are always willing to develop business relations with friends from China.

A: _____.

(Express the same wish and state the purpose of this exhibition.)

B: Well, when and where will the exhibition be held?

A: _____.

(Inform of the time and place of the exhibition; (October 15-20, Continental Exhibition Center).)

B: How can we apply for this exhibition?

A: _____.

(Inform the way to apply for the exhibition; (register in the official website).)

B: Will you exhibit new products this time?

A: _____.

(Indicate many new designs and products will be displayed.)

B: Ok, I will ask my secretary to check my schedule and arrange.

A: _____.

(Show your willingness to set up an appointment during non exhibit hours.)

B: Thank you very much.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with 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 2014;

Introduce your status and your main products and services; Extend your wish to establish business relations.

二、实施条件

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

三、考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	建立贸易关系函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的建立贸易关系谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块一：跨境业务磋商技能 试题编号：H1-30 项目名称：建立贸易关系

一、任务描述

(一) 注意事项

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

(二) 考试要求

- 1、 建立贸易关系对话设计
了解谈判双方背景，熟悉外贸业务流程和专业术语，灵活运用谈判策略，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；
- 2、 建立贸易关系函电撰写：
理解命题要求，确定函电性质；函电格式正确，字数达标；表达流畅，文字通顺，逻辑合理。

(三) 考试资料

1. 出口方基本情况

Company	Hunan Haili Chemical Industry Co. Ltd.
Url	http://www.hnhlc.com
Office Address	No.251, 2nd Section, Furong(M) Road, Changsha, Hunan, China
Zip code	410007
Phone	86-731-85357829
Fax:	86-731-85357977
E-mail:	sh600731@sina.com

2. 进口方基本情况

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	215-299-6000
Fax:	215-299-5998

3. 出口方信息

Hunan Haili Chemical Industry Co., Ltd. (Hunan Haili) is one of the hi-tech listing enterprises in China, which is mainly formed by Hunan Research Institute of Chemical Industry. Hunan Haili mainly devotes itself to development, production and trade of pesticides and fine chemicals, transportation of dangerous chemicals, installation of chemical facilities. Hunan Haili is fully reinforced at R & D and production of pesticides, which becomes State Pesticide Development & Engineering Technology Research Center and State Carbamate Pesticide Industry Pilot Base.

Hunan Haili has built up the largest production facilities in Asia with annual capacity over 10000 tons for Carbamate pesticides such as Carbofuran, BPMC, Carbaryl, Carbosulfan, Propoxur, Isoprocarb, Methomyl, MTMC, etc. Hunan Haili has also built up the largest production facilities in Asia with annual capacity over 10000 tons for alkylation production, such as Benzofuranol, OSBP, o-isopropyl phenol and o-isopropoxy phenyl, etc. Hunan Haili has built up facilities with annual capacity over 10000 tons for organophosphorus pesticides like Dimethoate and pirimiphos methyl. Depending on the phosgene production facilities with annual capacity of 10000MT and 5000MT, Hunan Haili has developed isocyanates, chloroformates, carbonates, urea phosgene derivatives and also undertaken chemicals processing.

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

Main Products:

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

(四) 抽考试题

Section I 外贸业务谈判 (30%)

Directions: You are required to complete a negotiation based on the following situation with at least 80 words.

Situation: Daniel Black (the importer), Purchasing Manager of FMC Corporation visits **you** (Huang Jianjun), Manager of Sales & Marketing Department of Hunan Haili Chemical Industry Co. Ltd (HLC). Mr. Black expresses his wishes to establish business relations with HLC.

You are required to finish the following tasks:

A: Daniel Black (the importer)

B: You (the exporter)

A: Good morning, Mr. Huang. I'm Daniel Black from FMC Corporation. This is my card.

B: _____.

(Greet and exchange business card.)

A: We've come to know your name and address from the Commercial Counselor's Office of the Chinese Embassy in America. And we learned that HLC is a big corporation in chemical industry field in China. We are willing to enter into business relations with your firm.

B: _____.

(Extend the same wish to establish business relations.)

A: Our Corporation is a diversified chemical company serving global agricultural, industrial and consumer markets. We have great interest in concluding a deal with your firm and it would be very helpful if you could introduce your products.

B: _____.
(Show the product catalogue and price list.)

A: Thank you.

B: _____.
(Emphasize your reasonable price.)

A: OK. Do you have quality inspection certificate ?

B: _____.
(Indicate your high quality (national inspection certificate).)

A: What is your usual practice for terms of payment?

B: _____.
(State your usual payment practice (L/C).)

A: I have a feeling that we can do a lot of trade in this line. Concerning our financial position, credit standing and trade reputation, you may refer to Citibank, our local Chamber of Commerce or related agencies.

B: _____.
(Promise to trade on the basis of equality and mutual benefit.)

A: That sounds good. I'll send a fax home. As soon as I receive a definite answer, I'll make a specific inquiry.

B: _____.
(Promise to make an offer soon..)

A: Thank you.

Section II 外贸英语函电撰写 (30%)

Directions: You are required to write a letter based on the following situation with at least 100 words.
(Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of Hunan Haili Chemical Industry Co. Ltd., you are going to write to a client from FMC Corporation, who was introduced by the Commercial Counselor's Office in U.S.A., with the hope of establishing business relations with him. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Specify the information channel;

Extend your wish to establish business relations; Introduce your company information and main products;

Provide commodity books and several samples for reference.

二、 实施条件

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

三、 考核时量：

考核时间：90 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	建立贸易关系谈判对话设计 (30 分)	3 分	字数达到要求记 3 分，每少 10 词扣 1 分。	补全的谈判对话字数少于 30 词，本项目记 0 分。
		5 分	英语表达通顺，语法、句法使用正确记 5 分；单词、句型错误每处扣 1 分。	
		5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
		5 分	对话中能使用准确的建立贸易关系谈判的套语、术语记 5 分，套语、术语使用错误每处扣 1 分。	
		12 分	理解题目要求，信息点完整记 12 分；信息点每缺失一处扣 1.5 分。	
	建立贸易关系函电撰写 (30 分)	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	信函字数少于 30 词，本项目记 0 分。
		5 分	函电格式完全正确记 5 分，信内地址、结束敬语、排版每错一处扣 1 分。	
		10 分	语言表达通顺，语法、句型使用正确记 10 分；单词、语法每错一处扣 1 分。	
		5 分	函电中能使用准确的建立贸易关系谈判套语、术语记 5 分；每错一处扣 1 分。	
		5 分	理解题目要求，信息点完整记 5 分；信息点每缺失一处扣 1 分。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块二：外贸单证缮制模块 试题编号：H2-1

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、信用证审核：

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。

(三) 考试资料

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 Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2. 进口方基本情况

Company	ALDI GROUP COMPANY
Url	http://aldi.com.au/index.htm
Office Address	MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA
Tollfree	2 800-426-0818
Phone	02-9675-9000
Fax	02-9675-9001

3. 合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIALNO.: HLIP-05128
 PRODUCTS I/E CORP. **DATE:** MAR. 20,2015
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, **SIGNED IN:** CHANGSHA
 CHINA
BUYER: ALDI GROUP COMPANY

MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA

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

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
			CIF SYDNEY
3W GU10 LED SPOT BASE GU10, INPUT AC100-240V	100,000 PCS	USD 0.8/PC	USD 80,000.00
Total:	100,000 PCS		USD 80,000.00

5. Total Value SAY U.S. DOLLARS EIGHTY THOUSAND ONLY.

6. Packing 100 PCS/CTN

SIZE OF CARTON 300X240X500

PACKED IN 1000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF APRIL 2015
FROM SHANGHAI TO SYDNEY WITH

PARTIAL SHIPMENT NOT ALLOWED AND
TRANSSHIPMENT ALLOWED. **9. Port of Loading & Destination** FROM:

SHANGHAI TO: SYDNEY

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110%
OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT

OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

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

12. Remarks

The Buyer

ALDI GROUP COMPANY

(signature)

The Seller

HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

4. 信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	45238/03
31C:	DATE OF ISSUE	150330
31D:	DATE AND PLACE OF EXPIRY	150521 CHINA

50: APPLICANT

ALD GROUP COMPANY

MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY
CENTRE, NWS 260, AUSTRALIA

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B:	AMOUNT	USD 80,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA

42C:	DRAFTS AT	30 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK SYDNEY BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	SYDNEY, AUSTRALIA
44C:	LATEST DATE OF SHIPMENT	150430
45A:	DESCRIPTION OF GOODS	
	100,000 PCS 3W GU10 LED SPOT	

BASE GU10, INPUT AC100-240V

USD 0.8/PC CFR SYDNEY

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 AUSTRALIA ARE FOR ACCOUNT OF APPLICANT.

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

5. 相关资料

(1) INVOICE NO.: CS54691

(2) INVOICE DATE: APRIL 04, 2015

(3)PACKING

G. W.(KGS/CARTON)	N. W.(KGS/CARTON)	MEAS (CBM/CARTON)
5.8	5.2	0.036

100 PCS/CTN

PACKED IN 1000 CARTONS

TOTAL ONE 40' CONTAINER

(4) VESSEL: YANGFAN V. 279

(5) B/L NO.: ASCS1281861

(6) B/L DATE: APRIL 19, 2015

(7) POLICY NO.: SH160417

(8) REFERENCE NO.: 20150316

(四)抽考试题

1、 请根据考试资料中的合同 3、 审核错误的信用证 4、 指出不符之处并修正。(本题共 16 分)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____
 7. _____
 8. _____

2、 请根据以上资料缮制商业发票。(本题共 14 分)

(注: 信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136 商业发票

COMMERCIAL INVOICE

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

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³
TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue
			Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

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

4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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
李明选**

(Authourized Signature)

二、实施条件

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

三、考核时量: 考核时间: 60 分

钟四、评分标准

评价内容	配分	考核点	备注
------	----	-----	----

作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业发	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
		3分	货物描述：品名拼写正确，规格信息填写准确无误	
		3分	货物总价：计算准确无误，货币名称正确。	

	票缮制 (14分)	2分	总价文字描述：大写数字英文表述准确无误。	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	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-2

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

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 Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	TJ MORRIS LTD.
Url	http://www.tjmorris.co.uk/
Office Address	AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 0JA, U.K.
Tollfree	1 800-423-5489
Phone	0151 530 2920
Fax	0151 530 2922

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
BUYER: TJ MORRIS LTD.

INDUSTRIALNO.: HLIP-05273
DATE: MAR. 20,2015
SIGNED IN: CHANGSHA

AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 0JA, 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
CIF LIVERPOOL			
HONYAR ELECTRIC SWITCH 86MM*86MM; CERTIFICATES: CE,ISO9001	600,000 PCS	USD 1/PC	USD 600,000.00
Total:	600,000 PCS		USD 600,000.00

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

6. Packing 100 PCS/CTN

SIZE OF CARTON 300X240X500

PACKED IN 6,000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF APRIL 2015 FROM SHANGHAI TO LIVERPOOL WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

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

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE

RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

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

12. Remarks

The Buyer

TJ MORRIS LTD.

The Seller

HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
20: DOCUMENTARY CREDIT NUMBER 89738/08
31C: DATE OF ISSUE 150330
31D: DATE AND PLACE OF EXPIRY 150210 U.K.

50: APPLICANT

TJ MORRIS LTD.

AXIS BUSINESS PARK, GILMOSS, LIVERPOOL MERSEYSIDE L11 0JA,
U.K.

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

NO. 4, EAST WUYI ROAD, CHANGSHA, HUBEI, CHINA

32B: AMOUNT USD 600,000.00
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 NOT ALLOWED
43T: TRANSSHIPMENT NOT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO MERSEYSIDE, U.K.
44C: LATEST DATE OF SHIPMENT 150430
45A: DESCRIPTION OF GOODS

60,000 PCS HONYAR ELECTRIC SWITCH
86MM*86MM; CERTIFICATES: CE, ISO9001
USD 10/PC CIF 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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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.K. ARE FOR ACCOUNT OF BENEFICIARY.

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

5、相关资料

(1) INVOICE NO.: CS57271

(2) INVOICE DATE: APRIL 04, 2015

(3) PACKING

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

12

10

0.036

TOTAL FOUR 40' CONTAINERS

(4) VESSEL: FENJING V. 023

(5) B/L NO.: UKCS2386861

(6) B/L DATE: APRIL 19, 2015

(7) POLICY NO.: SH160418

(8) REFERENCE NO.: 20150317

(四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。（本题共 14 分）

（注：信用证的信息必须是修正后的正确信息）

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136 商业发票

COMMERCIAL INVOICE

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

Total:			

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明选

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³

TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

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

4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

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

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

Pay to the order of

The sum of

To

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司
李明远

(Authourized Signature)

二、实施条件

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

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	16 分	1、 买卖双方的名称与地址是否有误；	信用证审核每题共 8 处错误，每处 2 分，找出错误计 1 分，修正错误计 1 分。
		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。	
商业发	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	
	3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。	

票 缮 制 (14 分)	4分	其他栏目(发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等)	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。
	2分	收货人条款:根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分,未填、错填(包括拼写、大小写、标点符号错误)每处扣1分,扣完本份提单的分数为止。
	3分	货物描述条款:包括货物的总称、包装的总数量等,填写准确无误。	
2分	毛重条款:计算准确无误,单位描述正确。		
2分	体积条款:计算准确无误,单位描述正确。		
6分	其他栏目(托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目):信息完整无误,拼写正确。		
汇 票 缮 制 (15 分)	3分	出票条款:包括开证行完整名称、信用证号和开证日期,拼写准确无误。	汇票缮制部分总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。
	3分	收款人:信用证下以议付行为收款人;托收汇票,以托收行(出口地银行)为收款人;信息完整无误,拼写正确。	
	3分	金额及币种:币种与金额必须与信用证保持一致,拼写准确无误。	
	6分	其他栏目(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目):信息完整无误,拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块二:外贸单证缮制模块试题编号:H2-3

项目名称:信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、信用证审核：

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。

(三) 考试资料

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 Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	FOREMOST INTERNATIONAL LTD.
Url	http://www.foremostgroups.com/
Office Address	5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, CANADA
Tollfree	888-256-7551
Phone	905-507-2005
Fax	905-507-2006

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIALNO.: HLIP-02798
 PRODUCTS I/E CORP. **DATE:** MAR. 20,2015
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN **SIGNED IN:** CHANGSHA
 CHINA
BUYER: FOREMOST INTERNATIONAL LTD.

5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, 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 TORONTO
BIODEGRADABLE PLASTIC CUP MATERIAL: BIODEGRADABLE PP; VOLUME: 350ML/12OZ	100,000 PCS	USD 0.5/PC	USD 50,000.00
Total:	100,000 PCS		USD 50,000.00

5. Total Value SAY U.S. DOLLARS FIFTY THOUSAND ONLY.

6. Packing 100 PCS/CTN

PACKED IN 1,000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF APRIL 2015 FROM SHANGHAI TO TORONTO WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

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

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

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

12. Remarks

The Buyer

FOREMOST INTERNATIONAL LTD.

(signature)

The Seller

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 89372/04

31C: DATE OF ISSUE 150330

31D: DATE AND PLACE OF EXPIRY 150521 CHINA

50: APPLICANT

FOREMOST INTERNATIONAL LTD.

5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA,

ONTARIO, CANADA

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS CORP.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 5,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 90 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, TORONTO BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO TORONTO, U.S.A.
44C: LATEST DATE OF SHIPMENT 150328
45A:

DESCRIPTION OF GOODS

100,000 PCS BIODEGRADABLE PLASTIC CUP

MATERIAL: BIODEGRADABLE PP;

VOLUME: 350 ML/12

USD 0.5/PC CIF ONTARIO

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO
ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT
PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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
CANADA ARE FOR ACCOUNT OF
BENEFICIARY.

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

5、相关资料

(1) INVOICE NO.: CS56489

(2) INVOICE DATE: APRIL 04, 2015

(3) PACKING

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

6.5

6

0.063

100 PCS/CTN

PACKED IN 1000 CARTONS

TOTAL TWO 20' CONTAINERS

(4) VESSEL: WEIXIAO V. 056 (5)

B/L NO.: CACS1436861

(6) B/L DATE: APRIL 19, 2015

(7) POLICY NO.: ST160418

(8) REFERENCE NO.: 20150319

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共
16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136 商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:
HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³
TOTAL PACKAGES(IN WORDS)			
Freight and charges			Place and date of issue

Signed for the Carrier
 SHANGHAI OCEAN
 SHIPPING CO., LTD. 丁
 浩

*Applicable only when document used as a Through Bill of Lading

4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this **FIRST** of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of To

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司
李明远

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量: 考核时间: 60

分钟四、评分标准

评价内容		配分	考核点	备注
作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白
		3分	货物描述：品名拼写正确，规格信息填写准确无误	

	发票缮制 (14分)	3分	货物总价：计算准确无误，货币名称正确。	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。
		2分	总价文字描述：大写数字英文表述准确无误。	
		4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-4

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

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 Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	SEOW KHIM POLYTHELENE CO PTE LTD
Url	http://www.partyware.com.sg/index.htm
Office Address	28 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINGAPORE
Tollfree	无
Phone	(+65) 6545 2828
Fax	(+65) 6542 1200

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIALNO.: HLIP-45037
PRODUCTS I/E CORP. **DATE:** JAN. 3, 2015
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN **SIGNED IN:** CHANGSHA
CHINA
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 & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CIF SINGAPORE			
PORCELAIN DINNER SET			
WWD0004 20-PIECE DINNERWARE SET	800 SETS	USD 4.4/SET	USD 3,520.00
WWD0004 47-PIECE DINNERWARE SET	1000 SETS	USD 10.34/SET	USD 10,340.00
Total:	1,800 SETS		USD 13,860.00

5. Total Value SAY U.S. DOLLARS THIRTEEN THOUSAND EIGHT HUNDRED AND SIXTY ONLY.

6. Packing WWD0004 20-PIECE: PACKED IN 2SETS/CARTON
WWD0004 47-PIECE: PACKED IN ONE CARTON OF 1 SET EACH
TOTAL: 1,400 CARTONS.

