

专业技能考核题库

二级学院： 文化传播学院

专 业： 商务英语

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娄底职业技术学院

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商务英语专业技能考核题库

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商务英语专业技能考核题库

本题库是依据商务英语专业学生就业主要面向的外贸跟单、外贸单证、外贸业务、外贸文秘等涉外商务岗位的专业素养及专业技能要求进行开发，包括专业基础技能、专业核心技能和专业拓展技能三部分，专业基础技能部分包括国际商务信息检索和商务应用文写作两个项目，专业核心技能部分包括商务英语谈判、外贸单证缮制两个项目，专业拓展技能部分包括网络促销方案设计一个项目。其中专业基础技能部分的国际商务信息检索项目要求学生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。商务应用文写作项目要求学生根据所给情境和具体要求，完成商务应用文写作任务。专业核心技能部分的商务英语谈判项目要求学生根据所给情境和具体要求完成谈判对话写作和外贸函电撰写任务，外贸单证缮制项目要求学生根据所给情境和具体要求完成合同或信用证审核以及 2 份单据缮制任务。专业拓展技能部分的网络促销方案设计项目要求学生根据所给出口方背景资料完成网络促销方案的设计。

模块一：专业基础技能

项目一：国际商务信息检索

1. 试题编号：1-1-1，国际商务信息检索

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

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。

(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 21-15, 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.
(80%)

TJ Morris Ltd. Profile	
Established over 30 years ago by _____ 1 _____, TJ Morris Ltd. operates his business on one key principle: to sell _____ 2 _____ at the lowest prices possible. With more than 250 stores and over _____ 3 _____ 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 _____ 5 _____. It is the most profitable of any of the listed grocers by an impressive margin, holding _____ 6 _____ of the entire profit of the sum of all listed companies. It provides a wide range of top quality brands, from _____ 7 _____ products to household goods, food and toys. By 21-15, it expects to reach its _____ 8 _____ turnover target. Recently, it has launched a new e-commerce website to sell many of the same products that are _____ 9 _____ in Home Bargains stores except for _____ 10 _____.	

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20分)	20分	1.按时参加考核，着装干净、整洁，举止文明。(5分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5分) 3.爱护设备，不得损坏或故意摔打设备；(5分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5分)	
作品 (80分)	80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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

2. 试题编号：1-1-2，国际商务信息检索

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

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。

(三) 抽考试题

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. (80%)

Foremost International Ltd. Profile

Foremost International Ltd. is a _____ 1 _____ that operates around a simple principle, “To _____ 2 _____ with stylish, innovative products supported by efficient, friendly service.” Since its initial start in _____ 3 _____, the company has developed four _____ 4 _____, namely, Bathroom Furniture, Outdoor Furniture, Indoor Furniture and food Service Equipment. 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 _____ 6 _____ responsibility. Its Water Sense qualifying toilets provide high efficiency waste removal while using _____ 7 _____ less water with every flush. The bath _____ 8 _____ use CARB Phase II compliant wood. It has also earned KCMA’s ESP certification for meeting requirements in the areas of _____ 9 _____, product and process resource management, environmental stewardship, and community relations. Moreover, its packaging and marketing materials are also _____ 10 _____.

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	必备

	导经历。	
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三、考核时量

考核时间：60 分钟

四、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

3. 试题编号：1-1-3，国际商务信息检索

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

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。

（三）抽考试题

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

A Brief Introduction to Naseeb International Corp.

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

To match the pace of growth of our international business, we are focusing on improving transaction systems and messaging platforms. We have launched a supplier portal that includes an automated digital document exchange facility that will improve

the efficiency and effectiveness of interaction with suppliers. The supply chain runs through a wide spectrum of functions right from materials planning to procurement to primary distribution. It has played a pivotal role in improving operational efficiencies and creating agile procurement, production and delivery systems. It has also enhanced the flexibility of operations, lowered output time and reduced delivery costs, while improving customer-servicing levels and profitability.

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

Supports manufacturing in process cycle time reduction & improves productivity by alternate/ break through processes;

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

Aids marketing in providing technical tools to demonstrate and push new products;

Supports materials by providing new raw materials as alternate to current one to give them negotiating power and also alternate vendors for supply chain flexibility.

Customers are the very core of all our business activities. From the beginning, we have fostered a customer-centric approach to business. Consumer research plays a vital role in this process. Our unrivalled global reach allows us to get closer to consumers in local and international markets, ensuring we understand their diverse needs and priorities. The company is manned by a technical and customer service staff that is both knowledgeable and courteous. Each customer service specialist possesses an in-depth knowledge of his/her manufacturers and customers, and works closely with both to provide detailed information concerning order entry, shipments,

order tracking, invoicing, returns, pricing discrepancies, special promotions, and all other facets of the order placement and fulfillment procedure. Customer service representatives in our regional offices work closely with sales personnel to provide administrative support, and communicate on a daily basis with our corporate headquarters to ensure accurate and current sales data. We maintain close personal interaction with each of our customers, providing necessary support in various areas including product mix determination, presentation and point of sale promotion. Simultaneously, the valuable feedback received from our customers facilitates continuous product development, enabling us to offer unique products and designs.

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

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

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

Task: Search for useful information in the passage and complete the summary below. Fill in each blank with NO MORE THAN THREE WORDS.
(80%)

Naseeb International Corp. Profile

Established in _____ 1 _____, Naseeb International Corp. is engaged in the manufacture, import and wholesales of a variety of _____ 2 _____, including: Bed

& Bath, Giftware, Home Hardware, Kitchenware, Household Items, _____ 3 _____, 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 _____ 7 _____. The market environment is subject to _____ 8 _____. They apply the SMART principle to encouraging their staff to set _____ 9 _____. This principle is the _____ 10 _____ of the good leadership which they aim to achieve throughout Naseeb International Corp..

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注

<p>职业素养 (20分)</p>	<p>20分</p>	<p>1.按时参加考核，着装干净、整洁，举止文明。(5分)</p> <p>2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5分)</p> <p>3.爱护设备，不得损坏或故意摔打设备；(5分)</p> <p>4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5分)</p>	
<p>作品 (80分)</p>	<p>80分</p>	<p>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8分，共10题，卷面成绩记80分。</p>	<p>拼写错误、大小写错误、超过3个单词，均记0分。</p>

4. 试题编号：1-1-4，国际商务信息检索

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

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。

(三) 抽考试题

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 201-4, 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-oneyear 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.

(80%)

Whole Foods Market Profile

Whole Foods Market is the world's leader in _____ 1 _____ foods, with more than 300 stores in _____ 2 _____ and the United Kingdom. Their _____ 3 _____ were John Mackey and Renee Lawson Hardy, owners of Safer Way Natural Foods, and Craig Weller and Mark Skiles, owners of Clarksville Natural Grocery. The original Whole Foods Market started in _____ 4 _____, at 10,500 square feet and a staff of _____ 5 _____. Since then, it has developed incredibly rapidly, much of

which has been accomplished through _____ 6 _____. Now it sells an average of 20,000 food and non-food items, including seafood, grocery, _____ 7 _____, bakery, prepared foods, specialty, whole body, floral, _____ 8 _____ and household products. In its larger stores, there are _____ 9 _____ where customers can purchase made-to-order foods. In all, its success is dependent upon the collective _____ 10 _____ of all of its team members.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业	20	1.按时参加考核，着装干净、整洁，举止文明。（5分） 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换	

<p>素养 (20分)</p>	<p>分</p>	<p>座位。(5分) 3.爱护设备,不得损坏或故意摔打设备;(5分) 4.按要求提交试卷,考试结束后关闭考试系统,将考场座椅摆放有序,保持周边环境干净。(5分)</p>	
<p>作品 (80分)</p>	<p>80分</p>	<p>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8分,共10题,卷面成绩记80分。</p>	<p>拼写错误、大小写错误、超过3个单词,均记0分。</p>

5. 试题编号：1-1-5，国际商务信息检索

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

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。

（三）抽考试题

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.
(80%)

Innovair Corporation Profile	
	<p>Founded in <u>1</u>, Innovair Corporation specializes in the manufacture of <u>2</u> Air-conditioning and Refrigeration products. Aiming to be on the forefront of the industry, the company has built a team of <u>3</u> who consistently exceed the <u>4</u> of the customers. Faced with environmental challenges and with <u>5</u>, the company is committed to develop <u>6</u> which utilize <u>7</u> and offer a wide range of <u>8</u> eco-friendly products. Innovair Corporation employs experienced <u>8</u> and offers remarkable <u>9</u>. It can meet the expectations of the most demanding <u>10</u>.</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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

6. 试题编号：1-1-6，国际商务信息检索

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

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。

（三）抽考试题

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.

(80%)

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., Mexico and _____ 7 _____. It also has a _____ 8 _____ distribution centre in Tampa, Florida. Every GreenStar product is built to deliver quality, _____ 9 _____, and efficiency. Whatever the customers' needs may be, there's a GreenStar heating and cooling product to _____ 10 _____ them.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业	20	1.按时参加考核，着装干净、整洁，举止文明。（5分） 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换	

<p>素养 (20分)</p>	<p>分</p>	<p>座位。(5分) 3.爱护设备,不得损坏或故意摔打设备;(5分) 4.按要求提交试卷,考试结束后关闭考试系统,将考场座椅摆放有序,保持周边环境干净。(5分)</p>	
<p>作品 (80分)</p>	<p>80分</p>	<p>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8分,共10题,卷面成绩记80分。</p>	<p>拼写错误、大小写错误、超过3个单词,均记0分。</p>

7. 试题编号：1-1-7，国际商务信息检索

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

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。

(三) 抽考试题

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 201-3, 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.
(80%)

Galaxy Refrigeration Private Limited Co. Profile

Established in _____ 1 _____, Galaxy Refrigeration Private Limited Co. is engaged in _____ 2 _____ White Westinghouse Appliances, which are _____ 3 _____ from one of the most reliable US _____ 4 _____ company, White Westinghouse. The company also procures from various other original _____ 5 _____ 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 large _____ 8 _____ to store the products. It has developed a wide _____ 9 _____ all over the country that has helped us in _____ 10 _____.

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	必备

	上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	
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三、考核时量

考核时间：60 分钟

四、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

8. 试题编号：1-1-8，国际商务信息检索

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

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。

（三）抽考试题

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.

(80%)

Novozymes Profile

With over 700 products used in _____ 1 _____ countries, Novozymes has improved bio-innovation solutions for detergents, _____ 2 _____, the chemical and energy sector, and countless other industries. The vision of their company is to utilize microbial-based technologies to help _____ 3 _____ produce more and better, while minimizing the consumption of _____ 4 _____. Their main business covers _____ 5 _____, microorganisms, and biopharmaceutical ingredients, and there are three core technology platforms including bio-fertility, _____ 6 _____, and bio-yield enhancer. Their corporation's promise is to "_____ 7 _____", with 14% of revenue invested in research and development. 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 9 _____ years, they have 5,000 employees working in research, 10 _____, and sales around the world to shape the businesses of today and the world of tomorrow.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

9. 试题编号：1-1-9，国际商务信息检索

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

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。

(三) 抽考试题

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 901-1:201-8 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.
(80%)

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	
_____ 3 _____:	Production Machining and _____ 4 _____.
It can meet its customers' _____ 5 _____ requirements and surpass their expectations. MH&W not only offers	
_____ 6 _____ products and workmanship, but also back them up with outstanding	
_____ 7 _____ and service. Besides, it operates as an exclusive engineering and marketing	
_____ 8 _____ between several major global _____ 9 _____ and its customers. It	
offers Six Sigma training to its employees and raises its _____ 10 _____ by using it.	

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

10. 试题编号：1-1-10， 国际商务信息检索

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

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。

(三) 抽考试题

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 201-6, 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.
(80%)

Merco Trading Co. Profile	
<p>Founded in _____ 1 _____, Merco Trading Co. is a _____ 2 _____ of engineered General Hardware Materials, Steel Materials and Engineering Goods. The company procures products from _____ 3 _____ and also arranges inspection of the _____ 4 _____ at its end. Products offered by the company passes through stringent _____ 5 _____ at each stage of product development. The company's association with reliable vendors has enabled it to supply _____ 6 _____ range of products. And its rich _____ 7 _____ allows it to avoid _____ 8 _____ in delivering its product range. The company has developed a spacious and well segregated _____ 9 _____ . It uses raw materials of superior quality and engages professionally trained _____ 10 _____ to pack the products.</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
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三、考核时量

考核时间：60 分钟

四、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

11. 试题编号：1-1-11，国际商务信息检索

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

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。

(三) 抽考试题

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

A Brief Introduction to Schlumberger

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

Backgrounder

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

The company comprises two business segments:

Schlumberger Oilfield Services supplies a wide range of products and services from formation evaluation through directional drilling, well cementing and

stimulation, well completions and productivity to consulting, software, information management and IT infrastructure services that support core industry operational processes.