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED
BEFORE THE END OF FEBRUARY 2015 FROM SHANGHAI
TO SINGAPORE WITH PARTIAL SHIPMENT AND TRANSSHIPMENT
NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: SINGAPORE

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST W.P.A. AND CLASH & BREAKAGE & WAR RISK FOR 110% OF THE TOTAL INVOICE

VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C.

DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
SEOW KHIM POLYTHELENE CO PTE LTD

The Seller
HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
20: DOCUMENTARY CREDIT NUMBER 31173
31C: DATE OF ISSUE 150114
31D: DATE AND PLACE OF EXPIRY 150321 SINGAPORE

50: APPLICANT

SEOW KHIM POLYTHELENE CO PTE LTD
27 LOYANG DRIVE, SKP INDUSTRIAL BUILDING, SINGAPORE

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E LTD.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD13,860.00
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 150228

45A: DESCRIPTION OF GOODS

500 SETS WWD0004 20-PIECEUSD 4.40/SET

1000 SETS WWD0004 47-PIECEUSD 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 DULY ENTITLED FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 DAY FROM SHIPMENT DATE.

71B: CHARGES ALL BANKING CHARGES OUTSIDE SINGAPORE ARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: JCS04860

(2) INVOICE DATE: JANUARY 24, 2015

(3) PACKING

	G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
20-Piece Dinnerware Set:	8	7	0.045
47-Piece Dinnerware Set:	12	9	0.070

PACKED IN 1,400 CARTONS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: GOLDEN GATE BRIDGE V. 10W

(5) B/L NO.: COSU66089083

(6) B/L DATE: FEBURARY 05, 2015

(7) POLICY NO.: FR160206

(8) REFERENCE NO.: 20150207

(四) 抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。（本题共 14 分）

（注：信用证的信息必须是修正后的正确信息）

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136 商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount

TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.**At

sight of this **FIRST** of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司
李明远

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注	
作品 (60 分)	信用证审核	16 分	<ol style="list-style-type: none"> 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，找出错误计 1 分，修正错误计 1 分。
	商业发	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
		3 分	货物描述：品名拼写正确，规格信息填写准确无误	
		3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。		

票 缮 制 (14 分)	4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	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。
	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
提 单 缮 制 (15 分)	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
汇 票 缮 制 (15 分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-5

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、 信用证审核：

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。

(三) 考试资料

1、 出口方基本情况

(一) 出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136

E-mail	hnqgyp_123@163.com
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2、 进口方基本情况

Company	NASEEB INTERNATIONAL CORP.
Url	http://www.naseebintl.com/
Office Address	1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, CANADA
Tollfree	无
Phone	416-917-7344
Fax	416-292-9943

3、 合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIALNO.: HLIP-03726
 PRODUCTS I/E CORP. **DATE:** APR. 3, 2015
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN **SIGNED IN:** CHANGSHA
 CHINA

BUYER: NASEEB INTERNATIONAL CORP.

1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, 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 VANCOUVER			
FUXIA LEATHER PLATFORM SANDALS BIAN-1002	1,500 PAIRS	USD 27.40/PAIR	USD 41,100.00
Total:	1,500 PAIRS		USD 41,100.00

5. Total Value SAY U.S. DOLLARS FORTY ONE THOUSAND ONE HUNDRED ONLY.

6. Packing BIAN-1002: 12PAIRS/CARTON
 TOTAL: 125 CARTONS

7. Shipping Marks VANCOUVER
 TG503726
 NO.1-125

8. Time of Shipment & means of Transportation TO BE EFFECTED NO LATER THAN THE END

OF MAY FROM SHANGHAI TO VANCOUVER WITH PARTIAL SHIPMENT NOT ALLOWED AND
TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO:
VANCOUVER

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR
RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE
RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
NASEEB INTERNATIONAL CORP.

(signature)

The Seller
HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE
20: DOCUMENTARY CREDIT NUMBER 807705
31C: DATE OF ISSUE 150413
31D: DATE AND PLACE OF EXPIRY 150621 CHINA

50: APPLICANT
NASEEB INTERNATIONAL CORP.

1600 BRIMLEY ROAD, SARBOROUH, ONTARIO, CANADA

59: BENEFICIARY

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/F CORP.

NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 41,000.00
39B: CREDIT AMT NOT EXCEEDING
41D: AVAILABLE WITH BY ANY BANK IN CHINA
42C: DRAFTS AT AT SIGHT
42D: DRAWEE CITI BANK, ONTARIO BRANCH
43P: PARTIAL SHIPMENTS ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO SCARBOROUGH, CANADA
44C: LATEST DATE OF SHIPMENT 150531

45A: DESCRIPTION OF GOODS

1500 PAIRS FUXIA LEATHER PLATFORM SANDALS BIWN-1002

USD 27.40/PAIR CIF VANCOUVER

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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

CANADA ARE FOR ACCOUNT OF

APPLICANT.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF

SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: TYH0076

(2) INVOICE DATE: APRIL 23, 2015

(3) PACKING

G. W.(KGS/CTN) N. W.(KGS/CTN) MEAS (CBM/CTN)

BIAN-1002: 12 10 0.8

PACKED IN 125 CARTONS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: HONGHE V. 188

(5) B/L NO.: JUC112709

(6) B/L DATE: MAY 08, 2015

(7) POLICY NO.: FW160501

(8) REFERENCE NO.: 20150429

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136 商业发票

COMMERCIAL INVOICE

TO:	INVOICE NO.:	
	INVOICE DATE:	

		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明选

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper
Consignee or order
Notify Party

BILL OF LADING

B/L No.:

中国远洋运输公司

		CHINA OCEAN SHIPPING	
*Pre carriage by	*Place of Receipt	ORIGINAL	
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 SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

- 4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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，找出错误计 1 分，修正错误计 1 分。

商业发	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
	3分	货物描述：品名拼写正确，规格信息填写准确无误	
	3分	货物总价：计算准确无误，货币名称正确。	

票缮制 (14分)	2分	总价文字描述：大写数字英文表述准确无误。	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	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-6

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
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Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	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. &NO.: HCOF-10342
 EXP. GROUP CORP. LTD. **DATE:** MAR. 25,2015
 NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **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. Unit Price & Trade Terms	4. Amount
PURPLE SPECKLED KIDNEY BEANS 2015 CROP, HPS, ADMIXTURE: MAX. 0.2%, MOISTURE: MAX. 16%, IMPERFECT: MAX. 3%	200 MT 4000BAGS	USD1,020/MT USD51/BAG	USD 204,000.00
CIF OAKLAND			

Total:	200 MT		USD 204,000.00
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With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS TWO HUNDRED AND FOUR THOUSAND ONLY.

6. Packing PACKED IN 10BAGS/CTN
PACKED IN 400 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE
END OF MAY

2015 FROM GUANGZHOU TO OAKLAND WITH PARTIAL SHIPMENT NOT
ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: OAKLAND

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR
RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE
RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY L/C 30 DAYS AFTER SIGHT

12. Remarks

The Buyer
NOVOZYMES

(signature)

The Seller
HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP.
GROUP CORP. LTD.

(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 150425

31D: DATE AND PLACE OF EXPIRY 150621 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	150531
45A:	DESCRIPTION OF GOODS	

200MT PURPLE SPECKLED KIDNEY BEANS 2015 CROP, HPS

ADMIXTURE: MAX. 0.2%

MOISTURE: MAX. 16%

IMPERFECT: MAX. 3%

USD 1,020/MT USD51/BAG CIF OAKLAND

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 DAY FROM 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 BUT WITHIN
THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: HNL55699

(2) INVOICE DATE: APRIL 30, 2015

(3) PACKING

G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
50	49	0.01

PACKED IN 400 CARTONS

TOTAL ONE 40' CONTAINER

(4) VESSEL: DONG FENG 87E

(5) B/L NO.: COCO1223892

(6) B/L DATE: MAY 28, 2015

(7) POLICY NO.: FR111702

(8) REFERENCE NO.: 20150302

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China TEL: 86-731-82280772 FAX:

86-731-82289135

商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt	B/L No.: 中国远洋运输公司	
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
 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 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this **FIRST** of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量: 考核时间: 60 分

钟四、评分标准

评价内容		配分	考核点	备注
作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业发	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
		3分	货物描述：品名拼写正确，规格信息填写准确无误	
		3分	货物总价：计算准确无误，货币名称正确。	

	票缮制 (14分)	2分	总价文字描述：大写数字英文表述准确无误。	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	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

汇票缮制 (15分)	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。 汇票缮制部分总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。
	3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。	
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-7

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

(三) 考试资料

1、 出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、 进口方基本情况

Company	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. & NO.: HCOF-11142
EXP. GROUP CORP. LTD. **DATE:** MAY 25, 2015
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **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	2,000 BAGS	USD 52.5/BAGS	USD 105,000.00
Total:	2,000 BAGS		USD 105,000.00

With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS ONE HUNDRED AND FIVE THOUSAND ONLY.

6. Packing PACKED IN 10BAGS/CTN
PACKED IN 200 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE
THE END OF JULY 2015 FROM GUANGZHOU TO MONTREAL WITH
PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT
ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: MONTREAL

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR
110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO
OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
KRAFT FOODS COMPANY

The Seller
HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP.
GROUP CORP. LTD.

(signature)

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 95108/07

31C: DATE OF ISSUE 150625

31D: DATE AND PLACE OF EXPIRY 150821 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 NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHENZHEN, CHINA

44B: FOR TRANSPORTATION TO MONTREAL, CANADA

44C: LATEST DATE OF SHIPMENT 150731

45A: DESCRIPTION OF GOODS
100 MT SNOW PEAS
LENGTH: 60-80MM
WIDTH: 10-22MM, T<5.5MM
USD52.5/BAGSCIF 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 FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 CHINA ARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: HNL75879

(2) INVOICE DATE: JUNE 30, 2015

(3) PACKING

G. W.(KGS/ CTN)	N. W.(KGS/ CTN)	MEAS (CBM/ CTN)
50	49	0.01

PACKED IN 200 CARTONS

TOTAL ONE 20' CONTAINER

- (4) VESSEL: SHENG LI 135S
- (5) B/L NO.: COCO1874892
- (6) B/L DATE: JULY 15, 2015
- (7) POLICY NO.: FR161805
- (8) REFERENCE NO.: 20150410

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China TEL: 86-731-82280772 FAX:

86-731-82289135

商业发票

COMMERCIAL INVOICE

TO:	INVOICE NO.:	
	INVOICE DATE:	
	S/C NO.:	
FROM:	L/C NO.:	
TO:	L/C DATE:	

Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

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

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description		

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 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this **FIRST** of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

二、 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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，找出错误计 1 分，修正错误计 1 分。
	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	
	3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。	

票 缮 制 (14 分)	4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	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。
	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
2分	毛重条款：计算准确无误，单位描述正确。		
2分	体积条款：计算准确无误，单位描述正确。		
6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。		
汇 票 缮 制 (15 分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-8

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、信用证审核：

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。

(三) 考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772

Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	WHOLE FOODS MARKET
Url	http://www.wholefoodsmarket.com/
Office Address	105 MASON STREET, AUSTIN TE 15002, U.S.A.
Tollfree	无
Phone	001-214-982 1562
Fax	001-214-982 1569

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. &NO.: HCOF-11108
 EXP. GROUP CORP. LTD. **DATE:** JAN. 25,2015
 NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: WHOLE FOODS MARKET
 105 MASON STREET, AUSTIN TE 15002, 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			
SUSHI RICE SUSHI RICE MOISTURE: MAX. 14.5% FOREIGN MATTER: MAX. 1%, BROKEN: MAX. 5%	10,000 BAGS	USD 4.75/BAG	USD 475,000.00
Total:	10,000 BAGS		USD 475,000.00

With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED AND SEVENTY FIVE THOUSAND ONLY.

6. Packing PACKED IN 10BAGS/CARTON
PACKED IN 1,000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED
BEFORE THE END OF MARCH 2015 FROM GUANGZHOU
TO NEW YORK WITH PARTIAL SHIPMENT NOT ALLOWED
AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: NEW YORK

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110%
OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT
OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
WHOLE FOODS MARKET

(signature)

The Seller
HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP. GROUP
CORP. LTD.

(signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	87308/03
31C:	DATE OF ISSUE	150220
31D:	DATE AND PLACE OF EXPIRY	150421CHINA
50:	APPLICANT	
	WHOLE FOODS MARKET	
	105 MASON STREET, AUSTIN TE 15002, U.S.A.	
59:	BENEFICIARY	
	HUNAN OILS FOODSTUFFS EXPORT GROUP	
	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA	
32B:	AMOUNT	USD 475,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	60 DAYS AFTER SIGHT
42D:	DRAWEE	HSBC AUSTIN BRANCH

43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	GUANGZHOU, CHINA
44B:	FOR TRANSPORTATION TO	SYDNEY, AUSTRALIA
44C:	LATEST DATE OF SHIPMENT	150331
45A:	DESCRIPTION OF GOODS	
	1000 MT SUSHI RICE	
	MOISTURE: MAX. 14.5%	
	FOREIGN MATTER: MAX. 1%	
	BROKEN: MAX. 5%	
	USD 4.75/BAG 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 AUTHORITY DULY ENTITLED FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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.S.A. ARE FOR ACCOUNT OF
BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE
PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT
WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1)INVOICE NO.: HNL83865

(2) INVOICE DATE: FEBRUARY 28, 2015

(3) PACKING

G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
50	49	0.01

PACKED IN 1,000 CARTONS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: KAI XUAN 376T

(5) B/L NO.: COCO5674392

(6) B/L DATE: MARCH 15, 2015

(7) POLICY NO.: QR156715

(8) REFERENCE NO.: 20150110

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。（本题共 14 分）

(注：信用证的信息必须是修正后的正确信息)

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China TEL: 86-731-82280772 FAX:

86-731-82289135

商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

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

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading	Freight payable at	Number original Bs/L
Port of discharge	*Final destination		
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 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 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
------	----	-----	----

作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白
		3分	货物描述：品名拼写正确，规格信息填写准确无误	

	发票缮制 (14分)	3分	货物总价：计算准确无误，货币名称正确。	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。
		2分	总价文字描述：大写数字英文表述准确无误。	
		4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为受款人；托收汇票，以托收行（出口地银行）为受款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-9

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

(三) 考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax:	86-731-82289135
E-mail:	Lixiang55@hunancof.com

2、进口方基本情况

Company	CHAROEN POKPHAND GROUP
Url	http://www.cpthailand.com/
Office Address	75 CHANGKAICHI STREET, BANGKOK 002, THAILAND
Tollfree	无
Phone	0066-02-562 5672
Fax:	0066-02-582 7679

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. &NO.: HCOF-12009
EXP. GROUP CORP. LTD. **DATE:** FEB. 15,2015
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA
BUYER: CHAROEN POKPHAND GROUP

75 CHANGKAICHI STREET, BANGKOK 002, THAILAND

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CIF BANGKOK			
SUNFLOWER SEED NEW CROP SUNFLOWER SEEDS AMERICAN TYPE : 5009, 5135, 118, 909 SIZE: 20/64,22/64,24/64 MOISTURE: 9.5% ADMIXTURE: MAX. 0.5%	5000 BAGS	USD 1,10/BAGS	USD 550,000.00
Total:	5000 BAGS		USD 550,000.00

With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS FIVE HUNDRED AND FIFTY THOUSAND ONLY.

6. Packing PACKED IN 50 BAGS/CTN
PACKED IN 100 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE
THE END OF MARCH 2015 FROM GUANGZHOU TO BANGKOK WITH
PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT
ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: BANGKOK

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110%
OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT

OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer

The Seller

CHAROEN POKPHAND GROUP

(signature)

HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP.
GROUP CORP. LTD.

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 67508/01

31C: DATE OF ISSUE 150225

31D: DATE AND PLACE OF EXPIRY 150421 THAILAND

50: APPLICANT
CHAOREN POKPHAND GROUP
75 CHANGKAICHI STREET, BANGKOK 002, THAILAND

59: BENEFICIARY
HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP
CORP. LTD.
NO. 2 ZHUYUAN RD, ZHUZHOU, HUNAN, CHINA

32B: AMOUNT USD 55,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D: DRAWEE STANDARD CHARTERED BANK
BANGKOK BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD CHANGSHA, CHINA

44B: FOR TRANSPORTATION TO BANGKOK, THAILAND

44C: LATEST DATE OF SHIPMENT 150331

45A: DESCRIPTION OF GOODS
500MT SUNFLOWER SEED

NEW CROP SUNFLOWER SEEDS AMERICAN

TYPE: 5009, 5153, 118, 909

SIZE: 20/64, 22/64, 24/64

MOISTURE: 9.5%

ADMIXTURE: MAX. 0.5%

USD 110/BAGS CIF BANGKOK

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 120 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 THAILAND ARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: HNL97735

(2) INVOICE DATE: MARCH 1, 2015

(3) PACKING

G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
50	49	0.2

PACKED IN 100 CARTONS

TOTAL THIRTY EIGHT 40' CONTAINERS

(4) VESSEL: JIE FANG 300S

(5) B/L NO.: COCO7899392

(6) B/L DATE: MARCH 25, 2015

(7) POLICY NO.: QE153465

(8) REFERENCE NO.: 20150210

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。（本题共 14 分）

（注：信用证的信息必须是修正后的正确信息）

湖南粮油食品进出口集团公司

Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.