WesternGreco(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 21-10. 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 3 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, back ground 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 21-10, 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 201-3 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. (10%)

Schlumberger Profile	
<p>Schlumberger is the leading provider of <u>1</u>. The company has <u>2</u> employees working in approximately <u>3</u> countries. The company comprises two business segments: Schlumberger Oilfield Services and <u>4</u>. In 21-10 its revenue totaled <u>5</u>. The company operates its business in North America, Latin America, Europe Africa, Russia, <u>6</u> and Asia. Schlumberger has always invested significant time and money on <u>7</u> to support and grow its <u>8</u>. Schlumberger services and solutions combine domain expertise, best practices <u>9</u> and high-quality support. The company's long-term business success depends on its ability to ensure the <u>10</u> of QHSE.</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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。（5 分） 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。（5 分） 3.爱护设备，不得损坏或故意摔打设备；（5 分） 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。（5 分）	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

12. 试题编号：1-1-12， 国际商务信息检索

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

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。

(三) 抽考试题

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 clement 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 night 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) protect 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 or 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 beating 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.

(10%)

MALI Group Profile

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

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价	配分	考核点	备注
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内容			
职业素养 (20分)	20分	<p>1.按时参加考核，着装干净、整洁，举止文明。(5分)</p> <p>2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5分)</p> <p>3.爱护设备，不得损坏或故意摔打设备；(5分)</p> <p>4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5分)</p>	
作品 (80分)	80分	<p>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8分，共10题，卷面成绩记80分。</p>	<p>拼写错误、大小写错误、超过3个单词，均记0分。</p>

13. 试题编号：1-1-13， 国际商务信息检索

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

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。

(三) 抽考试题

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 9 a.m.-6 p.m.. 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 (a.m./p.m.). 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. (10%)

Dynamic Fireworks Corporation Profile

Dynamic Fireworks Corporation provides professional pyrotechnic and special effect services, including indoor pyrotechnics,____1____, outdoor aerial firework displays, confetti streamers, flame effects, custom ground display pieces, and computer controlled pyromusical displays. The individual effects in fire writing can be used to convey a message or____2____. To buy fireworks from our website is easy. Many products have____3____available to help you select fireworks. When you have finalized your shopping trolley, use our____4____to place your order. All major credit cards and____5____are accepted. We can deliver anywhere in mainland U.K. except for addresses off the mainland including the Isle of Wight,____6____etc. A____7____is used to deliver your order, so we have a flat charge of____8____per firework order. You'd better use a____9____or similar for the delivery address. Fireworks cannot be left without a____10____and cannot be sold to anyone under age of 18.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1.按时参加考核，着装干净、整洁，举止文明。(5 分) 2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3.爱护设备，不得损坏或故意摔打设备；(5 分) 4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5 分)	
作品 (80 分)	80 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 8 分，共 10 题，卷面成绩记 80 分。	拼写错误、大小写错误、超过 3 个单词，均记 0 分。

14. 试题编号：1-1-14，国际商务信息检索

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

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。

（三）抽考试题

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

A Brief Introduction to Showtime Fireworks Ltd.

Showtime Fireworks Ltd. — the only fireworks featuring the “Showtime, Every time” promise. Our founder, Mike Ingram, decided to bide the time by opening a fireworks stand at the age of 15 while his parents were busy managing their Branson, Missouri resort. He had no experience selling fireworks, no place to store them, and no shelter to sell them from, but after mailing in his order to Goodman Fireworks in Little Rock, Arkansas, there was really no turning back. Built from scrap lumber Mike was given from the local lumber yard, his first stand was pieced together from little more than determination. But even in its humble construction, the stand was an instant hit. The next summer, Mike bought more fireworks and built more stands until his business had grown enough to expand to nearby Springfield(斯普林菲尔德), Missouri(密苏里) Upon graduating from college in 1971, Mike bought out his wholesaler and formed Mid-American Fireworks, which is known today as Fireworks over America — one of the largest importers and distributors of consumer fireworks in

the United States. Today, as the C.E. O. of the company, Mike serves on a number of boards and councils to promote the safe use of fireworks throughout the country.

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

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

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

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

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

A show may be as simple as a few minutes of fireworks to highlight the start of a sporting event, or as complicated as a large scale multi-faceted production requiring hundreds of technical production hours producing soundtracks, computer designing, and even developing custom pyro-effects to bring a customer's 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. (10%)

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 you 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 licensees 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.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装干净、整洁，举止文明。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5 分) 3. 爱护设备，不得损坏或故意摔打设备；(5 分)	

		4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。（5分）	
作品 (80分)	80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8分，共10题，卷面成绩记80分。	拼写错误、大小写错误、超过3个单词，均记0分。

15. 试题编号：1-1-15， 国际商务信息检索

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

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。

(三) 抽考试题

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 201-8, 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 provide 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), 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 (E i) 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 prayer and Chemical Company, a strong independent manufacturer of insecticides and fungicide(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 FMCs 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 201-9, 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 machinery business (FMC Technologies) and a chemicals business(FMC Corporation).

In 201-6 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, 21-10. 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. (10%)

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 _____.

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、评分细则

国际商务信息检索项目的考核内容包括职业素养和作品两个方面，满分为 100 分，其中职业素养占 20%，作品占的 80%。具体评价标准见下表：

评价内容	配分	考核点	备注
		1.按时参加考核，着装干净、整洁，举止文明。（5 分）	

<p>职业素养 (20分)</p>	<p>20分</p>	<p>2.遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突，不得随意更换座位。(5分)</p> <p>3.爱护设备，不得损坏或故意摔打设备；(5分)</p> <p>4.按要求提交试卷，考试结束后关闭考试系统，将考场座椅摆放有序，保持周边环境干净。(5分)</p>	
<p>作品 (80分)</p>	<p>80分</p>	<p>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8分，共10题，卷面成绩记80分。</p>	<p>拼写错误、大小写错误、超过3个单词，均记0分。</p>

项目二：商务应用文写作

1. 试题编号：1-2-1，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

（三）抽考试题

Directions: Write a Job Vacancy according to the following information.

Naseeb International Corp.成立于1982年，是一家制造、进口、批发各种消费品的公司。其市场已经拓展到了俄罗斯、非洲、美国等地。公司现诚聘人事经理一名，条件如下：

- 1) 获人力资源管理或相关专业硕士学位；
- 2) 八年以上人力资源工作经验；
- 3) 能熟练使用电脑；
- 4) 能熟练使用英语；
- 5) 能承受工作压力；
- 6) 优秀的人际交往能力。

有意者，请发送个人简历及本人照片一张到我公司。公司 e-mail 为 Jessie@naseebintl.com. 如合适，我们将尽快安排面试。

Words for reference:

批发：wholesale

人力资源管理：Human Resource Management

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

2. 试题编号：1-2-2，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write a Job Vacancy according to the following information.

正大集团（Charoen Pokphand Group）创办于 1921 年，是一家以农牧食品、零售、电信三大事业为核心的跨国集团公司，总部设在泰国。公司员工超过 30 万人，业务遍及近 20 个国家和地区，21-21 年集团销售额 430 亿美元。公司现诚聘物流专员 1 名。条件如下：

- 1) 会计、物流或商务管理专业学士学位；
- 2) 对数字敏感；
- 3) 良好的人际交往能力；
- 4) 良好的中英文说写技能；
- 5) 熟练操作办公软件。

有意者，请发送个人简历到我公司，公司 e-mail 为 info@cpigroup.cn。谢绝私访或电话。

Words for reference:

集团公司 conglomerate

农牧食品 agro-industry & food

物流专员：logistics officer

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

3. 试题编号：1-2-3，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write a Job Vacancy according to the following information.

REACH（瑞与祺）集团成立于1995年，总部位于美国的迈阿密，制造中心位于中国上海，在世界各地拥有六家分公司。产品远销北美、南美、欧洲、亚洲等区域。现诚聘跟单员一名。

条件如下：

- 1) 学士学位，商务英语、国际贸易专业毕业；
- 2) 2年外贸岗位经验；
- 3) 能同时处理多个项目；
- 4) 良好的质量管理理念；
- 5) 阳光、学习能力强、善于交流。

有意者，请将个人简历发送邮件至公司电子邮箱，邮箱地址为hr@reachcooling.com。或请致电公司咨询，公司电话31-5-XXXXXXX。

Words for reference:

跟单员 merchandiser

迈阿密：Miami

国际贸易：international trade

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

4. 试题编号：1-2-4，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write a Job Vacancy according to the following information.

远大空调技术集团 (BROAD Air Quality Technology Group) 创立于 1988 年，总部设于中国长沙，产品覆盖 80 多个国家。远大所有产品旨在优化人类生存和地球环境。公司现诚聘技术工程师一名。

工作职责：

给顾客和团队成员提供技术支持和服务。

条件：

- 1) 机械工程或计算机专业本科及以上学历；
- 2) 大学英语四级；
- 3) 具备良好的交流能力；
- 4) 能承受较强的工作压力。

有意者，请于 7 月 7 日之前将个人简历和证书复印件发送邮件至公司电子邮箱，邮箱地址为 zhaopin@ hotmail.com。

Words for reference:

技术支持：technical support

机械工程：Mechanical Engineering

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

5. 试题编号：1-2-5，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write a Job Vacancy according to the following information.

Clima-Tech 是一家私营企业，成立于 1988 年，总部位于美国爱达荷州(Idaho)的博伊西市(Boise)。这些年来，Clima-Tech 已开发了数百个客户。公司现诚聘财务顾问一名。

条件如下：

- 1、大学及以上学历，金融或经济学相关专业；
- 2、有海外工作经历者优先；
- 3、以客户为导向，具备较强的沟通和演示技能，有着良好的团队协作精神；
- 4、具备良好的人际交往能力；
- 5、能够承受较强的工作压力。

有意者，请将个人简历、一张照片及期望薪金发送传真至公司，公司传真号码为 51-3- xxx-xxx。谢绝来访或来电咨询。

Words for reference:

财务顾问：financial consultant

优先的：preferred

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历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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

6. 试题编号：1-2-6，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an invitation according to the following information.

请以 Foremost 公司名义撰写订购会邀请函。该公司定于 21-20 年 8 月 15 日在渥太华四季酒店举行一年一度的新品订购会。如确认参加，请在 8 月 1 日之前告知。

具体事宜如下：

时间：21-20 年 8 月 15 日——8 月 17 日

地点：渥太华四季酒店 2 楼 1 号会议厅

与会人员：各北美地区经销商

食宿：免费

新品：美式乡村家具系列、户外家具系列

联系人：Helen Green 秘书

电话：01-1 613 34781234

Words for reference:

渥太华：Ottawa

四季酒店：Four Seasons Hotel

食宿：room and board

聚会地点：venue

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

7. 试题编号：1-2-7，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an invitation according to the following information.

请以加拿大 Naseeb 公司发出邀请。该公司为了感谢新老客户的合作与支持，定于 21-20 年 12 月 28 日在安大略省马卡姆汉庭(Hanting Hotel, Markham, Ontario Province)酒店举行新年酒会，届时商务部长 Tom Smith 将会在酒会上致辞。如确认参加，请发送邮件至 Naseebby@yahoo.com，邀请函将通过邮件发送，凭邀请函入场。

具体事宜如下：

时间：21-20 年 12 月 28 日，晚上 18: 30；

地点：安大略省马卡姆汉庭酒店 3 楼

联系人：Miller Henry

电话：01-1 91-5-61-4-41-66

Words for reference:

新年酒会：New Year reception

商务部长：Commerce Secretary

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

8. 试题编号：1-2-8，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an invitation according to the following information.

请以熊猫烟花公司（Panda Fireworks Group Co., Ltd.）名义撰写邀请函。该公司成立于 1989 年，是中国最大的烟花爆竹制造商之一。该公司已在海外设立新工厂，诚挚通知广大客户出席新工厂的开工典礼，并借此机会建立友好业务关系。

时间：21-20 年 5 月 10 日，上午 9 点

地点：丽思卡尔顿（Ritz-Carlton）酒店

地址：湖南省浏阳市浏阳大道 271 号

电话：1-731-83621-963

邮箱：601-599@pandafireworks. Com

Words for reference:

烟花爆竹：firework and firecracker

开工典礼：ceremony

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

9. 试题编号：1-2-9，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an invitation according to the following information.