No. 2 Zhuyuan RD, Changsha, Hunan, China

TEL: 86-731-82280772 FAX: 86-731-82289135

商业发票

COMMERCIAL INVOICE

TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
FROM:		L/C NO.:		
TO:		L/C DATE:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:
HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper	BILL OF LADING
----------------	-----------------------

Consignee or order		B/L No.:	
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	ORIGINAL	
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 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 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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；	信用证审核每题共 8 处错误，每处 2 分，找出错误计 1 分，修

核		<p>5、合同金额和币种是否有误；</p> <p>6、合同中溢短装条款是否有误；</p> <p>7、唛头是否有误；</p> <p>8、起运港和目的港是否有误；</p> <p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	正错误计 1 分。
商业 发 票 缮 制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份商业发票的分数为止。
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	
	3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。	
	4 分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
提 单 缮 制 (15 分)	2 分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份提单的分数为止。
	3 分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2 分	毛重条款：计算准确无误，单位描述正确。	
	2 分	体积条款：计算准确无误，单位描述正确。	
	6 分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	

汇 票 缮 制 (15	3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。	汇票缮制部分总分每个空白栏目按其规定的分值计算赋分，未填、错填
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写	

分)		准确无误。	（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。
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-10

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
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Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	PROBIOTEC
Url	http://www.probiotec.com.au/Probiotec/index.aspx
Office Address	65 BRISTOL STREET, SYDNEY, AUSTRALIA
Tollfree	无
Phone	0061-02-256 4372
Fax	0061-02-256 4379

3、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. &NO.: HCOF-13019
 EXP. GROUP CORP. LTD. **DATE:** FEB. 5, 2015
 NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: PROBIOTEC

65 BRISTOL STREET, SYDNEY, AUSTRALIA

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
WHITE GARLIC SIZE: 4.5CM, 5.0CM, 5.5CM, 6.0CM, 6.5CM AND UP	5000 BAGS	USD 80/BAG	USD 400,000.00
Total:	5000 BAGS		USD 400,000.00

CIF SYDNEY

With 10% More or less of shipment allowed at the sellers' option

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED THOUSAND ONLY.
6. Packing PACKED IN 50 KGS/CTN
PACKED IN 100 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE
END OF APRIL

2015 FROM GUANGZHOU TO SYDNEY WITH
PARTIAL SHIPMENT ALLOWED AND

TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: SYDNEY

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110%
OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT

OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
PROBIOTEC

(signature)

The Seller
HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP. GROUP
CORP. LTD.

(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
40A: FORM OF DOCUMENTARY CREDIT REVOCABLE
20: DOCUMENTARY CREDIT NUMBER 67508/01
31C: DATE OF ISSUE 150305
31D: DATE AND PLACE OF EXPIRY 150521 CHINA

50: APPLICANT

PROBIOTEC

65 BRISTOL STREET, SYDNEY, AUSTRIA

59: BENEFICIARY

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP
CORP. LTD.

NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 400,000.00

39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	AT SIGHT
42D:	DRAWEE	AUSTRALIA NATIONAL BANK
43P:	PARTIAL SHIPMENTS	NOT ALLOWED
43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	GUANGZHOU, CHINA
44B:	FOR TRANSPORTATION TO	SYDNEY, AUSTRIA
44C:	LATEST DATE OF SHIPMENT	150430
45A:	DESCRIPTION OF GOODS	
	5000 BAGS GARLIC	
	SIZE: 4.5 CM, 5.0 CM, 5.5 CM, 6.0 CM, 6.5 CM AND UP	
	EUR 80/BAGS CIF 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 DULY ENTITLED FOR THIS PURPOSE.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 AUSTRALIA ARE FOR ACCOUNT OF BENEFICIARY.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: HNLV65435

(2) INVOICE DATE: MARCH 15, 2015

(3) PACKING

G. W.(KGS/CTN)	N. W.(KGS/CTN)	MEAS (CBM/CTN)
50	49	0.2

PACKED IN 100 CARTONS

(4) VESSEL: QIAN JIN 332I

(5) B/L NO.: COCO6759392

(6) B/L DATE: APRIL 15, 2015

(7) POLICY NO.: UR159965

(8) REFERENCE NO.: 20150201

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。（本题共 16 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。（本题共 14 分）

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 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 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF EXCHANGE

Drawn under

L/C No.

Dated

No. Exchange for **Changsha, China.** At

sight of this FIRST of Exchange (Second of exchange being unpaid)

Pay to the order of

The sum of

To

HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.

湖南粮油食品进出口集团公司

王伶俐

(Authorized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
------	----	-----	----

作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白
		3分	货物描述：品名拼写正确，规格信息填写准确无误	

	发票缮制 (14分)	3分	货物总价：计算准确无误，货币名称正确。	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。
		2分	总价文字描述：大写数字英文表述准确无误。	
		4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-11

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

2、进口方基本情况

Company	ONNINEN GROUP
Url	http://www.onninen.com
Office Address	MITTALINJA 1, FI-01260 VANTAA, FINLAND
Tollfree	无
Phone	+358 (0)204 85 5111
Fax:	+358 (0)204 85 5500

3、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BR1003692
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** JUNE 20, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: ONNINEN GROUP

MITTALINJA 1, FI-01260 VANTAA, FINLAND

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 VARD0
TWO-WAY MOTOR VALVE	510 PCS	USD 198/PC	USD 100,980.00
BVS20-2-16 VALVE(20 MM)	610 PCS	USD 328/PC	USD 200,080.00
BVS125-2-16 VALVE(125 MM)			
Total:	1,120 PCS		USD 301,060.00

5. Total Value SAY U.S. DOLLARS THREE HUNDRED AND ONE THOUSAND SIXTY ONLY.

6. Packing 1PC/BOX
PACKED IN 1,120 BOXS

7. Shipping Marks VARD0
BR1003692
NO.1-1120

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF JULY 2016 FROM SHANGHAI TO VARD0 WITH PARTIAL SHIPMENT AND TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: VARD0

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer

The Seller

ONNINEN GROUP

BROAD AIR 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	HAND1006/423
31C:	DATE OF ISSUE	160701
31D:	DATE AND PLACE OF EXPIRY	160821 FINLAND
50:	APPLICANT	
	ONNINEN GROUP	
	MITTALINJA 1, FI-01260 VANTAA, FINLAND	
59:	BENEFICIARY	
	BROAD AIR QUALITY TECHNOLOGY GROUP	
	YUANDA TOWN, YUANDA 3RD ROAD, LIUYANG, HUNAN, CHINA	
32B:	AMOUNT	USD 301,060.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	90 DAYS AFTER SIGHT
42D:	DRAWEE	MERITA BANK
		HELSINKI BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	VARDO, FINLAND
44C:	LATEST DATE OF SHIPMENT	160731
45A:	DESCRIPTION OF GOODS	
	510 PCS TWO-WAY MOTOR VALVE BVS20-2-16 VALVE (20MM)	
	USD 198/PC CIF VARGO	
	610 PCS TWO-WAY MOTOR VALVE BVS125-2-16 VALVE (125MM)	
	USD 328/ PC CIF VARGO	

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.
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING,
MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED
“FREIGHT PREPAID” AND NOTIFY APPLICANT.
+FULL SET OF 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 DAY FROM
SHIPMENT DATE.
71B: CHARGES ALL BANKING CHARGES OUTSIDE
FINLAND ARE FOR ACCOUNT OF
APPLICANT.
48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED
WITHIN 15 DAYS AFTER THE DATE OF
SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

- (1) INVOICE NO.: BR0102331
- (2) INVOICE DATE: JUNE 25, 2016
- (3) PACKING G. W.: 26 KGS/BOX

N. W.: 22 KGS/BOX

MEAS: 0.2 CBM/BOX

PACKED IN 1,120 BOXES

TOTAL SEVEN 20' CONTAINERS

(4) VESSEL: NANGXING V. 086

(5) B/L NO.: COCS0511861

(6) B/L DATE: JULY 20, 2016

(7) POLICY NO.: BR160720

(8) REFERENCE NO.: 2006879-09

(四)抽考试题

1、 请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3rd 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 AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL
Consignee or order		
Notify Party		
*Pre carriage by	*Place of Receipt	
Ocean Vessel Voy. No.	Port of Loading	

Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³
TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue
			Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

- 4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

To

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	16 分	1、 买卖双方的名称与地址是否有误；	信用证审核每题共 8 处错误，每处 2 分，找出错误计 1 分，修正错误计 1 分。
		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。	
	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	

商业 发票 缮 制 (14	3分	货物总价：计算准确无误，货币名称正确。	计算赋分，未填、错填（包括拼写、大小写、标点符号
	2分	总价文字描述：大写数字英文表述准确无误。	
	4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	

分)			错误) 每处扣 1 分，扣完本份商业发票的分数为止。
提 单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份提单的分数为止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
汇 票 缮 制 (15 分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-12

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR QUALITY TECHNOLOGY GROUP
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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
E-mail	international@broad.net

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: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BRA110145-345
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** MAR. 15, 2016
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	USD 34,250/SET	USD102,750.00

Total:	3 SETS	USD102,750.00
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5. Total Value SAY U.S. DOLLARS ONE HUNDRED AND TWO THOUSAND SEVEN HUNDRED AND FIFTY ONLY.

6. Packing 1SET PER CASE
PACKED IN 3 CASES

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. Insurance THE CONTRACTED GOODS SHALL BE INSURED BY THE BUYER AND THE SELLER SHALL PROVIDE NECESSARY ASSISTANCE AT THE BUYER'S REQUIREMENT AND EXPENSE

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
REACH COOLING GROUP

(signature)

The Seller
BROAD AIR QUALITY TECHNOLOGY
GROUP

(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	160320
31D:	DATE AND PLACE OF EXPIRY	160521 CHINA

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 ALLOWED
43T: TRANSSHIPMENT ALLOWED
44A: LOADING ON BOARD SHANGHAI, CHINA
44B: FOR TRANSPORTATION TO NEW YORK, U.S.A.
44C: LATEST DATE OF SHIPMENT 160430

45A: DESCRIPTION OF GOODS
3SETS BROAD X VACUUM BOILER & TUBE
BF16 (3050×850×2000 MM)
USD 34,250/SET CIF MIAMI

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.
+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO
ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT
PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 FOR ACCOUNT OF APPLICANT.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO. : BR10104590

(2) INVOICE DATE: MAR. 25, 2016

(3) PACKING

G. W.: 5 MT/CASE

N. W.: 4.7 MT/CASE

MEAS: 2.4×1.8×1.5 CBM

PACKED IN 3 CASES

TOTAL ONE 20' CONTAINER

(4) VESSEL: SUNSHINE V. 078

(5) B/L NO.: COS908123

(6) B/L DATE: APR. 20, 2016

(7) POLICY NO.: BU 100430

(8) REFERENCE NO.: 20160819

(四)抽考试题

1、 请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3rd 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 AIR QUALITY TECHNOLOGY GROUP

**远大集团
陈洁**

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt	B/L No.:	
		中国远洋运输公司	
		CHINA OCEAN SHIPPING	
Ocean Vessel Voy. No.	Port of Loading	ORIGINAL	
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 SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈浩

(Authorised Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	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，找出错误计 1 分，修正错误计 1 分。
	商业	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白
		3 分	货物描述：品名拼写正确，规格信息填写准确无误	
		3 分	货物总价：计算准确无误，货币名称正确。	栏目按其规定的分值计算赋分，未填、错填（包
		2 分	总价文字描述：大写数字英文表述准确无误。	

发 票 缮 制 (14 分)	4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	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。
	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
提 单 缮 制 (15 分)	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
汇 票 缮 制 (15 分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-13

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、信用证审核：

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。

(三) 考试资料

1、出口方基本情况

Company	BROAD AIR 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

E-mail	international@broad.net
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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
Tollfree	无
Phone	(55) 9171-8465
Fax	无

3、合同

销售合同 SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BRA10145-654
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** MAY 15, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: INNOVAIR CORPORATION
AV. PAEO DE LA REFORMA NO. 350, PISO 11 MEXICO CITY, MEXICO

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 &	4. Amount
		Trade Terms	

CFR MEXICO CITY

BROAD PUMPSET BY50 TYPE (PUMPSET FOR 582KW/165RT CHILLERS)	3 SETS	USD 4,200/SET	USD 12,600.00
BY300 TYPE (PUMPSET FOR 3489KW/992RT CHILLERS)	5 SETS	USD 4,700/SET	USD 23,500.00
BY1000 TYPE (PUMPSET FOR 11630KW/3307RT CHILLERS)	5 SETS	USD 5,200/SET	USD 26,000.00
Total:	13 SETS		USD 62,100.00

5. Total Value SAY U.S. DOLLARS SIXTY TWO THOUSAND ONE HUNDRED ONLY.

6. Packing 1SET PER CASE
PACKED IN 13 CASES

7. Shipping Marks MEXICO
BRA10145-654
NO. 1-13

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE
END OF JUNE

2016 FROM SHANGHAI TO MEXICO CITY
WITH PARTIAL SHIPMENT AND

TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: MEXICO CITY

10. Insurance THE BUYER SHALL COVER INSURANCE AGAINST ALL RISKS AND WAR RISK
FOR 120% OF THE TOTAL INVOICE VALUE AS PER THE
RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
INNOVAIR CORPORATION
GROUP
(signature)

The Seller
BROAD AIR QUALITY TECHNOLOGY
(signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	REVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	CITYMB1023/2345
31C:	DATE OF ISSUE	160520
31D:	DATE AND PLACE OF EXPIRY	160421 CHINA

50: APPLICANT
INNOVAIR CORPORATION
AV. PAEO DE LA REFORMA NO. 350, PISO 11 COLONIA
JUAREZ, MEXICO

59: BENEFICIARY
BROAD AIR QUALITY TECHNOLOGY GROUP
YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA
HUNAN, CHINA

32B:	AMOUNT	USD 26,100.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	30 DAYS AFTER SIGHT
42D:	DRAWEE	CITY BANK, MEXICO BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHENZHEN, CHINA
44B:	FOR TRANSPORTATION TO	MEXICO CITY, MEXICO
44C:	LATEST DATE OF SHIPMENT	160630
45A:	DESCRIPTION OF GOODS	
	BROAD PUMPSET	
	3 SETS BY50 TYPE (PUMPSET FOR 582KW/165RT CHILLERS)	USD 4,200/SET
	5 SETS BY300 TYPE (PUMPSET FOR 3489KW/992RT CHILLERS)	USD 4,700/SET
	5 SETS BY1000 TYPE (PUMPSET FOR 11630KW/3307RT CHILLERS)	USD 5,200/SET

CIF MEXICO CITY

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 MEXICO ARE FOR ACCOUNT OF APPLICANT.

48: PERIOD FOR PRESENTATION DOCUMENTS MUST BE PRESENTED WITHIN 15 DAYS AFTER THE DATE OF SHIPMENT BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: BR1003778

(2) INVOICE DATE: MAY 25, 2016

(3) PACKING G. W.: 57 KGS/CASE

N. W.: 52 KGS/CASE

MEAS: 0.4×0.8×0.5 CBM

PACKED IN 13 CASES

TOTAL ONE 20' CONTAINER

(4) VESSEL: HONGHE 0912

(5) B/L NO.: COSE3322012

(6) B/L DATE: JUNE 20, 2016

(7) POLICY NO.: PIC9977

(8) REFERENCE NO.: 20160617

(四)抽考试题

1、请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3rd 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 AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL
Consignee or order		
Notify Party		
*Pre carriage by	*Place of Receipt	
Ocean Vessel Voy. No.	Port of Loading	

Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³
TOTAL PACKAGES(IN WORDS)			
Freight and charges			
			Place and date of issue
			Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

4、 请根据以上资料缮制汇票。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

To

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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；	信用证审核每题共 8 处错误，每处 2 分，找出错误计 1 分，修

核		<p>5、合同金额和币种是否有误；</p> <p>6、合同中溢短装条款是否有误；</p> <p>7、唛头是否有误；</p> <p>8、起运港和目的港是否有误；</p> <p>9、分批装运和转运是否有误；</p> <p>10、保险险别、保险金额是否有误；</p> <p>11、最迟装运期是否有误；</p> <p>12、汇票的付款期限是否有误。</p>	正错误计 1 分。
商业 发 票 缮 制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份商业发票的分数为止。
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	
	3 分	货物总价：计算准确无误，货币名称正确。	
	2 分	总价文字描述：大写数字英文表述准确无误。	
	4 分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）	
提 单 缮 制 (15 分)	2 分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份提单的分数为止。
	3 分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2 分	毛重条款：计算准确无误，单位描述正确。	
	2 分	体积条款：计算准确无误，单位描述正确。	
	6 分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
	3 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。	汇票缮制部分总分每个空白栏目

汇 票 缮 制 (15	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	按其规定的分值计算赋分，未填、错填
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写	

分)		准确无误。	（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。
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-14

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

2、进口方基本情况

Company	GREENSTAR ENERGY SYSTEMS & ALLIANCE
Url	http://www.greenstarsales.com/default.html
Office Address	1510 SW 17TH STREET, SUITE #302 OCALA, FLORIDA, U.S.A.
Tollfree	877-617-HVAC
Phone	352-291-1600
Fax	352-291-1601

3、合同

销售合同 SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BR1104-789
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** JAN. 10, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: GREENSTAR ENERGY SYSTEMS & ALLIANCE

1510 SW 17TH STREET, SUITE #302 OCALA, 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
			CIF MIAMI
BROAD HEAT METER	1,000 PCS	USD 50/PC	USD 50,000.00
BRL 15	700 PCS	USD 70/PC	USD 49,000.00
BRL 25	800 PCS	USD 65/PC	USD 52,000.00
BRL 40			
Total:	2,500 PCS		USD 151,000.00

5. Total Value SAY U.S. DOLLARS ONE HUNDRED AND FIFTY ONE THOUSAND ONLY
6. Packing 20PCS/CTN
 PACKED IN 125 CARTONS
7. Shipping Marks GREENSTAR

BR1104789
 NO. 1-125

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE
 END OF MARCH

2016 FROM SHANGHAI TO MIAMI WITH PARTIAL SHIPMENT AND TRANSSHIPMENT NOT
 ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: MIAMI

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISK FOR 110%
 OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT

OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
 GREENSTAR ENERGY SYSTEMS &
 ALLIANCE
 (signature)

The Seller
 BROAD AIR QUALITY TECHNOLOGY
 GROUP
 (signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1
 40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE
 20: DOCUMENTARY CREDIT NUMBER BOCLA110323-
 245
 31C: DATE OF ISSUE 160126
 31D: DATE AND PLACE OF EXPIRY 160421 U.S.A.