请以湖南海利化工股份有限公司（Hunan Haili Chemical Industry Co., Ltd.）名义撰写邀请函。该公司是中国高新上市企业之一，在中国市场享有很高的声誉。该公司一直致力于农药和精细化学品的研发、生产和贸易，并已确定参加 21-20 年中国长沙举办的国际贸易投资展销会。特此通知，希望与广大客户分享更多有关投资及销售的信息。

会议时间：21-20 年 7 月 10 号-13 号

会议地点：华天大酒店

Words for reference:

农药 pesticides

精细化学品 fine chemicals

上市公司：listed company

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

10. 试题编号：1-2-10，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an announcement according to the following information.

请以三一集团（Sany Group）名义撰写公告。该公司作为中国制造商的龙头企业，在国内外都享有了很高的名誉。该公司年会将于7月8日晚7点在喜来登酒店举办。总裁梁先生将就上半年业务发展情况进行报道，布莱克博士将对下半年的销售情况进行展望。副总裁陈先生将就国内市场的当前情况作相关演讲。特此通知广大客户公司。

Words for reference:

年会：annual meeting

喜来登酒店：Sheraton Hotel

上半年：first half year

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	必备

	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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

11. 试题编号：1-2-11，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an announcement according to the following information.

请以熊猫烟花公司（Panda Fireworks Group Co., Ltd.）的名义撰写一则公告。作为中国最大的烟花爆竹制造商之一，该公司在世界各地都享有盛名，并于近期在美国纽约成立了分公司。为了庆祝分公司的成立，该公司决定从5月1日起至5月10日，公司国内外所有产品享受五折优惠，以此表达对广大客户支持和合作的感谢。特此公告！

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20分)	20分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5分)	
作品 (80分)	20分	理解题目要求，信息点完整记20分；信息点每缺失一处扣4分。	字数少于20词，本项目记0分。
	40分	语言表达通顺，句型使用正确记40分；单词、语法每错一处扣4分。	
	20分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记20分；语言支离破碎或只有几个孤立的词，每处扣4分。	

12. 试题编号：1-2-12，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write an announcement according to the following information.

请以湖南海利化工有限公司（Hunan Haili Chemical Industry Co., Ltd.）名义撰写一则公告。该公司主要从事农药及精细化学品生产销售，产品远销美国、德国和澳大利亚，在客户中享有很高的声誉。拟于 21-20 年 3 月 12 号上午九点在希尔顿酒店举行独家新品发布会。特此通知广大客户公司及公司代表。希望借此机会能在将来与贵公司建立合作伙伴关系。

Words for reference:

农药：pesticides

精细化学品：fine chemicals

希尔顿酒店：Hilton Hotel

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	必备

	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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

13. 试题编号：1-2-13，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write Expo Info according to the following information.

请以远大空调技术集团（BROAD Air Quality Technology Group）的名义撰写展会信息。以公司名义通知并邀请客户公司代表参观该公司在第 159 届广交会(中国进出口商品交易会)的展位。

展会详细信息如下：

公司名称：远大空调技术集团

展览中心：广交会琶洲展馆

摊位号码：3 区 40 号

参展时间：21-21 年 4 月 15 日至 20 日

希望有机会能在展会上与您见面，与贵公司建立长期友好的业务联系。

Words for reference:

琶洲展馆：Pazhou pavilion

摊位号码：Booth number

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

14. 试题编号：1-2-14，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write Expo Info according to the following information.

请以湖南轻工业集团有限公司（Hunan Light Industry Group Co., Ltd.）的名义撰写参展信息。该公司是一家专门从事轻工业产品生产的公司，并与世界 100 多个国家和地区建立了贸易往来。该公司已确定参加第 124 届中国进出口商品交易会（广交会），特此公告。参展事宜如下：

- 1、展会：中国进出口商品交易会（广交会），广州
- 2、日期：第一期 21-20 年 10 月 15 日-19 日
- 3、展位：琶洲馆 A 区 14.4 号
- 4、参展产品：五金及工具
- 5、联系人：李红总经理
- 6、电话：86 1-731 4447135、1391-7319888

Words for reference:

展馆 pavilion

五金 hardware

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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

15. 试题编号：1-2-15，商务应用文写作

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

阅读并理解所给信息，掌握商务应用文写作基本格式、文体特征，信息点完整，语言通顺，语法准确。

(三) 抽考试题

Directions: Write Expo Info according to the following information.

请以正太集团（Charoen Pokphand Group）名义撰写参展信息。该公司是泰国一家农产品龙头企业，与世界 100 多个国家和地区建立了贸易往来。公司已确定参加 21-20 年中国东盟博览会。特此公告。具体事宜如下：

- 1、展会：中国东盟博览会，广西南宁
- 2、展会官网：<http://eng.caexpo.org/>
- 3、日期：21-20 年 9 月 11 日-14 日
- 4、展位：C 区 120 号
- 5、参展产品：泰国香米、橡胶产品
- 6、联系人：Mark Waters 总经理
- 7、电话：+66 2625 8000

Words for reference:

中国东盟博览会 China-ASEAN Exposition

泰国香米 Thai rice

橡胶产品 rubber 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、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20 分	1. 按时参加考核，着装得体大方，言行举止文明，讲究卫生。(5 分) 2. 遵守考场纪律，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，不得损坏或故意摔打设备，未经考评员允许不得随意更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统，键盘、座椅等相关设备归位。(5 分)	
作品 (80 分)	20 分	理解题目要求，信息点完整记 20 分；信息点每缺失一处扣 4 分。	字数少于 20 词，本项目记 0 分。
	40 分	语言表达通顺，句型使用正确记 40 分；单词、语法每错一处扣 4 分。	
	20 分	符合特定文体特点，合理组织文章结构，内容统一、连贯，记 20 分；语言支离破碎或只有几个孤立的词，每处扣 4 分。	

模块二：专业核心技能

项目一：商务英语谈判

1. 试题编号：2-1-1，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	41001-1
Phone	01-86-731-84447135
Fax	01-86-731-84447844

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	01-61-43369451-2
Fax	01-61-43369451-2

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 no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

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

A: You, Tom Smith (the importer) B: Liu Li (the exporter)

A: _____ .

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

A: _____ .

B: Let me show you around our booth.

A: _____ .