50: APPLICANT
 GREENSTAR ENERGY SYSTEMS & ALLIANCE

1511 SW 17TH STREET, SUITE #302 OCALA, FLORIDA, U.S.A.

59: BENEFICIARY
 BROAD AIR QUALITY TECHNOLOGY GROUP
 YUANDA TOWN YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD150,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT AT SIGHT

42D:	DRAWEE	BANK OF CHINA, 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	160331
45A:	DESCRIPTION OF GOODS	
	BROAD HEAT METER	
	1000 PCS BRL 15 USD 50/PC	
	700 PCS BRL 25USD 70/PC	
	800 PCS BRL 40USD 65/PC	
	CFR MIAMI	

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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF NEGOTIABLE INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED FOR 130 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 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.: BR110158
- (2) INVOICE DATE: JAN. 24, 2016
- (3) PACKING

PACKED IN 125 CARTONS

- (4) VESSEL: YINGHE093
- (5) B/L NO.: COS328078
- (6) B/L DATE: FEB. 20, 2016
- (7) POLICY NO.: PICC033410
- (8) REFERENCE NO.: 89022154

(四)抽考试题

1、 请根据考试资料中的合同 3 审核错误的信用证 4, 指出不符之处并修正。

(本题共 16 分)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

2、 请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3rd 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 AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：信用证的信息必须是修正后的正确信息)

Shipper

BILL OF LADING

Consignee or order		B/L No.:	
Notify Party		中国远洋运输公司	
*Pre carriage by	*Place of Receipt	CHINA OCEAN SHIPPING	
Ocean Vessel Voy. No.	Port of Loading	ORIGINAL	
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 SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩

*Applicable only when document used as a Through Bill of Lading

- 4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

To

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注
------	----	-----	----

作品 (60分)	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，找出错误计 1 分，修正错误计 1 分。
	商业发票缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1
		3分	货物描述：品名拼写正确，规格信息填写准确无误	
		3分	货物总价：计算准确无误，货币名称正确。	
		2分	总价文字描述：大写数字英文表述准确无误。	
4分	其他栏目（发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等）			

				分，扣完本份商业发票的分数为止。
提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份	
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。		
	2分	毛重条款：计算准确无误，单位描述正确。		
	2分	体积条款：计算准确无误，单位描述正确。		

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	提单的分数为止。
汇票缮制 (15分)	3分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总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。
	3分	收款人：信用证下以议付行为收款人；托收汇票，以托收行（出口地银行）为收款人；信息完整无误，拼写正确。	
	3分	金额及币种：币种与金额必须与信用证保持一致，拼写准确无误。	
	6分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-15

项目名称：信用证审核、商业发票缮制、提单缮制、汇票缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的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；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、信用证审核：

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。

(三) 考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

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	800-660-9755
Phone	(208) 377-9755
Fax	(208) 378-8075

3、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BRA10457-CIU76
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** AUG. 17, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA
BUYER: CLIMA TECH CORPORATION

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	4. Amount
		Terms	
CFR LOS ANGELES			
BROAD AIR CONDITION INDOOR UNIT FLAT DC3.6	10 UNITS	USD 3,120/UNIT	USD 31,200.00
Total:	10UNITS		USD 31,200.00

5. Total Value SAY U.S. D THIRTY ONE THOUSAND TWO HUNDRED

6. Packing 10 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 2016 FROM SHANGHAI TO LOS ANGELES WITH PARTIAL
SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: LOS ANGELES

10. Insurance THE BUYER SHALL COVER INSURANCE AGAINST ALL RISKS FOR 110% OF THE
TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED
1/1/1981

11. Terms of Payment TO BE MADE BY SIGHT L/C

12. Remarks

The Buyer
CLIMA TECH CORPORATION

The Seller
BROAD AIR 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	160826
31D:	DATE AND PLACE OF EXPIRY	160730 CHINA
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,	
	HUNAN, CHINA	
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	160930
45A:		
	DESCRIPTION OF GOODS	
	BROAD AIR CONDITION INDOOR UNIT	
	10 UNITS FLAT DC3.6	USD 3,120/UNIT
	CIF LOS 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.

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING, MADE OUT TO ORDER OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND NOTIFY APPLICANT.

+FULL SET OF 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 DAY FROM 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 BUT WITHIN THE VALIDITY OF THE CREDIT.

5、相关资料

(1) INVOICE NO.: BR10045

(2) INVOICE DATE: AUG. 24, 2016

(3) PACKING

G. W.: 370 KGS/CARTON

N. W.: 340 KGS/CARTON

MEAS: 1.0×0.9×0.9 CBM

PACKED IN 10 CARTONS

TOTAL ONE 20' CONTAINER

(4) VESSEL: DONGFENG 886

(5) B/L NO.: 2010YYHHE

(6) B/L DATE: SEPT. 20, 2016

(7) POLICY NO.: PICC77899

(8) REFERENCE NO.: 20160917

(四)抽考试题

1、 请根据考试资料中的合同 3 审核错误的信用证 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制商业发票。(本题共 14 分)

(注：信用证的信息必须是修正后的正确信息)

远大集团

Broad Air Quality Technology Group

Yunda Town, Yuanda 3rd 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 AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 信用证的信息必须是修正后的正确信息)

Shipper		BILL OF LADING B/L No.: 中国远洋运输公司 CHINA OCEAN SHIPPING ORIGINAL	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L

Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m ³			
TOTAL PACKAGES(IN WORDS)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="140 633 1011 694" rowspan="3">Freight and charges</td> <td data-bbox="1011 694 1326 806" style="text-align: center;">Place and date of issue</td> </tr> <tr> <td data-bbox="1011 806 1326 990" style="text-align: center;">Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩</td> </tr> </table>				Freight and charges	Place and date of issue	Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩
Freight and charges	Place and date of issue					
	Signed for the Carrier SHANGHAI OCEAN SHIPPING CO., LTD. 丁 浩					

*Applicable only when document used as a Through Bill of Lading

- 4、 请根据以上资料缮制汇票。(本题共 15 分)(注: 信用证的信息必须是修正后的正确信息)

BILLOF 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

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈浩

(Authourized Signature)

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
信用证审核	16 分	1、 买卖双方的名称与地址是否有误；	信用证审核每题共 8 处错误，每处 2 分，找出错误计 1 分，修正错误计 1 分。
		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；	
商业发票	2 分	进口商名称和地址：拼写准确无误。	商业发票缮制部分每个空白栏目按其规定
	3 分	货物描述：品名拼写正确，规格信息填写准确无误	
	3 分	货物总价：计算准确无误，货币名称正确。	
作品 (60 分)	2 分	总价文字描述：大写数字英文表述准确无误。	

	票 缮 制 (14 分)	4分	其他栏目(发票号码、发票日期、运输路线、出票地点、货物唛头、货物单价及单位、价格术语等)	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。
	提 单 缮 制 (15 分)	2分	收货人条款:根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分,未填、错填(包括拼写、大小写、标点符号错误)每处扣1分,扣完本份提单的分数为止。
		3分	货物描述条款:包括货物的总称、包装的总数量等,填写准确无误。	
		2分	毛重条款:计算准确无误,单位描述正确。	
		2分	体积条款:计算准确无误,单位描述正确。	
		6分	其他栏目(托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目):信息完整无误,拼写正确。	
	汇 票 缮 制 (15 分)	3分	出票条款:包括开证行完整名称、信用证号和开证日期,拼写准确无误。	汇票缮制部分总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。
		3分	收款人:信用证下以议付行为收款人;托收汇票,以托收行(出口地银行)为收款人;信息完整无误,拼写正确。	
		3分	金额及币种:币种与金额必须与信用证保持一致,拼写准确无误。	
		6分	其他栏目(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目):信息完整无误,拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能:

模块二:外贸单证缮制模块试题编号:H2-16

项目名称:合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

(一) 注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	ALDI GROUP COMPANY
Url	http://aldi.com.au/index.htm
Office Address	MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA
Tollfree	2 800-426-0818
Phone	02-9675-9000
Fax	02-9675-9001

3、谈判备忘录

Minutes of a Meeting	
TIME:	Aug. 14-16, 2016
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Liu Jingping (Party A: Sales Manager of Hunan Provincial Light Industrial Products I/E Corp.)
PRESENT:	Mr. Thomas Albrecht (Party B: Purchasing Manager of ALDI Group Company)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on August 16 over the transaction of Biodegradable Plastic Cup. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Biodegradable Plastic Cup

Diameter of top: 93mm; Hight: 106 mm;

Diameter of bottom: 52 mm; Volume: 350 ml/12 oz 2.

Packing: 100PCS/CTN

3. Weight and measurement: G. W.: 6.5 KGS/CARTON

N. W.: 6 KGS/CARTON

MEAS: 0.063 CBM/CARTON

4. Shipping marks: N/M

5. Unit price and quantity: USD 0.50/PC CIF Sydney, 200,000 PCS

6. Time and terms of shipment:

To be shipped within 45 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Shanghai to Sydney

8. Insurance: To be covered against F.P.A. and T.P.N.D. and War Risk.

9. Terms of payment: by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

- Shipping advices must be sent to buyer 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. and invoice No.

- Certificate of Origin in duplicate.

- Insurance policy/certificate blank endorsed covering F.P.A. and T.P.N.D. and War Risk for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL NO.: HLIP-05129
 PRODUCTS I/E CORP. **DATE:** AUG. 16, 2016
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, **SIGNED IN:** SHANGHAI
 CHINA
BUYER: ALDI GROUP COMPANY

MINCHINBURY REGION, LOCKED BAG 56, ST MARYS DELIVERY CENTRE, NSW 2760, AUSTRALIA

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CFR SYDNEY			
BIODEGRADABLE STEEL CUP DIAMETER OF TOP: 93 MM; HEIGHT: 106 MM; DIAMETER OF BOTTOM: 52 MM; MATERIAL: BIODEGRADABLE PP; VOLUME: 350 ML/12 OZ	200,000 PCS	USD 0.50/PC	USD 100,000.00
Total:	200,000 PCS		USD 100,000.00

5. Total Value SAY U.S. DOLLARS ONE HUNDRED THOUSAND ONLY.

6. Packing 100 PCS/CTN
 PACKED IN 2,000 BAGS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED
 BEFORE THE END OF SEPTEMBER 2016 FROM SHANGHAI
 TO SYDNEY WITH PARTIAL SHIPMENT AND
 TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: SYDNEY

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS & WAR
 RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE
 RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY T/T AT SIGHT

12. Remarks

The Buyer
 ALDI GROUP COMPANY

(signature)

The Seller
 HUNAN PROVINCIAL LIGHT
 INDUSTRIAL PRODUCTS I/E CORP.

(signature)

5、相关资料

(1) INVOICE NO.: CS38640

(2) INVOICE DATE: SEPTEMBER 04, 2016

(3) PACKING

G. W.(KGS/CARTON) N. W.(KGS/CARTON) MEAS (CBM/CARTON)

6.5

6

0.063

PACKED IN 2,000CARTONS

TOTAL FOUR 20' CONTAINERS

(4) VESSEL: YANGFAN V. 283

(5) B/L NO.: ASCS1261818

(6) B/L DATE: SEPTEMBER 19, 2016

(7) POLICY NO.: SH160917

(8) CERTIFICATE NO.: 20160920

(9) H.S. CODE: 84779000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

.....
(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)


(注：合同的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt	B/L No.:	
Ocean Vessel Voy. No.	Port of Loading	中国远洋运输公司	
Port of discharge	*Final destination	CHINA OCEAN SHIPPING	
Marks and Numbers	Number and kind of packages; Description	Freight payable at	Number original Bs/L
		Gross weight	Measurement m³
ORIGINAL			
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一般原产地证。(本题共 15 分)(注:合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route				
4. Country/ region of destination				
		5. For certifying authority use only		
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP. 湖南轻工产品进出口公司 李明选 (Authorized Signature)		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct. 		
.....			

Place and date, signature of authorized Signatory	Place and date, signature and stamp of Certifying Authority
--	--

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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 1 分，修正错误记 1 分。
	装箱 单缮 制 2 分	进口商名称和地址：拼写准确无误。	装箱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
	3 分	货物描述：品名拼写正确，规格信息填写准确无误。	

(14分)	4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	写、大小写、标点符号错误) 每处扣 1 分，扣完本份装箱单的分数为止。
	5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣 1 分，扣完本份提单的分数为止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
产	3分	货物描述：品名拼写正确。	产地证缮制部分

地证缮制 (15分)	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	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，扣完本张产地证的分数为止。
	3分	签发日期：计算准确无误，拼写正确。	
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-17

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	TJ MORRIS LTD.
Url	http://www.tjmorris.co.uk/
Office Address	AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 0JA, U.K.
Tollfree	1 800-423-5489
Phone	0151 530 2920
Fax	0151 530 2922

3、谈判备忘录

Minutes of a Meeting	
TIME:	Feb. 17-19, 2016
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Liu Jingping (Party A: Sales Manager of Hunan Provincial Light Industrial Products I/E Corp.)
PRESENT:	Mr. Robert Dutta (Party B: Purchasing Manager of TJ Morris Ltd.)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on February 19 over the transaction of 3W GU10 Led Spot. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

3W GU10 LED SPOT

BASE GU10, INPUT AC100-240V, POWER 1*3W,

Weight 52g , Beam angle 30°/45°/ CREE 25°/45° 2.

Packing: 100 PCS/CARTON

3. Weight and measurement: G. W.: 5.8 KGS/CARTON

N. W.: 5.2 KGS/CARTON

MEAS: 0.036 CBM/CARTON

4. Shipping marks: N/M

5. Unit price and quantity: USD 0.80/PC CIF Liverpool, 200,000 PCS

6. Time and terms of shipment:

To be shipped within 40 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Shanghai to Liverpool.

8. Insurance: To be covered against ALL RISKS and WAR RISK

9. Terms of payment: by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

- Shipping advices must be sent to buyer 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. and invoice No..

- Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering ALL RISKS and WAR RISK for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN LIGHT INDUSTRIAL PRODUCTS I/E CORP.
NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
BUYER: TJ MORRIS LTD.

NO.: HLIP-05284
DATE: FEB. 19, 2010
SIGNED IN: CHANGSHA

AXIS BUSINESS PARK, GILMOSS, LIVERPOOL, MERSEYSIDE L11 0JA, 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
CIF LIVERPOOL			
3W GU10 LED SPOT BASE GU10, INPUT AC100-240V, POWER 1*3W, WEIGHT 52G , BEAM ANGLE 30°/45°/ CREE 25°/45°	200,000 PCS	USD 0.80/PC	USD 160,000.00
Total:	200,000 PCS		USD 160,000.00
5. Total Value	SAY U.S. DOLLARS SIXTY HUNDRED THOUSAND ONLY.		
6. Packing	100 PCS/CTN SIZE OF CARTON 0.036 CBM PACKED IN 2,000 CARTONS		
7. Shipping Marks	TJ MORRIS LIVERPOOL NO. 1-2000		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF MARCH 2016 FROM SHANGHAI TO LIVERPOOL WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSHIPMENT ALLOWED.		
9. Port of Loading & Destination	FROM: TIANJIN TO: LONDON		
10. Insurance	THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS & WAR RISK FOR 120% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981		
11. Terms of Payment	TO BE MADE BY L/C AT SIGHT		

12. Remarks

The Buyer

TJ MORRIS LTD.