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

A: Well, Lotus slippers are in great demand in our stores. I've a feeling that we can do a lot of trade in this line. We wish to establish relations with you.

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

A: _____ .

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

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

A: _____.

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

A: _____.

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

A: I hope a lot of business will be conducted between us.

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

Section II 外贸英语函电撰写

(40%)

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	必备

	通风良好。	
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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量	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
	10 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。	
		对话中能使用准确的建立贸易关系谈判的套	

(80分)	设计 (40分)	10分	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 (40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。	
		15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。	
		10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。	

2. 试题编号：2-1-2，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	41001-1
Phone	86-731-84447135
Fax	86-731-84447844

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	91-5-51-7-201-5
Fax	91-5-51-7-201-6
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 no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

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

plastic cup.

You are required to finish the following tasks:

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

A: You, Tom Smith (the importer) B: Wang Jun (the exporter)

A: Good morning, Mr. Wang. Nice to meet you. I have received your sample of the Beauty brand furniture. We are very satisfied with the quality and wish to know more details about the price.

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

A: _____.

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

A: _____.

B: 10 pieces per carton.

A: I see. Would you please make an offer on FOB term? We'd like to arrange shipment and insurance by ourselves.

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

A: _____.

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

A: _____.

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

A: _____.

B: Please understand that these offers are only open for three days, you may have to

decide soon.

A: _____.

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

Section II 外贸英语函电撰写

(40%)

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 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;

Stay 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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容		配分	评分标准	备注
职业素养 (20 分)		20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量 (80 分)	价格 谈判 对话 设计 (40 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
		10 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。	
		10 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	5 分	字数达到要求记 5 分，每少 10 词扣 1 分。	
5 分		函电格式完全正确记 5 分，信内地址、结束 敬语、排版每错一处扣 1 分。		

	函电 撰写 (40分)	15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。	信函字数少 于 30 词, 本 项目记 0 分
		10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。	

3. 试题编号：2-1-3, 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	41001-1
Phone	86-731-84447135
Fax	86-731-84447844

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 OJA, U.K.
Phone	1-151 530 2920
Fax	1-151 530 2920

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 no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situations: Mr. Brown (the importer) representative of TJ Morris Ltd., is meeting with **you** (Want 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 electrical switches. Now you're talking about terms of payment.

You are required to finish the following tasks:

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

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

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

B: I'd like to inform you first that we only accept payment by irrevocable Letter of Credit at sight.

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

B: _____.

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

B: _____.

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

B: _____.

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

B: _____.

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

B: L/C is the only term of payment we can accept. Mr. Brown, I'd suggest that you reduce your order by half. You can send an additional order later.

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

B: _____.

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

B: _____.

A: OK. That's settled.

Section II 外贸英语函电撰写 (40%)

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 requests 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;

Required terms of payment - by confirmed, irrevocable LC 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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 (40 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
	10 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。	
	10 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	

质量 (80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。	
付款方式 函电 撰写 (40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。	
		15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。	
		10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。	

4. 试题编号：2-1-4, 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	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	41001-1
Phone	86-731-84447135
Fax	86-731-84447844

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) 6545 1200
E-mail	export@skp.com.sg

③出口方信息

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

Comprising twelve business departments, five branch companies, four factories and six no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: David Smith, Purchasing Manager for Seow Kim Popythelene Co. Pte Ltd. visits **You** (Wang Juan) Marketing Manager of Hunan Provincial Light Industry Products Corporation Ltd.. Mr Smith is claiming for the damage of the dinnerware.

But you believe it was possibly caused by rough handling.

You are required to finish the following tasks:

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

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

A: Good morning, Mr. Wang.

B: _____.

A: I have something unpleasant to talk with you.

B: _____.

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

B: _____.

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

B: _____.

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

B: That sounds strange. The goods were wrapped with plastic bags and fastened with nylon twine, so it was possibly caused by 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: _____.

A: Thank you for your understanding. Please take action quickly. Our clients are in

urgent need of these goods.

B: OK. But I need to cable our home office and ask them to ensure the damage might have happened during loading.

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

B: _____.

Section II 外贸英语函电撰写

(40%)

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 expectations 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	必备

	Office 办公软件，配置局域网。	
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	投诉 与 索赔 谈判 对话 设计 (40 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
		10 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。	
		10 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 (40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。	
		15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。	
		10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。	

5. 试题编号：2-1-5, 建立贸易关系谈判

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	41001-1
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 Supervision and Administration Commission of Human Province. By December 31, a 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 large 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: You (Andrew Smith), Marketing Manager of Kraft Foods (Canada Branch), are meeting with Deng Liang, Marketing Manager of Hunan Cereals, Oils and Foodstuffs Import and Export Group Corp. Ltd. in Mr. Deng's office. You are

discussing the items of the contract, including the quantity, specification, price, terms of payment, insurance, packing, shipment, etc.

You are required to finish the following tasks:

- Give greetings and suggest talking about the contract;
- Suggest going over other terms and conditions of the transaction;
- Stress that food must be well protected and can stand rough handling;
- Stress the goods to be shipped not later than June;
- Ask about the terms of payment;
- Agree on the terms of payment;
- Agree on the validity of the L/C and ask about the inspection and claim;
- Ask when the contract can be ready for signature.

A: You, Andrew Smith (the importer)

B: Deng Liang (the exporter)

A: _____.

B: OK. 100M/T Frozen Snow Peas, specification as length: 40-80mm, Width: 10-22mm, at USD1,1-50 PER M/T, CIF Montreal.

A: _____.

B: All right, as to the packing and shipping Marks, we always pack our goods in new strong waterproof bags suitable for long distance ocean transportation.

A: Great. And I want to remind you that the food must be well protected against water, moisture, mustiness, and is able to stand rough handling.

B: We all see to that.

A: _____.

B: There is no problem about that.

A: _____.

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

A: Yes. That's what we've agreed upon, isn't it?

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

day after shipment. This will give us more leeway.

A: _____.

B: None whatsoever.

A: _____.