(signature)

The Seller

HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

5、相关资料

(1) INVOICE NO.: CS75721

(2) INVOICE DATE: MARCH 07, 2016

(3) PACKING

G. W.(KGS/CARTON)	N. W.(KGS/CARTON)	MEAS (CBM/CARTON)
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5.8

5.2

0.036

PACKED IN 2,000 CARTONS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: FENJING V. 024

(5) B/L NO.: UKCS6861238

(6) B/L DATE: MARCH 19, 2016

(7) POLICY NO.: SH160318

(8) CERTIFICATE NO.: 20160217

(9) H.S. CODE: 9405409000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 **3** 审核错误的合同 **4**，指出不符之处并修正。

(本题共 **16** 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

.....
(Authorised Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注:合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA		
3. Means of transport and route				
4. Country/ region of destination		5. .For certifying authority use only		
6. Marks and numbers of	7. Number and kind of packages; description of	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
packages:	goods:			
11. Declaration by the exporter :		12. <u>Certificate</u>		

<p>The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p> <p>HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.</p> <p>湖南轻工产品进出口公司 李明选 (Authorized Signature)</p> <p>.....</p> <p>Place and date, signature of authorized Signatory</p>	<p>It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.</p>  <p>.....</p> <p>Place and date, signature and stamp of Certifying Authority</p>
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二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	合同审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱单缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	
		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
	产地证	3分	货物描述：品名拼写正确。	产地证缮制部分每个空白栏目按其规定的分值计
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	

	缮制 (15分)	3分	签发日期：计算准确无误，拼写正确。	算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本张产地证的分数为止。
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-18

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	FOREMOST INTERNATIONAL LTD.
Url	http://www.foremostgroups.com/
Office Address	5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, CANADA
Tollfree	888-256-7551
Phone	905-507-2005
Fax	905-507-2006

3、谈判备忘录

Minutes of a Meeting	
TIME:	Mar. 07-10, 2016
PLACE:	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Liu Jingping (Party A: Sales Manager of Hunan Provincial Light Industrial Products I/E Corp.)
PRESENT:	Mr. David White (Party B: Purchasing Manager of Foremost International Ltd.)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on March 10 over the transaction of Honyar Electric Switch. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Honyar Electric Switch

86mm*86mm; White; PC, Copper; Max. Current: 10A; Max. Voltage: 250V

2. Packing: 100 PCS/CARTON

3. Weight and measurement:

G. W.: 12 KGS/CARTON N.

W.: 10 KGS/CARTON

MEAS: 0.036 CBM/CARTON

4. Shipping marks: N/M

5. Unit price and quantity: USD 1.00/PC CIF Toronto, 500,000 pieces

6. Time and terms of shipment:

To be shipped within 50 days after the contract is signed.

Transshipment is allowed, and partial shipment is not allowed.

7. Ports of loading and destination: From Shanghai to Toronto

8. Insurance: To be covered against F.P.A. &T.P.N.D. & WAR RISK

9. Terms of payment: by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.
- 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 the buyer.
- Shipping advices must be sent to buyer 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. and invoice No.
- Certificate of Origin in duplicate.
- Insurance policy/certificate blank endorsed covering F.P.A. &T.P.N.D. & WAR

RISK for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN CHINA

NO.: HLIP-02879
DATE: MAR. 10, 2016
SIGNED IN: GUANGZHOU

BUYER: FORMOST INTERNATIONAL LTD.

5970 CHEDWORTH WAY, UNIT A, MISSISSAUGA, ONTARIO, 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
CFR TORONTO			
HONEYEAR ELECTRIC SWITCH 86MM*86MM; WHITE; PC, COPPER; MAX. CURRENT: 10A; MAX. VOLTAGE: 250V CERTIFICATES: CE, ISO9001 CERTIFICATE	500,000 PCS	USD 2.00/PC	USD 500,000
Total:	500,000 PCS		USD 500,000.00

5. Total Value SAY U.S. DOLLARS FIVE HUNDRED THOUSAND ONLY.

6. Packing 100 PCS/CTN
 SIZE OF CARTON 0.036 CBM
 PACKED IN 5,000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE
 THE END OF APRIL 2016 FROM SHANGHAI TO TORONTO
 WITH PARTIAL SHIPMENT ALLOWED AND

TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: TORONTO

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST F.P.A. & T.P.N.D. FOR 110% OF THE
 TOTAL INVOICE VALUE AS PER THE RELEVANT
 OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY D/P AT SIGHT.

12. Remarks

The Buyer

The Seller

FORMOST INTERNATIONAL LTD. HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

(signature)

(signature)

5、相关资料

(1) INVOICE NO.: CS58964

(2) INVOICE DATE: MARCH 24, 2016

(3) PACKING

G. W.(KGS/CARTON) N. W.(KGS/CARTON) MEAS (CBM/CARTON)

12

10

0.036

PACKED IN 5,000 CARTONS

TOTAL SIX 20' CONTAINERS

(4) VESSEL: WEIXIAO V. 055 (5) B/L NO.: CACS1461836

(6) B/L DATE: APRIL 09, 2016

(7) POLICY NO.: ST160408

(8) CERTIFICATE NO.: 20160309

(9) H.S. CODE: 8536500000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

.....
(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

Shipper

BILL OF LADING

Consignee or order		B/L No.:	
Notify Party		中国远洋运输公司	
*Pre carriage by		*Place of Receipt	
Ocean Vessel Voy. No.		Port of Loading	
Port of discharge		*Final destination	
Marks and Numbers		Number and kind of packages; Description	
Freight payable at		Number original Bs/L	
Gross weight		Measurement m³	
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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route		5. For certifying authority use only		
4. Country/ region of destination				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP. 湖南轻工产品进出口公司 李明远 (Authorized Signature) Place and date, signature of authorized Signatory		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
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场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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；	合同审核每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。

		11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。	
装箱单缮制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	装箱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
	3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
	4 分	货物总数量、总体积、总毛重、总净重：计算准确无误。	

	5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	本份装箱单的分 数为止。
提 单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每 个空白栏目按其 规定的分值计算 赋分，未填、错 填（包括拼写、 大小写、标点符 号错误）每处扣 1分，扣完本份 提单的分数为 止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
产 地 证 缮 制 (15 分)	3分	货物描述：品名拼写正确。	产地证缮制部分 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 本张产地证的 分数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
	3分	签发日期：计算准确无误，拼写正确。	
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-19

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；

2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。

4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、 合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、 装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、 提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、 产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、 出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、 进口方基本情况

Company	SEOW KHIM POLYTHELENE CO PTE LTD
Url	http://www.partyware.com.sg/index.htm

Office Address	28 LOYANG DRIVE SKP INDUSTRIAL BUILDING, SINGAPORE
Tollfree	无
Phone	(+65) 6545 2828
Fax	(+65) 6542 1200

3、谈判备忘录

Minutes of a Meeting	
TIME:	Mar. 1-3, 2016
PLACE:	Conference Room of DOLTON Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Liuzhong (Party A: Sales Manager of Hunan Provincial Light Industrial Products I/E Corp.)
PRESENT:	Mr. John Smith (Party B: Purchasing Manager of Seow Khim Polythelene Co Pte Ltd)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on March 3 over the transaction of 6000 sets of Ceramic Dinner Set. A brief summary of the meeting is as follows:

1. Name of commodity and specifications: JHT-229

12-Piece Ceramic Dinner Set

2. Packing: To be packed in SETS/CARTON

3. Weight and measurement: G. W.: 6.5 KGS/

CARTON N. W.: 5.5 KGS/ CARTON

MEAS.: 0.044 CBM/ CARTON 4.

Shipping marks: SINGAPORE

HLIP-45152

NO. 1-3000

5. Unit price and quantity: USD 6.50/set CIF Singapore, 6,000 sets

6. Time and terms of shipment:

To be shipped within 45 days after the contract is signed.

Transshipment and partial shipment is not allowed.

7. Ports of loading and destination: From Shanghai to Singapore

8. Insurance: To be covered against W.P.A. and Clash & Breakage & War Risk

9. Terms of payment: BY D/P AT SIGHT

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

- Shipping advices must be sent to buyer 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. and invoice No..

- Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering W.P.A. and Clash & Breakage & War Risk for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN CHINA

NO.: HLIP-45152
DATE: MAR. 3, 2016
SIGNED IN: CHANGSHA

BUYER: SEOW KHIM POLYTHELENE CO 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 & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CIF SINGAPORE			
JHT-228 12-PIECE DINNER SET	6,000 SETS	USD 6.50/SET	USD 39,000.00
Total:	6,000 SETS		USD 39,000.00

5. Total Value SAY U.S. DOLLARS THIRTEEN NINE THOUSAND ONLY.

6. Packing JHT-229 12-PIECE: 2 SETS IN ONE BAG
 TOTAL: 3,000 CARTONS.

7. Shipping Marks SINGAPORE
 CS450532
 NO.1-3000

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE
 MARCH 18, 2016 FROM GUANGZHOU TO SINGAPORE WITH

PARTIAL SHIPMENT NOT ALLOWED AND TRANSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: CHANGSHA TO: SINGAPORE

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST W.P.A. AND CLASH & BREAKAGE & WAR RISK FOR 120% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED

1/1/1981

11. Terms of Payment TO BE MADE BY D/P AT SIGHT

12. Remarks

The Buyer
SEOW KHIM POLYTHELENE CO PTE LTD

(signature)

The Seller
HUNAN PROVINCIAL LIGHT
INDUSTRIAL PRODUCTS I/E CORP.

(signature)

5、相关资料

- (1) INVOICE NO.: JCS10752
- (2) INVOICE DATE: MARCH 23, 2016
- (3) PACKING

G.W.(KGS/CTN)	N. W. (KGS/ CTN)	MEAS (CBM/ CTN)
6.5	5.5	0.044

PACKED IN 3,000 CARTONS

PACKED IN FOUR 20' CONTAINERS

- (4) VESSEL: DONGFENG V. 216
- (5) B/L NO.: COSU76042051
- (6) B/L DATE: APRIL 18, 2016
- (7) POLICY NO.: AP160419
- (8) CERTIFICATE NO.: 20160420
- (9) H.S. CODE: 6911101000
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 **3** 审核错误的合同 **4**, 指出不符之处并修正。

(本题共 **16** 分)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明选

.....
(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注:合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route				
4. Country/ region of destination		5. For certifying authority use only		
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP. 湖南轻工产品进出口公司 李明远 (Authorized Signature)		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct. 		
..... Place and date, signature of authorized Signatory	 Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	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；	合同审核每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。
	装箱 单	2 分 3 分 4 分	8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。 进口商名称和地址：拼写准确无误。 货物描述：品名拼写正确，规格信息填写准确无误。 货物总数量、总体积、总毛重、总净重：计算准确无误。	装箱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

缮制 (14分)	5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	写、大小写、标点符号错误）每处扣1分，扣完本份装箱单的分数为止。
	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	
提单缮制 (15分)	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	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。
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证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，扣完本张产地证的分数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
	3分	签发日期：计算准确无误，拼写正确。	
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-20

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；

2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。

4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.
Url	http://ccn.mofcom.gov.cn/923748
Office Address	NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA
Zip code	410001
Phone	86-731-82287135
Fax	86-731-82287136
E-mail	hnqgyp_123@163.com

2、进口方基本情况

Company	NASEEB INTERNATIONAL CORP.
Url	http://www.naseebintl.com/

Office Address	1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, CANADA
Tollfree	无
Phone	416-917-7344
Fax	416-292-9943

3、谈判备忘录

Minutes of a Meeting	
TIME:	Oct. 1-3, 2016
PLACE:	Conference Room of Royal Holiday Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Liuzhong (Party A: Sales Manager of Hunan Provincial Light Industrial Products Import & Export Corp.)
PRESENT:	Mr. Hugh Steward (Party B: Purchasing Manager of Naseeb International Corp.)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on October 3 over the transaction of 2,000 pairs of Fuxia Leather Floral Sandals. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

FUXIA LEATHER FLORAL SANDALS

BIAN-2012

2. Packing: To be packed in cartons of 10 pairr each

3. Weight and measurement: G. W.: 15 KGS/ CARTON N. W.: 14 KGS/ CARTON

MEAS.: 0.8 CBM/ CARTON

4. Shipping marks: N/M

5. Unit price and quantity: USD 46.20/pair CIF Vancouver, 2,000 pairs

6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is not allowed and partial shipment is allowed.

7. Ports of loading and destination: From Shanghai to Vancouver

8. Insurance: To be covered against All Risks & War Risk

9. Terms of payment: BY D/P AT SIGHT

10. Documents:

- Commercial Invoice in triplicate.
- 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 the buyer.
- Shipping advices must be sent to buyer 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. and invoice No.
- Certificate of Origin in duplicate.
- Insurance policy/certificate blank endorsed covering all risks and war risk for

120% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS CORP.
 NO. 4 EAST WUYI ROAD, CHANGSHA, HUNAN, CHINA

BUYER: NASB INTERNATIONAL CORP.

NO.: HLIP-05762
DATE: OCT. 3, 2016
SIGNED IN: CHANGSHA

1600 BRIMLEY ROAD, SCARBOROUGH, ONTARIO, 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 VANCOUVER			
FUXIA LEATHER FLORAL SANDALS BIAN-2021	2,000 PAIRS	USD 46.00/PAIR	USD 92,400.00
Total:	2,000 PAIRS		USD 92,400.00

5. Total Value SAY U.S. DOLLARS NINETY TWO THOUSAND FOUR HUNDRED ONLY.

6. Packing ONE PAIR IN ONE BOX AND 10 BOXES IN ONE CARTON
 TOTAL: 2,000 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED NO
 LATER THAN DEC. 3, 2016 FROM SHANGHAI TO VANCOUVER
 WITH PARTIAL SHIPMENT AND

TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: MONTREAL

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS FOR 120% OF THE
 TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED
 1/1/1981

11. Terms of Payment TO BE MADE BY D/P AT SIGHT

12. Remarks

The Buyer
 NASEEB INTERNATIONAL CORP.

(signature)

The Seller
 HUNAN PROVINCIAL LIGHT
 INDUSTRIAL PRODUCTS I/E CORP.
 (signature)

5、相关资料

(1) INVOICE NO.: YST10253

(2) INVOICE DATE: OCT. 23, 2016

(3) PACKING

G. W.(KGS/CARTON) N. W.(KGS/CARTON) MEAS (CBM/CARTON)

15

14

0.8

PACKED IN 200 CARTONS

TOTAL THREE 40' CONTAINERS

(4) VESSEL: HONGHE V. 188

(5) B/L NO.: JUC213608

(6) B/L DATE: DEC. 01, 2016

(7) POLICY NO.: FW161129

(8) CERTIFICATE NO.: 20161127

(9) H.S.CODE: 6403990090

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同的信息必须是修正后的正确信息)

湖南轻工产品进出口公司

Hunan Provincial Light Industrial Products I/E Corp.

No. 4 East Wuyi Road, Changsha, Hunan, China

TEL: 86-731-82287135 FAX: 86-731-82287136

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP.

湖南轻工产品进出口公司

李明远

.....
(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

Shipper
Consignee or order

BILL OF LADING

B/L No.:

Notify Party		中国远洋运输公司	
		CHINA OCEAN SHIPPING	
*Pre carriage by	*Place of Receipt	ORIGINAL	
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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter	Certificate No.
--------------------	------------------------

(Exporter's business name, address, country)		CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA		
2. Consignee: (Consignee's name, address, country)				
3. Means of transport and route				
4. Country/ region of destination				
5. For certifying authority use only				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN PROVINCIAL LIGHT INDUSTRIAL PRODUCTS I/E CORP. 湖南轻工产品进出口公司 李明远 (Authorized Signature) Place and date, signature of authorized Signatory		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注

场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟

四、评分标准

评价内容	配分	考核点	备注
作品 (60 分)	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；	合同审核每题共 8 处错误，每处 2 分，找出错误记 1 分，修正错误记 1 分。

		11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。	
装箱单缮制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	装箱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
	3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
	4 分	货物总数量、总体积、总毛重、总净重：计算准确无误。	

	5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	本份装箱单的分 数为止。
提 单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每 个空白栏目按其 规定的分值计算 赋分，未填、错 填（包括拼写、 大小写、标点符 号错误）每处扣 1分，扣完本份 提单的分数为 止。
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	
	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
产 地 证 缮 制 (15 分)	3分	货物描述：品名拼写正确。	产地证缮制部分 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 本张产地证的分 数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
	3分	签发日期：计算准确无误，拼写正确。	
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-21

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；

2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。

4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、 合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、 装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、 提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、 产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、 出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、 进口方基本情况

Company	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、谈判备忘录

Minutes of a Meeting	
TIME:	Apr. 9-12, 2016
PLACE:	Conference Room of Huaya 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 Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.)
PRESENT:	Mr. Nathan Harrison (Party B: Purchasing Manager of Novozymes)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on April 12 over the transaction of 500 mt Sushi Rice. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

SUSHI RICE

MOISTURE: MAX. 14.5%

FOREIGN MATTER: MAX. 1%

BROKEN: MAX. 5%

2. Packing: To be packed in 50 KGS/BAG

3. Weight and measurement:

G. W.: 50.5 KGS/BAG

N. W.: 50 KGS/BAG

MEAS: 0.01 CBM/BAG

4. Shipping marks: OAKLAND G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

5. Unit price and quantity: USD 950.00/mt CIF Oakland, 500 mt

6. Time and terms of shipment:

To be shipped no later than May 12, 2016.