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

Section II 外贸英语函电撰写

(40%)

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. **(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;

Clarify the specifications of products — 100 M/T Frozen Snow Peas (Length: 40-80mm, Width: 10-22mm, $t < 5.5\text{mm}$);

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
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三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量 (80 分)		3 分	补全的谈判对话字数少于 30 词，本项目记 0 分
	建立		
	贸易	10 分	
	关系	5 分	
	谈判		
对话			
设计	10 分		
(40 分)			
		理解题目要求，信息点完整记 12 分；信息点	

		12分	每缺失一处扣1.5分。	
建立 贸易 关系 函电 撰写 (40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。	
		15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。	
		10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。	

6. 试题编号：2-1-6，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	BROAD Air Quality Technology Group
Url	http://www. Broad.com/
Office Address	Yuanda Town Yuanda 3rd road, Changsha, Hunan, China
Zip code	411-138
Phone	1-86-1-731-841-86688
Fax	1-86-1-731-84552000
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, 5-time energy efficient, and 20 times air purification.

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

Company Development Path

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

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

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

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

In 201-5 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 (40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

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

You are required to finish the following tasks:

- Greet and express your desire to see the latest products;
- Show your interest in the items of BY50, BY300 and BY1000;
- State your order (three sets of BY 50, five sets of BY300 and five sets of BY1000) and ask for the lowest price;
- Suggest bringing down the price at least by 10%;
- Emphasize the price of air condition indoor units is falling;
- Suggest cutting the price respectively;
- Ask about the delivery;
- Indicate that you'll fax home and discuss the details tomorrow morning.

A: You, Edward Bush (the importer)

B: Wang Jun (the exporter)

A: Good afternoon, Mr. Wang. We desire to see your latest products.

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

A: _____.

B: What quantity do you require?

A: _____.

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

A: _____.

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

A: But our survey shows that the current price of air condition indoor units on the international market is falling. If you won't lower your price, I have to say we can't do any business.

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

A: _____.

B: I suggest we meet each other 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: _____.

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

A: _____.

B: OK. See you tomorrow.

Section II 外贸英语函电撰写

(40%)

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 582K W/165Rt chillers	3 sets	USD 4,200.00
BY300 type	pumpset for 3489K W/992Rt chillers	5 sets	USD4,700.00
BY1000 type	pumpset for 11630K W/331-7Rt chillers	5sets	USD5,200.00

Emphasize that the shipment should be effected before the end of June 21-22 from Shanghai to Mexico with partial shipment and transshipment not allowed;

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

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器、40~50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
		①按时参加考试，着装得体大方，言行举止文明，讲究卫生。（5分）	

职业素养 (20分)		20分	②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	价格 谈判 对话 设计 (40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
		10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。	
		10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 (40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。	
		15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。	
		10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。	

7. 试题编号：2-1-7， 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，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

②包装与运输方式谈判函电撰写

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

(三) 考试资料

①出口方基本情况

Company	Hunan Provincial Light Industrial Products Corporation Ltd.
Url	http://www.chinavista.com/business/500/ch188.html
Office Address	No.4 East Wuyi Road, Changsha, Hunan, China
Zip Code	41001-1
Phone	86-731-84447135
Fax	86-731-84447844

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 MIP 3H1
Phone	1-866-991-9, 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 no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: You (Jack Brown), Purchasing Manager of Naseeb International Corp. Ltd. visit Wang Juan, Marketing Manager of Hunan Provincial Light Industry 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 discuss about partial shipment and transshipment.

You are required to finish the following tasks:

- Give greetings and ask about the earliest time of shipment;
- State you are in urgent need of the goods;
- Insist the delivery should be before the end of April to meet the selling season;
- Show your refusal of partial shipment and explain the reason;
- Suggest transshipment;
- Confirm Toronto as the transferring port;
- Insist that the shipment should be effected before the end of April;
- Express appreciation.

A: You (the importer)

B: Wan Jun (the exporter)

A: _____.

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

A: I'm afraid that would be too late for us. We are currently in urgent need of these goods in our market.

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

A: _____.

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

A: _____.

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

A: _____.

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

A: _____.

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

A: Great. But time is money, so please make sure the shipment should be effected before the end of April and it could catch up with the selling season.

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

A: _____.

B: Not at all.

Section II 外贸英语函电撰写

(40%)

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

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

The following aspects should be included in the letter:

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

Refer to the data as follows:

Contract No.	<i>TG51-3726</i>	Order No.	<i>152</i>
Name	<i>FUXIA LEATHER PLATFORM SANDALS</i>		
Model	<i>BLAN-101-2 sandals</i>	Quantity	<i>1,500 pairs</i>
Value	<i>USD41100.00</i>	Specification	<i>BLAN-101-2</i>
ETD	<i>10 April, 21-22</i>	Name of Vessel	<i>White Whale</i>
Port of Loading	<i>Shanghai</i>	Port of Destination	<i>Ontario</i>

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
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三、考核时量： 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制， 评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试， 着装得体大方， 言行举止文明， 讲究卫生。(5 分) ②遵守考场纪律， 听从考评员指挥， 不得与考评员及其他考生发生冲突。(5 分) ③爱护设备， 不得故意损坏设备， 未经考评员同意， 不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷， 考试结束后关闭考试系统， 能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	包装 与 运输 方式	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
		10 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。		
	10 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。		
	谈判 对话 设计 (40 分)		理解题目要求， 信息点完整记 12 分； 信息点	

		12分	每缺失一处扣1.5分。	
包装 与 运输 方式 函电 撰写 (40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。	
		15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。	
		10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。	

8. 试题编号：2-1-8, 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	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	41001-1
E-mail	webmaster@hunancof.com

② 进口方基本情况

Company	Whole Foods Market
Url	http://www.wholefoodsmarket.com/

Office Address	11-5 Mason Street, Austin TE 1501-2, U.S.A
Phone	+1-21-2-328 2516
Fax	+1-21-2-328 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 Supervision and Administration Commission of Human Province. By December 31, a 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 large 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

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

You are required to finish the following tasks:

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

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

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

B: _____.

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

B: Fine thank you. Mr. Miller. What can I do for you?

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

B: _____.

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

B: _____.

A: I'm afraid you should compensate us by 3% of the total amount according to the contract and ship those damaged rice back and refund the payment.

B: _____.

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

B: Yes, I do. If you do as I've proposed, we'll ship the same quantity to you as soon as possible, say, in early January next year.

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

B: _____.

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

B: _____.

A: Bye.