Transshipment and partial shipment are allowed.

7. Ports of loading and destination: From Guangzhou to Oakland

8. Insurance: To be covered against All Risks and War Risk

9. Terms of payment: by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- Packing List in duplicate.

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in triplicate.

Insurance policy/certificate blank endorsed covering All Risks and War Risk for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & NO.: HCOF-
 EXP. GROUP CORP. LTD. DATE: 160412
 NO. 1 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA, **SIGNED IN:** APR. 12, 2010
 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. Unit Price & Trade Terms	4. Amount
			CIF OAKLAND
SUSHI RICE MOISTURE: MAX. 14.5% FOREIGN MATTER: MAX. 1% BROKEN: MAX. 5%	400 MT	USD 950.00/MT	USD 475,000.00
Total:	500 MT		USD 455,000.00

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED AND SEVENTY-FIVE THOUSAND ONLY.

6. Packing G. W.: 50.5 KGS/BAG
 N. W.: 50 KGS/BAG
 MEAS: 0.01 CBM/BAG
 PACKED IN 10,000 BAGS

7. Shipping Marks OAKLAND
 G.W.: 50.5KGS
 N.W.: 50KGS
 ORIGIN: CHINA

8. Time of Shipment & means of Transportation TO BE EFFECTED NO
LATER THAN JUNE 12, 2016 FROM GUANGZHOU TO OAKLAND
WITH PARTIAL SHIPMENT AND

TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: OAKLAND

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS FOR
110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN
MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY D/P AT SIGHT

12. Remarks

The Buyer	The Seller
NOVOZYMES	HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.	
(signature)	(signature)

5、相关资料

(1) INVOICE NO.: HNLV160412

(2) INVOICE DATE: APRIL 15, 2016

(3) PACKING

G. W.(KGS/BAG) N. W.(KGS/BAG) MEAS (CBM/BAG)

50.5 50 0.01

PACKED IN 10,000 BAGS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: DONG FENG 200S

(5) B/L NO.: COSCO1123702

(6) B/L DATE: MAY 1, 2016

(7) POLICY NO.: FR190705

(8) CERTIFICATE NO.: 20160412

(9) H.S. CODE: 11031400

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同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

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

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

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA		
3. Means of transport and route				
4. Country/ region of destination		5. For certifying authority use only		
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:

<p>11. Declaration by the exporter :</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p> <p>HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.</p> <p>湖南粮油食品进出口集团公司 王伶俐 (Authorized Signature)</p> <p>..... Place and date, signature of authorized Signatory</p>		<p>12. Certificate</p> <p>It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.</p>  <p>..... Place and date, signature and stamp of Certifying Authority</p>		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	合同 审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
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	产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证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，扣完本张产地证的分数为止。
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-22

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/
Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	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、谈判备忘录

Minutes of a Meeting

TIME:	Mar. 5-7, 2016
PLACE:	Conference Room of China Hotel, Guangzhou, Guangdong, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghua (Party A: Sales Manager of Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.)
PRESENT:	Mr. Robert Brisko (Party B: Purchasing Manager of Kraft Foods Company)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on March 7 over the transaction of 1,000 mt White Garlic. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

WHITE GARLIC

PURE WHITE SKIN, NICE APPEARANCE

SIZE: 4.5CM, 5.0CM, 5.5CM, 6.0CM, 6.5CM AND UP

2. Packing: To be packed in 50KGS/BAG.

3. Weight and measurement:

G.W.: 50.5 KGS/BAG

N.W.: 50 KGS/BAG

MEAS: 0.02 CBM/BAG

4. Shipping marks: MONTREAL G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

5. Unit price and quantity: USD 800.00/mt CFR Montreal, 1,000 mt

6. Time and terms of shipment:

To be shipped no later than April 15, 2016.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Guangzhou to Montreal

8. Insurance: To be covered against All Risks and S.R.C.C.

9. Terms of payment: D/P AT SIGHT

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering all risks and S.R.C.C. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & NO.: HCOF-160307
EXP. GROUP CORP. LTD. **DATE:** MAR. 07, 2016
NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, **SIGNED IN:** GUANGZHOU
CHINA

BUYER: KRAFT FOODS COMPANY

130 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
WHITE GARLIC PURE WHITE SKIN, NICE APPEARANCE SIZE: 4.5CM, 5.0CM, 5.5CM, 6.0CM, 6.5CM AND UP	1,000 MT	USD 600.00/MT	USD 800,000.00
Total:	10,000 MT		USD 800,000.00

5. Total Value SAY U.S. DOLLARS EIGHT HUNDRED THOUSAND ONLY.

6. Packing G.W: 50.5 KGS/BAG
N.W: 50 KGS/BAG
MEAS: 0.02 CBM/BAG
PACKED IN 20,000 BAGS

7. Shipping Marks MONTREAL

G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE MARCH 15, 2016 FROM GUANGZHOU TO MONTREAL WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHENZHEN TO: MONTREAL

10. Insurance THE SELLER SHALL ASSIST THE BUYER IN COVERING THE GOODS AGAINST S.R.C.C. FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment TO BE MADE BY L/C 5 DAYS PRIOR TO SHIPMENT

12. Remarks

The Buyer KRAFT FOODS COMPANY FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. (signature)	The Seller HUNAN CEREALS, OILS AND (signature)
---	---

5、相关资料

(1) INVOICE NO.: HNLY16315

(2) INVOICE DATE: MARCH 15, 2016

(3) PACKING

G. W.(KGS/BAG)	N. W.(KGS/BAG)	MEAS (CBM/BAG)
50.5	50	0.02

PACKED IN 20,000 BAGS

TOTAL EIGHT 40' CONTAINERS

(4) VESSEL: JIE FANG 115B

(5) B/L NO.: COSCO2875890

(6) B/L DATE: APRIL 5, 2016

(7) POLICY NO.: CR101736

(8) CERTIFICATE NO.: 20160317

(9) H.S. CODE: 0703201010

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 3 审核错误的合同 4, 指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。（本题共 14 分）

（注：合同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

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

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

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA		
3. Means of transport and route				
4. Country/ region of destination		5. For certifying authority use only		
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:

<p>11. Declaration by the exporter :</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p> <p>HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.</p> <p>湖南粮油食品进出口集团公司 王伶俐 (Authorized Signature)</p> <p>..... Place and date, signature of authorized Signatory</p>		<p>12. Certificate</p> <p>It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.</p> <div data-bbox="703 663 997 958" style="text-align: center;"> </div> <p>..... Place and date, signature and stamp of Certifying Authority</p>		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	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1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
--	--	----	--	--

	产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证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，扣完本张产地证的分数为止。
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-23

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/

Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	WHOLE FOODS MARKET
Url	http://www.wholefoodsmarket.com/
Office Address	105 MASON STREET, AUSTIN TE 15002, U.S.A.
Tollfree	无
Phone	001-214-982 1562
Fax	001-214-982 1569

3、谈判备忘录

Minutes of a Meeting	
TIME:	May 20-25, 2016
PLACE:	Conference Room of Dolton 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 Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.)
PRESENT:	Mr. Gregory Johnson (Party B: Purchasing Manager of Whole Foods Market)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on May 25 over the transaction of 1,000 mt Purple Speckled Kidney Beans. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Purple Speckled Kidney Beans

2010 crop, HPS,

Admixture: max. 0.2%,

Moisture: max. 16%

Imperfect: max. 3%

2. Packing: To be packed in 50KGS/BAG.

3. Weight and measurement:

G. W.: 50.5 KGS/BAG

N. W.: 50 KGS/BAG

MEAS: 0.01 CBM/BAG

4. Shipping marks: NEW YORK G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

5. Unit price and quantity: USD 1,020.00/mt CFR New York, 1,000 mt

6. Time and terms of shipment:

To be shipped no later than June 25, 2016.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Guangzhou to New York

8. Insurance: To be covered against All Risks and S.R.C.C.

9. Terms of payment: D/P AT SIGHT

10. Documents:

- Commercial Invoice in triplicate.

- Packing List in duplicate

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in triplicate.

Insurance policy/certificate blank endorsed covering All Risks and S.R.C.C. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & NO.: HCOF-
 EXP. GROUP CORP. LTD. DATE: 160525
 NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA, **SIGNED IN:** MAY 25, 2014
 CHANGSHA

BUYER: WHOLE FOODS MARKET

105 MASON STREET, AUSTIN TE 15002, 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			
PURPLE SPECKLED KIDNEY BEANS 2010 CROP, HPS, ADMIXTURE: MAX. 0.2%, MOISTURE: MAX. 15%, IMPERFECT: MAX. 3%	1,000 MT	USD 1,000.00/MT	USD 1,020,000.00
Total:	1,000 MT		USD 1,020,000.00

5. Total Value SAY U.S. DOLLARS ONE MILLION AND TWENTY THOUSAND ONLY.

6. Packing G. W.: 50.5 KGS/BAG
 N. W.: 50 KGS/BAG
 MEAS: 0.01 CBM/BAG
 PACKED IN 200,000 BAGS

7. Shipping Marks NEW YORK
 G.W.: 50.5KGS
 N.W.: 50KGS
 ORIGIN: CHINA

8. Time of Shipment & means of Transportation TO BE EFFECTED NO LATER THAN JULY 25, 2016 FROM GUANGZHOU TO NEW YORK WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED. **9. Port of Loading & Destination** FROM: BEIHAI TO: NEW YORK

10. Insurance THE SELLER SHALL ASSIST THE BUYER IN COVERING THE GOODS AGAINST ALL RISKS FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981.

11. Terms of Payment TO BE MADE BY D/P AT SIGHT

12. Remarks

The Buyer WHOLE FOODS MARKET FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. (signature)	The Seller HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. (signature)
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5、相关资料

(1) INVOICE NO.: HNLV160525

(2) INVOICE DATE: MAY 30, 2016

(3) PACKING

G. W.(KGS/BAG)	N. W.(KGS/BAG)	MEAS (CBM/BAG)
50.5	50	0.01

PACKED IN 20,000 BAGS

TOTAL FOUR 40' CONTAINERS

(4) VESSEL: KAI YUAN 006S

(5) B/L NO.: COSCO0675330

(6) B/L DATE: JUNE 15, 2016

(7) POLICY NO.: UR376705

(8) CERTIFICATE NO.: 20160525

(9) H.S. CODE: 0713339000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 3 审核错误的合同 4, 指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同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

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

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**

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order			B/L No.:
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	ORIGINAL	

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 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一般原产地证。（本题共 15 分）（注：合同的信息必须是修正后的正确信息）

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN
3. Means of transport and route	OF
4. Country/ region of destination	THEPEOPLE'SREPUBLICOFCHINA
	5. .For certifying authority use only

6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. 湖南粮油食品进出口集团公司 王伶俐 (Authorized Signature) Place and date, signature of authorized Signatory		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	合同 审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	
		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	

				分数为止。
产地证缮制 (15分)	3分	货物描述：品名拼写正确。		产地证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，扣完本张产地证的分数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。		
	3分	签发日期：计算准确无误，拼写正确。		
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。		

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-24

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/

Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	CHAROEN POKPHAND GROUP
Url	http://www.cpthailand.com/
Office Address	75 CHANGKAICHI STREET, BANGKOK 002, THAILAND
Tollfree	无
Phone	0066-02-562 5672
Fax	0066-02-582 7679

3、谈判备忘录

Minutes of a Meeting	
TIME:	June 15-17, 2016
PLACE:	Conference Room of Shennong 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 Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.)
PRESENT:	Mr. Winfried Miller (Party B: Purchasing Manager of Charoen Pokphand Group)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on June 17 over the transaction of 1,000 mt Peanut Meat. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

PEANUT MEAT

2016 Crop

Size: 10/44, 32/24, 34/54 Moisture:

5.5%

Admixture: max. 0.2%

2. Packing: To be packed in 50KGS/BAG.

3. Weight and measurement:

G. W.: 50.5 KGS/BAG

N. W.: 50 KGS/BAG

MEAS: 0.01 CBM/BAG

4. Shipping marks: BANGKOK G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

5. Unit price and quantity: USD 750.00/mt CIF BANGKOK, 1,000 mt

6. Time and terms of shipment:

To be shipped no later than July 17, 2016.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Guangzhou to Bangkok

8. Insurance: To be covered against All Risks and War Risk

9. Terms of payment: by D/P AT SIGHT

10. Documents:

- Commercial Invoice in triplicate.
- Packing List in duplicate.
- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in triplicate.

Insurance policy/certificate blank endorsed covering All Risks and War Risk for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & NO.: HCOF-160617
EXP. GROUP CORP. LTD. **DATE:** JUNE 17, 2016
NO. 1 ZHUYUAN RD, CHANGSHA, HUNAN, **SIGNED IN:** CHANGSHA
CHINA
BUYER: CHAROEN POKPHAND GROUP

75 CHANGKAICHI STREET, BANGKOK 002, THAILAND

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
			CIF BANGKOK
PEANUT MEAT 2016 CROP SIZE: 10/44,32/24,34/50 MOISTURE: 5.5% ADMIXTURE: MAX. 0.2%	1,000 MT	USD 750.00/MT	USD 750,000.00
Total:	1,000 MT		USD 700,000.00

5. Total Value SAY U.S. DOLLARS SEVEN HUNDRED AND FIFTY THOUSAND ONLY.

6. Packing G. W.: 50 KGS/BAG
N. W.: 50 KGS/BAG
MEAS: 0.01 CBM/BAG
PACKED IN 20,000 BAGS

7. Shipping Marks BANGKSOK

G.W.: 50.5KGS

N.W.: 50KGS

ORIGIN: CHINA

8. Time of Shipment & means of Transportation TO BE EFFECTED NO LATER
THAN JULY 17, 2016 FROM GUANGZHOU TO BANGKOK WITH

PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT
ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: BANKER

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS FOR
110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN
MARINE CARGO OF P.I.C.C. DATED 1/1/1981.

11. Terms of Payment TO BE MADE BY T/T 30 DAYS PRIOR TO SHIPMENT.

12. Remarks

The Buyer	The Seller
CHAROEN POKPHAND GROUP	HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.	
(signature)	(signature)

5、相关资料

(1) INVOICE NO.: HNLV160617

(2) INVOICE DATE: JUNE 20, 2016

(3) PACKING

G. W.(KGS/BAG) N. W.(KGS/BAG) MEAS (CBM/BAG)

50.5

50

0.01

PACKED IN 20,000 BAGS

TOTAL FOUR 40' CONTAINERS

(4) VESSEL: YAN YANG 500G

(5) B/L NO.: COSCO7800092

(6) B/L DATE: JULY 15, 2016

(7) POLICY NO.: SE150005

(8) CERTIFICATE NO.: 20160623

(9) H.S. CODE: 20161110

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 3 审核错误的合同 4, 指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同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

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

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**

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

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 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一般原产地证。（本题共 15 分）（注：合同的信息必须是修正后的正确信息）

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA
3. Means of transport and route	5. .For certifying authority use only

4. Country/ region of destination				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. 湖南粮油食品进出口集团公司 王伶俐 (Authorized Signature) Place and date, signature of authorized Signatory		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	合同 审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	
		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	

				分数为止。
产地证缮制 (15分)	3分	货物描述：品名拼写正确。		产地证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，扣完本张产地证的分数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。		
	3分	签发日期：计算准确无误，拼写正确。		
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。		

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-25

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.
Url	http://www.hunancof.com/

Office Address	NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA
Zip code	410011
Phone	86-731-82280772
Fax	86-731-82289135
E-mail	Lixiang55@hunancof.com

2、进口方基本情况

Company	PROBIOTEC
Url	http://www.probiotec.com.au/Probiotec/index.aspx
Office Address	65 BRISTOL STREET, SYDNEY, AUSTRALIA
Tollfree	无
Phone	0061-02-256 4372
Fax	0061-02-256 4379

3、谈判备忘录

Minutes of a Meeting	
TIME:	Feb. 12-15, 2016
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 Hunan Cereals, Oils and Foodstuffs Imp. & Exp. Group Corp. Ltd.)
PRESENT:	Mr. David Reeves (Party B: Purchasing Manager of Probiotec)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on February 15 over the transaction of 100 mt Frozen Snow Peas. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Frozen Snow Peas Length:

40-80mm

Width: 10-22mm, t<5.5mm

2. Packing: To be packed in 20KGS/BAG.

3. Weight and measurement:

G. W.: 20.5 KGS/BAG

N. W.: 20 KGS/BAG

MEAS: 0.02 CBM/BAG

4. Shipping marks: SYDNEY G.W.: 20.5KGS

N.W.: 20KGS

ORIGIN: CHINA

5. Unit price and quantity: USD 800.00/mt CIF Sydney, 100 mt

6. Time and terms of shipment:

To be shipped no later than April 1, 2016.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Shanghai to Sydney

8. Insurance: To be covered against F.P.A., T.P.N.D. and WAR RISK 9. Terms of

payment: 20% by T/T as prepayment and 80% by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

- Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering F.P.A. & T.P.N.D. & WAR RISK for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & NO.: HCOF-160205
EXP. GROUP CORP. LTD. **DATE:** FEB. 15, 2016
NO.2 ZHUYUAN RD, CHANGSHA, HUNAN, **SIGNED IN:** CHANGSHA
CHINA
BUYER: PROBIOTECH

65 BRISTOL STREET, SYDNEY, AUSTRALIA

This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.

1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
FROZEN SNOW PEAS LENGTH: 40-80MM WIDTH: 10-22MM, T<5.5MM	1,000 MT	USD 800.00/MT	USD 80,000.00
Total:	100 MT		USD 800,000.00

CFR SYDNEY

5. Total Value SAY U.S. DOLLARS EIGHTY THOUSAND ONLY.

6. Packing
G. W.: 20.5 KGS/BAG
N. W.: 20 KGS/BAG
MEAS: 0.2CBM/BAG
PACKED IN 5,000 BAGS

7. Shipping Marks SYDNEY

G.W.: 20.5KGS

N.W.: 20KGS

ORIGIN: CHINA

8. Date of Shipment & means of Transportation TO BE EFFECTED NO LATER THAN APRIL 15, 2016 FROM SHANGHAI TO SYDNEY WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHANGHAI TO: SYDENEY

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST F.P.A. & T.P.N.D & WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981.

11. Terms of Payment 30% BY T/T AS PREPAYMENT AND 70% BY D/P AT SIGHT

12. Remarks

The Buyer
PROBIOTEC

The Seller
HUNAN CEREALS, OILS AND
FOODSTUFFS IMP. & EXP. GROUP CORP.

(signature)

LTD.
(signature)

5、相关资料

(1) INVOICE NO.: HNL160220

(2) INVOICE DATE: FEBRUARY 25, 2016

(3) PACKING

G. W.(KGS/BAG) N. W.(KGS/BAG) MEAS (CBM/BAG)

20.5

20

0.02

PACKED IN 5000 BAGS

TOTAL TWO 40' CONTAINERS

(4) VESSEL: QIAN JIN 3221

(5) B/L NO.: COSCO6995712

(6) B/L DATE: MAR. 15, 2016

(7) POLICY NO.: UR167835

(8) CERTIFICATE NO.: 20160225

(9) H.S. CODE: 1209910000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同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

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

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

(Authorised Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)		Certificate No.		
2. Consignee: (Consignee's name, address, country)		CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA		
3. Means of transport and route				
4. Country/ region of destination		5. .For certifying authority use only		
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:

<p>11. Declaration by the exporter :</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p> <p>HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD.</p> <p>湖南粮油食品进出口集团公司 王伶俐 (Authorized Signature)</p> <p>..... Place and date, signature of authorized Signatory</p>		<p>12. Certificate</p> <p>It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.</p>  <p>..... Place and date, signature and stamp of Certifying Authority</p>		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容	配分	考核点	备注
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作品 (60分)	合同 审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单 缮 制 (15 分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
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	产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证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，扣完本张产地证的分数为止。
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-26

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

2、进口方基本情况

Company	ONNINEN GROUP
Url	http://www.onninen.com
Office Address	MITTALINJA 1, FI-01260 VANTAA, FINLAND
Tollfree	无
Phone	+358 (0)204 85 5111
Fax	+358 (0)204 85 5500

3、谈判备忘录

Minutes of a Meeting	
TIME:	Mar. 10-17, 2016
PLACE:	Conference Room of Dolton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghui (Party A: Sales Manager of Broad Air Quality Technology Group)
PRESENT:	Mr. Johnson (Party B: Purchasing Manager of Onninen Group)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on March 17 over the transaction of Fresh Air Machine. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Broad Fresh Air Machine

Model TB100, Model DC3.6, Model DC5.4

2. Packing: To be packed in cartons of 1 units each. All in 1300 cartons.

3. Weight and measurement:

G. W.: 35 KGS/CTN

N. W.: 32 KGS/ CTN

MEAS: 0.9×0.8×0.6 CBM

PACKED IN 1300 CARTONS

4. Shipping marks: ONNINEN

BRA10478-23

NO. 1-1300

5. Unit price and quantity: CIF VARDO

TB100	USD 200.00/UNIT	900 units
-------	-----------------	-----------

DC3.6	USD 550.00/UNIT	300 units
-------	-----------------	-----------

DC5.4	USD 700.00/UNIT	100 units
-------	-----------------	-----------

6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed. 7.

Ports of loading and destination: From Guangzhou to Vardo

8. Insurance: To be covered against F.P.A. and T.P.N.D.

9. Terms of payment: 20% by T/T as prepayment and 80% by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering F.P.A. and T.P.N.D. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BRA10478-23
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** MAR. 30, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: ONNINEN COMPANY

MITTALINJA 1, FI-01260 VANTAA, FINLAND

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 VARDO			
BROAD FRESH AIR MACHINES			
TB100	900 UNITS	USD 200.00/UNIT	USD 180,000.00
DC3.6	300 UNITS	USD 550.00/UNIT	USD 165,000.00
DC5.4	100 UNITS	USD 700.00/UNIT	USD 70,000.00
Total:	1,300 PCS		USD 415,000.00

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED THOUSAND ONLY.

6. Packing TO BE PACKED IN CARTONS OF 1 UNITS EACH. ALL IN 1300 CARTONS

7. Shipping Marks ONNINEN
BRA10478-20 NO.1-1300

8. Date of Shipment & means of Transportation TO BE EFFECTED BEFORE MAY 30, 2016 FROM

GUANGZHOU TO VARDO WITH PARTIAL SHIPMENT AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: VARDO

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment 30% BY T/T AS PREPAYMENT AND 70% BY D/P AT SIGHT

12. Remarks

The Buyer
ONNINEN GROUP

(signature)

The Seller
BROAD AIR QUALITY TECHNOLOGY
GROUP

(signature)

5、相关资料

- (1) INVOICE NO.: BR16927-367
- (2) INVOICE DATE: APRIL 20, 2016
- (3) PACKING G. W.: 35 KGS/CTN

N. W.: 32 KGS/CTN

MEAS: 0.9×0.8×0.6 CBM

PACKED IN 1300 CARTONS

TOTAL SEVENTEEN 20' CONTAINERS

- (4) VESSEL: SEAF08
- (5) B/L NO.: COS09870
- (6) B/L DATE: MAY 20, 2016
- (7) POLICY NO.: PICC16309
- (8) CERTIFICATE NO.: 20160421
- (9) H.S. CODE: 8421391000
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 **3** 审核错误的合同 **4**, 指出不符之处并修正。

(本题共 **16** 分)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

7. _____

8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同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 3rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M³)	N.W. (KGS)	G.W. (KGS)
TOTAL:					

SAY TOTAL:

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

BROAD AIR QUAL

远

(Autho

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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA
3. Means of transport and route	
4. Country/ region of destination	5. .For certifying authority use only

6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. <p style="text-align: center;">BROAD AIR QUALITY TECHNOLOGY GROUP 远大集团 陈洁 (Authorised Signature)</p>		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct. 		
..... Place and date, signature of authorized Signatory	 Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：考核时间：60 分

钟四、评分标准

评价内容		配分	考核点	备注
作品 (60分)	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1分，修正错误记1分。
	装箱单缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
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	产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证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，扣完本张产地证的分数为止。
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-27

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

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、谈判备忘录

Minutes of a Meeting	
TIME:	May 20-25, 2016
PLACE:	Conference Room of Xiangjiang Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghui (Party A: Sales Manager of Broad Air Quality Technology Group)
PRESENT:	Mr. Cott Madson (Party B: Purchasing Manager of Reach Cooling Group)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on May 25 over the transaction of Broad Air Condition Indoor Unit. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Broad Air Condition Indoor Unit

Model FLAT DC3.6

Model OVAL DQ5.4

HORIZONTAL LONG-RANGE DE12

2. Packing: Each product shall be packed in 1carton of 1plastic bag. All in 27 cartons.

3. Weight and measurement:

G. W.: 370 KGS/CTN

N. W.: 340 KGS/CTN

MEAS: 1.0×0.9×0.9 CBM

PACKED IN 27 CARTONS

4. Shipping marks: REACH BRA10478-23

NO. 1-27

5. Unit price and quantity: CIF MIAMI

FLAT DC3.6	USD 3,100.00/UNIT	15 units,
OVAL DQ5.4	USD 5,100.00/UNIT	2 units
HORIZONTAL LONG-RANGE DE12	USD 5,500.00/UNIT	10 units

6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed. 7.

Ports of loading and destination: From Guangzhou to Miami

8. Insurance: To be covered against all risks and S.R.C.C.

9. Terms of payment: 20% by T/T as prepayment and 80% by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering all risks and S.R.C.C. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BRA10478-23
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** JUNE 01, 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA
BUYER: REACH COOLING GROUP

625 D 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
CIF MIAMI			
BROAD AIR CONDITION INDOOR UNIT			
FLAT DC3.6	15 UNITS	USD 3,000.00/UNIT	USD 46,500.00
OVAL DQ5.4	2 UNITS	USD 5,100.00/UNIT	USD 10,200.00
HORIZONTAL LONG-RANGE DE12	10 UNITS	USD 5,500.00/UNIT	USD 55,000.00
Total:	25 UNITS		USD110,700.00

5. Total Value SAY U.S. DOLLARS ONE HUNDRED AND ELEVEN THOUSAND SEVEN HUNDRED ONLY.

6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH BAG IN AN OVERLAP SLOTTED WATERPROOF CARTON. ALL IN 27 CARTONS.

7. Shipping Marks REACHO
BRA10478-23
NO.1-27

8. Date of Shipment & means of Transportation TO BE EFFECTED BEFORE JUNE 30, 2016

FROM GUANGZHOU TO MIAMI WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: NEW YORK

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS AND S.R.C.C. FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment 20% BY T/T AS PREPAYMENT AND 80% BY D/P AT SIGHT

12. Remarks

The Buyer

REACH COOLING GROUP

(signature)

The Seller

BROAD AIR QUALITY TECHNOLOGY GROUP

(signature)

5. 相关资料

- (1) INVOICE NO.: BR16927-376
- (2) INVOICE DATE: JUNE 25, 2016
- (3) PACKING G. W.: 370 KGS/CTN

N. W.: 340 KGS/CTN

MEAS: 1.0×0.9×0.9 CBM

PACKED IN 27 CARTONS

TOTAL ONE 20' CONTAINER

- (4) VESSEL: SEAWIND 8
- (5) B/L NO.: COS1007201
- (6) B/L DATE: JULY 20, 2016
- (7) POLICY NO.: PICC09342
- (8) CERTIFICATE NO.: 20160626
- (9) H.S. CODE: 8415101000
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 3 审核错误的合同 4, 指出不符之处并修正。

(本题共 16 分)

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同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 3rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)
----------------	---------------------------	-----	---------------------------	---------------	---------------

TOTAL:					

SAY TOTAL:

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

.....
(Authorized Signature)

Shipper
Consignee or order
Notify Party

BILL OF LADING

B/L No.:

中国远洋运输公司

3、请根据以上资料缮制提单。(本题共

15分)(注:合同的信息必须是修正后的正确信息)

CHINA OCEAN SHIPPING

ORIGINAL


*Pre carriage by	*Place of Receipt		
Ocean Vessel Voy. No.	Port of Loading		
Port of discharge	*Final destination	Freight payable at	Number original Bs/L
Marks and Numbers	Number and kind of packages; Description	Gross weight	Measurement m³
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一般原产地证。(本题共 15 分)(注:合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee:	CERTIFICATE OF ORIGIN

(Consignee's name, address, country)		OF THE PEOPLE'S REPUBLIC OF CHINA		
3. Means of transport and route		5. For certifying authority use only		
4. Country/ region of destination				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. BROAD AIR QUALITY TECHNOLOGY GROUP <div style="text-align: center;"> 远大集团 陈浩 (Authorized Signature) </div> Place and date, signature of authorized Signatory		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct. <div style="text-align: center;">  </div> Place and date, signature and stamp of Certifying Authority		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，	必备

	并安装 Office 办公软件，配置局域网。	
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容		配分	考核点	备注
作品 (60 分)	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 1 分，修正错误记 1 分。
	装箱单缮制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4 分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5 分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
提单缮	2 分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。		

		3分	货物描述条款：包括货物的总称、包装的总数量等，填	提单缮制部分每个空白栏目按其规定的分
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制 (15分)			写准确无误。	值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分
	2分		毛重条款：计算准确无误，单位描述正确。	
	2分		体积条款：计算准确无误，单位描述正确。	
	6分		其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
产地证缮制 (15分)	3分		货物描述：品名拼写正确。	产地证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，扣完本张产地证的分
	3分		收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
	3分		签发日期：计算准确无误，拼写正确。	
	6分		其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-28

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；

3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。

4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；

5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

(二) 考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

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
Tollfree	无
Phone	(55) 9171-8465
Fax	无

3、谈判备忘录

Minutes of a Meeting	
TIME:	June 11-17, 2016
PLACE:	Conference Room of Hunan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghui (Party A: Sales Manager of Broad Air Quality Technology Group)
PRESENT:	Mr. Maddox Tatem (Party B: Purchasing Manager of Innovair Corporation)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on June 17 over the transaction of Broad Heat Meter. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Broad Heat Meter

Model BRL 15, Model BRL 25, Model BRL 40

2. Packing: Each product shall be packed in 1 carton of 1 plastic bag. All in 200 cartons.

3. Weight and measurement:

G. W.: 7.5 KGS/CTN

N. W.: 7.3 KGS/CTN

MEAS: 0.8×0.8×0.6 CBM

PACKED IN 200 CARTONS

4. Shipping marks: INNOVAIR BR1098-76

NO. 1-200

5. Unit price and quantity: CIF MEXICO CITY

BRL 15	USD 40.00/PC	800 PCS
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BRL 25	USD 60.00/PC	500 PCS
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BRL 40	USD 50.00/PC	700 PCS
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6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Guangzhou to Mexico City

8. Insurance: To be covered against F.P.A. and T.P.N.D.

9. Terms of payment: 20% by T/T as prepayment and 80% by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.

- 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 the buyer.

Shipping advice must be sent to buyer 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. and invoice No.

Certificate of Origin in duplicate.

Insurance policy/certificate blank endorsed covering F.P.A. and T.P.N.D. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BR1098-76
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** JUNE 20, 2010
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA
BUYER: INNOVAIR CORPORATION

AV. PAEO DE LA REFORMA NO. 350, PISO 11 COLONIA JUAREZ, MEXICO

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 MEXICO CITY			
BROAD HEAT METER			
BRL 15	800 PCS	USD 40.00/PC	USD 32,000.00
BRL 25	500 PCS	USD 60.00/PC	USD 30,000.00
BRL 04	700 PCS	USD 50.00/PC	USD 35,000.00
Total:	2000 PCS		USD 97,000.00

5. Total Value SAY U.S. DOLLARS NINETY THOUSAND ONLY

6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH TEN IN AN OVERLAP SLOTTED WATERPROOF CARTON. ALL IN 200 CARTONS.

7. Shipping Marks INNOVAIR
BR1098-77
NO.1-200

8. Date of Shipment & means of Transportation TO BE EFFECTED BEFORE
SEPTEMBER 20, 2016 FROM GUANGZHOU TO MEXICOCITY

WITH PARTIAL SHIPMENT NOT ALLOWED AND
TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: SHENZHEN TO: MEXICO CITY

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST F.P.A. AND T.P.N.D. FOR 110% OF THE
TOTAL INVOICE VALUE AS PER THE RELEVANT

OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment 20% BY T/T AS PREPAYMENT AND 80% BY D/P 30 DAYS AFTER SIGHT

12. Remarks

The Buyer

INNOVAIR CORPORATION

(signature)

The Seller

BROAD AIR QUALITY TECHNOLOGY
GROUP

(signature)

5、相关资料

- (1) INVOICE NO.: BR1097
- (2) INVOICE DATE: JULY 15, 2016
- (3) PACKING G. W.: 7.5 KGS/CTN

N. W.: 7.3 KGS/CTN

MEAS: 0.8×0.8×0.6 CBM

PACKED IN 200 CARTONS

TOTAL THREE 20' CONTAINERS

- (4) VESSEL: TIANSHAN09
- (5) B/L NO.: COS1012901
- (6) B/L DATE: AUGUST 18, 2016
- (7) POLICY NO.: PICC09231
- (8) CERTIFICATE NO.: 20160716
- (9) H.S. CODE: 9033000000
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 **3** 审核错误的合同 **4**, 指出不符之处并修正。

(本题共 **16** 分)

1. _____

2. _____

3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注: 合同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 3rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

SAY TOTAL:

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

.....
(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN OF THEPEOPLE'SREPUBLICOFCHINA
3. Means of transport and route	

4. Country/ region of destination				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. BROAD AIR QUALITY TECHNOLOGY GROUP <p style="text-align: center;">远大集团 陈洁</p> <p style="text-align: center;">..... (Authorized Signature)</p> <p>..... Place and date, signature of authorized Signatory</p>		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  <p>..... Place and date, signature and stamp of Certifying Authority</p>		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实	必备
	践教学指导经历。	

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注
合同 审核	16 分	1、 买卖双方的名称与地址是否有误；	合同审核每题共 8 处错误，每处 2 分，找出错误 记 1 分，修正错 误记 1 分。
		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；	
装箱 单缮 制 (14 分)	2 分	进口商名称和地址：拼写准确无误。	装箱单缮制部分 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 本份装箱单的分 数为止。
	3 分	货物描述：品名拼写正确，规格信息填写准确无误。	
	4 分	货物总数量、总体积、总毛重、总净重：计算准确无 误。	
	5 分	其他栏目（发票号码、发票日期、合同编号、运输路 线、货物唛头、包装数量、体积、毛重、净重等栏目）： 信息完整无误，拼写正确。	
提单 缮 制 (15 分)	2 分	收货人条款：根据信用证中有关提单的条款的规定进行 正确的填写。	提单缮制部分每 个空白栏目按其 规定的分值计算 赋分，未填、错 填（包括拼写、 大小写、
	3 分	货物描述条款：包括货物的总称、包装的总数量等，填 写准确无误。	
	2 分	毛重条款：计算准确无误，单位描述正确。	
	2 分	体积条款：计算准确无误，单位描述正确。	
作品 (60 分)			

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	标点符号错误） 每处扣1分，扣完本份提单的分 数为止。
	产地 证 缮 制 (15 分)	3分	货物描述：品名拼写正确。	产地证缮制部分 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 本张产地证的分 数为止。
		3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块试题编号：H2-29

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

（三）考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

2、进口方基本情况

Company	GREENSTAR ENERGY SYSTEMS & ALLIANCE
Url	http://www.greenstarsales.com/default.html
Office Address	1510 SW 17TH STREET, SUITE #302 OCALA, FLORIDA, U.S.A.
Tollfree	877-617-HVAC
Phone	352-291-1600
Fax	352-291-1601

3、谈判备忘录

Minutes of a Meeting	
TIME:	Sept. 15-20, 2015
PLACE:	Conference Room of Hunan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghui (Party A: Sales Manager of Broad Air Quality Technology Group)
PRESENT:	Mr. Tate Salter (Party B: Purchasing Manager of Greenstar Energy Systems & Alliance)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on September 20 over the transaction of Broad Pumpset. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Broad Pumpset

BY50 Type (pumpset for 582kW/165Rt chillers)

BY300 Type (pumpset for 3489kW/992Rt chillers)

BY1000 Type (pumpset for 11630kW/3307Rt chillers)

2. Packing: Each product shall be packed in 1 case of 1 plastic bag.

All in 15 cases.

3. Weight and measurement:

G. W.: 57 KGS/CASE

N. W.: 52 KGS/CASE

MEAS: 0.4×0.8×0.5 CBM

PACKED IN 15 CASES

4. Shipping marks: MIAMI BR10234

NO. 1-15

5. Unit price and quantity: CIF MIAMI

BY50 TYPE USD 4,000.00/SET 5 SETS

BY300 TYPE USD 3,000.00/SET 4 SETS BY1000 TYPE

USD 3,500.00/SET 6 SETS

6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed. 7.

Ports of loading and destination: From Guangzhou to Miami

8. Insurance: To be covered against F.P.A. and T.P.N.D.

9. Terms of payment: 20% by T/T as prepayment and 80% by D/P at sight

10. Documents:

- Commercial Invoice in triplicate.
- 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 the buyer.
- Shipping advices must be sent to buyer 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. and invoice No.
- Certificate of Origin in duplicate.
- Insurance policy/certificate blank endorsed covering F.P.A. and T.P.N.D. for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY NO.: BR10234
 GROUP DATE: SEPT. 30, 2015
 YUANDA TOWN, YUANDA 3RD ROAD, SIGNED IN: CHANGSHA
 CHANGSHA, HUNAN, CHINA
BUYER: GREENSTAR ENERGY SYSTEMS & ALLIANCE

1510 SW 11TH STREET, SUITE #302 OCALA, 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 PUMPSET BY50 TYPE (PUMPSET FOR 582KW/165RT CHILLERS)	5 SETS	USD 4,000/SET	USD 20,000.00
BY300 TYPE (PUMPSET FOR 3489KW/992RT CHILLERS)	4 SETS	USD 3,000/SET	USD 12,000.00
BY1000 TYPE (PUMPSET FOR11630KW/3307RT CHILLERS)	6 SETS	USD 3,500/SET	USD 21,000.00
Total:	16 SETS		USD 53,000.00

5. Total Value SAY U.S. DOLLARS FIFTY THOUSAND ONLY.
6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH IN A WOODEN CASE. ALL IN 15 CASES.

7. Shipping Marks MIAMI
BR10234
NO.1-15

8. Date of Shipment & means of TO BE EFFECTED BEFORE
SEPTEMBER 30, 2015 FROM

Transportation GUANGZHOU TO MIAMI WITH PARTIAL SHIPMENT
AND TRANSSHIPMENT ALLOWED.

9. Port of Loading & Destination FROM: GUANGZHOU TO: NEW YORK

10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST ALL RISKS FOR 110%
OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN
MARINE CARGO OF P.I.C.C. DATED 1/1/1981

11. Terms of Payment 20% BY T/T AS PREPAYMENT AND 80% BY D/P AT SIGHT

12. Remarks

The Buyer	The Seller
GREENSTAR ENERGY SYSTEMS & ALLIANCE GROUP	BROAD AIR QUALITY TECHNOLOGY
(signature)	(signature)

5、相关资料

- (1) INVOICE NO.: BR15976
- (2) INVOICE DATE: OCTOBER 15, 2015
- (3) PACKING G. W.: 57 KGS/CASE

N. W.: 52 KGS/CASE

MEAS: 0.4×0.8×0.5 CBM

PACKED IN 15 CASES

TOTAL ONE 20' CONTAINER

- (4) VESSEL: TAISHAN 18
- (5) B/L NO.: COS90-135
- (6) B/L DATE: NOVEMBER 20, 2015
- (7) POLICY NO.: PICC159731
- (8) CERTIFICATE NO.: 20151016
- (9) H.S. CODE: 8414100090
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 3 审核错误的合同 4，指出不符之处并修正。

(本题共 16 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

2、 请根据以上资料缮制装箱单。(本题共 14 分)

(注：合同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 3rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M³)	N.W. (KGS)	G.W. (KGS)
------------------------	---------------------------------------	------------	-----------------------------	-------------------	-------------------

TOTAL:					

SAY TOTAL:

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团

陈洁

.....
(Authorized Signature)

3、请根据以上资料缮制提单。(本题共 15 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF LADING

Shipper	
Consignee or order	
Notify Party	
*Pre carriage by	*Place of Receipt
Ocean Vessel Voy. No.	Port of Loading

B/L No.:

中国远洋运输公司

CHINAOCEAN SHIPPING


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 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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN OF THE PEOPLE'S REPUBLIC OF CHINA
3. Means of transport and route	5. For certifying authority use only

4. Country/ region of destination				
6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
11. Declaration by the exporter : The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China. BROAD AIR QUALITY TECHNOLOGY GROUP <p style="text-align: center;">远大集团 陈浩</p> <p style="text-align: center;">..... (Authorized Signature)</p> <p>..... Place and date, signature of authorized Signatory</p>		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.  <p>..... Place and date, signature and stamp of Certifying Authority</p>		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、考核时量：

考核时间：60 分钟四、评分标准

评价内容		配分	考核点	备注
作品 (60分)	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1分，修正错误记1分。
	装箱 单缮 制 (14 分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
提	2分	收货人条款：根据信用证中有关提单的条款的规定进行	提单缮制部分	

单 缮 制 (15 分)		正确的填写。	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
	3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
	2分	毛重条款：计算准确无误，单位描述正确。	
	2分	体积条款：计算准确无误，单位描述正确。	

	6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	本份提单的分 数为止。
产地证缮制 (15分)	3分	货物描述：品名拼写正确。	产地证缮制部分 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 本张产地证的分 数为止。
	3分	收货方：包括最终收货方的名称、详细地址及国家（地区），拼写准确无误。	
	3分	签发日期：计算准确无误，拼写正确。	
	6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	

永州职业技术学院商务英语专业学生专业技能考核题库

岗位核心技能：

模块二：外贸单证缮制模块 试题编号：H2-30

项目名称：合同审核、装箱单缮制、提单缮制、产地证缮制一、任务描述

（一）注意事项

- 1、 所有考试项目均为机上操作；
- 2、 开考后，考生必须打开所抽取题号对应的文件夹，并将文件夹中的答卷重命名为“原文件名+工位号”；
- 3、 考试资料中的合同为错误的合同，考试中涉及到合同的信息必须参考修改正确的合同的信息，否则造成的制单错误将不计分。
- 4、 考试期间如果遇到问题请及时找监考老师，不得私自更换电脑；
- 5、 考试过程中以及考试结束后，考生不得随意关闭电脑或重启电脑，否则造成数据丢失由考生本人负责。

（二）考试要求

1、合同审核

读懂谈判备忘录的内容；读懂并审核合同各条款；修改合同中的问题条款。

2、装箱单缮制

分析合同中涉及装箱单缮制的相关条款；准确缮制装箱单；确保缮制的装箱单与合同的条款一致。

3、提单缮制

分析合同的装运条款；准确缮制提单；确保缮制的提单与合同的条款一致。

4、产地证缮制

分析合同中涉及产地证缮制的相关条款；准确缮制产地证；确保缮制的产地证与合同的条款一致。

(三) 考试资料

1、出口方基本情况

Company	BROAD AIR 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
E-mail	international@broad.net

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	800-660-9755
Phone	(208) 377-9755
Fax	(208) 378-8075

3、 谈判备忘录

Minutes of a Meeting	
TIME:	Mar. 17-25, 2016

PLACE:	Conference Room of Hunan Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Zhanghui (Party A: Sales Manager of Broad Air Quality Technology Group)
PRESENT:	Mr. Sala Sanow (Party B: Purchasing Manager of Clima Tech Corporation)
SUMMARY OF THE MEETING	

After several rounds of negotiation, Party A and Party B come to terms on March 25 over the transaction of Broad X Vacuum Boiler & Tube Bg16. A brief summary of the meeting is as follows:

1. Name of commodity and specifications: Broad X Vacuum Boiler & Tube Bg16
2. Packing: Each product shall be packed in 1 case of 1 plastic bag.

All in 3 cases.

3. Weight and measurement:

G. W.: 5 MT/CASE

N. W.: 4.7 MT/CASE

MEAS: 2.4×1.8×1.5 CBM

PACKED IN 3 CASES

4. Shipping marks: CLIMA TECH

BR110933

NO. 1-3

5. Unit price and quantity: CIF LOS ANGELES

Broad X Vacuum Boiler & Tube Bg16 USD 4,250.00/SET 3 SETS

6. Time and terms of shipment:

To be shipped within 60 days after the contract is signed.

Transshipment is allowed, but partial shipment is not allowed.

7. Ports of loading and destination: From Guangzhou to Los Angeles
8. Insurance: To be covered against F.P.A. and T.P.N.D.
9. Terms of payment: 20% by T/T as prepayment and 80% by D/P at sight
10. Documents:
 - Commercial Invoice in triplicate.
 - 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 the buyer.
 - Shipping advice must be sent to buyer 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. and invoice No.

- Certificate of Origin in duplicate.
- Insurance policy/certificate blank endorsed covering F.P.A. and T.P.N.D. for 110% of the total invoice value.

4、 合同

销售合同

SALES CONTRACT

SELLER: BROAD AIR QUALITY TECHNOLOGY GROUP **NO.:** BR110933
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** APR.1 2016
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA
BUYER: CLIMA TECH GROUP

5308 56TH COMMERCE PARK BOULEVARD, LOS ANGELES, 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			
BROAD X VACUUM BOILER & TUBE BG16	2 SETS	USD 4,250.00/SET	USD 12,750.00
Total:	2 SETS		USD 12,700.00

5. Total Value SAY U.S. DOLLARS TWELVE THOUSAND SEVEN HUNDRED AND FIFTY ONLY.

6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH IN A WOODEN CASE. ALL IN 3 CASES.

7. Shipping Marks CLIMA TECH
BR110922
NO.1-3

8. Date of Shipment & means of Transportation TO BE EFFECTED BEFORE APRIL 30, 2016 FROM GUANGZHOU TO LOS ANGELES WITH

PARTIALSHIPMENT NOT ALLOWED AND
TRANSSHIPMENT ALLOWED.

- 9. Port of Loading & Destination** FROM: GUANGZHOU TO: NEW YORK
10. Insurance THE SELLER SHALL COVER THE GOODS AGAINST F.P.A. AND T.P.N.D.
 FOR 120% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT
 OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981
11. Terms of Payment 20% BY T/T AS PREPAYMENT AND 80% BY D/P AT SIGHT
12. Remarks

The Buyer
 CLIMA TECH CORPORATION

(signature)

The Seller
 BROAD AIR QUALITY
 TECHNOLOGY
 GROUP
 (signature)

5、相关资料

- (1) INVOICE NO.: BR1108UQ
- (2) INVOICE DATE: APRIL 15, 2016
- (3) PACKING

G. W.: 5 MT/CASE

N. W.: 4.7 MT/CASE

MEAS: 2.4×1.8×1.5 CBM

PACKED IN 3 CASES

TOTAL ONE 20' CONTAINER

- (4) VESSEL: TAISHAN 09
- (5) B/L NO.: COS780QW
- (6) B/L DATE: MAY 20, 2016
- (7) POLICY NO.: PICC08WE31
- (8) CERTIFICATE NO.: 20160416
- (9) H.S. CODE: 7008001000
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、 请根据考试资料中的谈判备忘录 **3** 审核错误的合同 **4**, 指出不符之处并修正。

(本题共 **16** 分)

- 1. _____
-
- 2. _____
-

3. _____
—
4. _____
—
5. _____
—
6. _____
—
7. _____
—
8. _____
—

2、 请根据以上资料缮制装箱单。（本题共 14 分）

（注：合同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 3rd Road, Changsha, Hunan, China

TEL: 86-731-84086688 FAX: 86-731-84610087

装箱单

PACKING LIST

TO:

INVOICE NO.:

DATE:

S/C NO.:

FROM:

TO:

MARKS & NO.	DESCRIPTIONS & PACKING	QTY	MEAS (M ³)	N.W. (KGS)	G.W. (KGS)

TOTAL:					

SAY TOTAL:

BROAD AIR QUALITY TECHNOLOGY GROUP

远大集团
陈洁

.....
(Authorized Signature)

3、 请根据以上资料缮制提单。(本题共 15 分)

(注: 合同的信息必须是修正后的正确信息)

Shipper		BILL OF LADING	
Consignee or order			
Notify Party			
*Pre carriage by	*Place of Receipt	B/L No.:	
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

中国远洋运输公司

CHINA OCEAN SHIPPING

ORIGINAL


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一般原产地证。(本题共 15 分)(注: 合同的信息必须是修正后的正确信息)

ORIGINAL

1. Exporter (Exporter's business name, address, country)	Certificate No.
2. Consignee: (Consignee's name, address, country)	CERTIFICATE OF ORIGIN
3. Means of transport and route	OF
4. Country/ region of destination	THEPEOPLE'SREPUBLICOFCHINA
	5. For certifying authority use only

6. Marks and numbers of packages:	7. Number and kind of packages; description of goods:	8. H.S.Code	9. Gross weight or other quantity:	10. Number and date of invoices:
<p>11. Declaration by the exporter :</p> <p>The undersigned hereby declares that the above details and statements are correct, that all the goods were produced in China and that they comply with the Rules of Origin of the People's Republic of China.</p> <p>BROAD AIR QUALITY TECHNOLOGY GROUP</p> <p>远大集团 陈洁</p> <p>.....</p> <p>(Authorized Signature)</p> <p>.....</p> <p>Place and date, signature of authorized Signatory</p>		<p>12. Certificate</p> <p>It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.</p> <p></p> <p>.....</p> <p>Place and date, signature and stamp of Certifying Authority</p>		

二、 实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40—50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少二年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备

三、 考核时量：

考核时间：60 分钟四、评分标准

评价内容	配分	考核点	备注	
作品 (60分)	合同审核	16分	<ol style="list-style-type: none"> 1、 买卖双方的名称与地址是否有误； 2、 品名、规格、数量、重量、单价是否有误； 3、 货物包装、体积是否有误； 4、 使用的贸易术语是否有误； 5、 合同金额和币种是否有误； 6、 合同中溢短装条款是否有误； 7、 唛头是否有误； 8、 起运港和目的港是否有误； 9、 分批装运和转运是否有误； 10、 保险险别、保险金额是否有误； 11、 最迟装运期是否有误； 12、 汇票的付款期限是否有误。 	合同审核每题共8处错误，每处2分，找出错误记1分，修正错误记1分。
	装箱单缮制 (14分)	2分	进口商名称和地址：拼写准确无误。	装箱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，扣完本份装箱单的分数为止。
		3分	货物描述：品名拼写正确，规格信息填写准确无误。	
		4分	货物总数量、总体积、总毛重、总净重：计算准确无误。	
		5分	其他栏目（发票号码、发票日期、合同编号、运输路线、货物唛头、包装数量、体积、毛重、净重等栏目）：信息完整无误，拼写正确。	
	提单缮制 (15分)	2分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		3分	货物描述条款：包括货物的总称、包装的总数量等，填写准确无误。	
		2分	毛重条款：计算准确无误，单位描述正确。	
		2分	体积条款：计算准确无误，单位描述正确。	

		6分	其他栏目（托运人、通知人、船名及船次、装货港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
	产地	3分	货物描述：品名拼写正确。	产地证缮制部分 每个空白栏目按
		3分	收货方：包括最终收货方的名称、详细地址及国家（地	

	证 缮 制 (15 分)		区)，拼写准确无误。	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，扣完本张产地证的分数为止。
		3分	签发日期：计算准确无误，拼写正确。	
		6分	其他栏目（出口方、运输方式、唛头、海关代码、数量、发票号码及日期、出口方声明等栏目）：信息完整无误，拼写正确。	