Section II 外贸英语函电撰写 (40%)

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-1111-8, 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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
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三、考核时量： 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制， 评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	投诉 与 索赔 谈判 对话 设计 (40 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
		10 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。	
		10 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。	
			理解题目要求，信息点完整记 12 分；信息点	

		12分	每缺失一处扣1.5分。	
	投诉 与 索赔 谈判 函电 撰写 (40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。	
		15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。	
		10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。	

9. 试题编号：2-1-9，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	41001-1
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 01-2, Thailand
Phone	(66 2) 625 8000 ext. 8127-8130
Fax	(66 2) 638 2471
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 Supervision and Administration Commission of Human Province. By December 31, a 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 and enterprise of large 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

- Express your wish to act as the sole agent;
- Ask about the condition to be a sole agent;
- Explain the advantages you have;
- Confirm selling directly to shops;
- Answer the question and promise to increase annual order if the terms are favorable;
- State your promotion plans;
- Express your expectation about the commission;
- Agree to the requirement.

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

A: Mr. Deng. You should know how eagerly we want to become your sole agent.

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

A: _____.

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

A: _____.

B: Do you sell directly to shops?

A: _____.

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

A: No less than \$ 200, 000 for a start, but it can be increased to \$ 300, 000 on condition that you give us competitive price.

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

A: _____.

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

A: _____.

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

of 8%.

A: _____.

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

Section II 外贸英语函电撰写 (40%)

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	必备

	Office 办公软件，配置局域网。	
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	建立 贸易 关系 谈判 对话 设计 (40 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
		10 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。	
		10 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 (40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。	
		15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。	
		10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。	

10. 试题编号：2-1-10, 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 Haili Chemical Industry Co. Ltd.
Url	http://www. Hnhlc.com/
Office Address	NO.251, 2 nd Section, Furong (M) Road, Changsha, Hunan, China
Zip code	41001-7
Phone	1-86-1-731-85357829
Fax	1-86-1-731-85357977
E-mail	Sh601-731@sina.com

②进口方基本情况

Company	Devidayal (Sales) Limited
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Url	http://www.devidayalagro.com/
Office Address	1 st Floor Dvidayal Estate, Reay Road, Mumbai 400 1-10, India
Phone	+91-22-23714913 / 23734871
Fax	+91-22-2374271-8
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 faculties 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 ISO901-1: 2000 and ISO1401-1: 201-4 certified and passed certification of

GB/T2801-1-201-1 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

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

You are required to finish the following tasks:

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

A: You, Edward Green (the importer) B: Huang Songjun (the exporter)

A: Good morning, Mr. Huang. Nice to meet you. This is Don Smith, my assistant, and this is David Brown, our accountant.

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

A: _____.

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

A: _____.

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

A: _____.

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

A: How about D/P at sight? Because we will make a large order.

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

A: _____.

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

A: _____.

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

A: _____.

B: No problem.

Section II 外贸英语函电撰写

(40%)

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
		①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5分) ②遵守考场纪律，听从考评员指挥，不得与	

职业素养 (20分)	20分	考评员及其他考生发生冲突。(5分) ③爱护设备,不得故意损坏设备,未经考评员同意,不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷,考试结束后关闭考试系统,能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	价格 谈判 对话 设计 (40分)	3分	补全的谈判 对话字数少 于30词,本 项目记0分
		10分	
		5分	
		10分	
		12分	
	价格 谈判 函电 撰写 (40分)	5分	信函字数少 于30词,本 项目记0分
		5分	
		15分	
		10分	
		5分	

11. 试题编号：2-1-11，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	41001-1
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 1911-3, U.S.A
Phone	+1 9529133941
Fax	+ 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 Supervision and Administration Commission of Human Province. By December 31, a 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 and enterprise of large 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

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

A: Donald Williams (the importer)

B: You, Deng Liang (the exporter)

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

B: _____.

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

B: _____.

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

B: We regret we can't accept this term of payment. Our usual practice is 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: _____.

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

B: _____.

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

B: _____.

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

B: All right. In view of the fact that this is our first transaction, we accept 30 days L/C this time, but only for this transaction.

A: OK, thank you for your kindness.

B: _____.

A: We will take care.

Section II 外贸英语函电撰写

(40%)

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 time—tight money conditions 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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	付款 方式 谈判 对话 设计 (40 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
		10 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。	
		10 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。	
付款 方式 函电 撰写 (40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。	
		15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。	
		10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。	

12. 试题编号：2-1-12, 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	Sany Group
Url	http://www.sanygroup.com/group/en-us
Office Address	Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China
Phone	01-86-21-21-27181-2
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 71-2, 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

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

A: John Black (the importer)

B: You, Lin Xiong (the exporter)

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

B: _____.

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

B: Yes, that's right. We have no problem in complying with your request, but we think that the amount is a bit excessive.

A: What's your usual practice?

B: _____.

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

B: _____.

A: Does the risk cover the breakage?

B: No. And we seldom cover breakage risk for this kind of goods because the insurance company here insures this risk with a 5% franchise.

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

B: _____.

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

B: _____.

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

B: _____.

Section II 外贸英语函电撰写 (40%)

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. SY1161-5. **(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。考评员要求具备两年以上从事国际	必备

	贸易工作经验或三年以上商务英语实践教学指导经历。	
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三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容		配分	评分标准	备注
职业素养 (20 分)		20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量 (80 分)	保险 条款 谈判 对话 设计 (40 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
		10 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。	
		10 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 谈判 函电 撰写 (40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。	
		15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。	
		10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。	

13. 试题编号：2-1-13, 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	41001-1
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 12201-2, 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 Supervision and Administration Commission of Human Province. By December 31, a 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 and enterprise of large 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

- Give Greetings;
- Accept the invitation and ask about the specific time;
- Ask about the duration of the fair;
- Show appreciation and want to know more information about the fair;
- Ask about the fee, size and decoration of the booth;
- Show interest in a booth of 60 square meters;
- Ask for suggestions for preparation;
- Show appreciation.

A: Adam Smith (the importer)

B: You (the exporter)

A: Hello, Mr. Deng. How's everything?

B: _____.

A: We are thinking of inviting you to an international fair co-organized by our company. I wonder if you show any interest in it.

B: _____.

A: A month from now.

B: How long will it last?

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: _____.

A: Sure, I'll be very pleased to answer any question you'd like to ask.

B: _____.

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: I see. Since we have a series of latest goods to be displayed, we believe 60 square meters is very suitable. Is it still available?

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: _____.

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: _____.

A: You are welcome.

Section II 外贸英语函电撰写 (40%)

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, 21-22 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	必备

	通风良好。	
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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量 (80 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
	10 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。	
	10 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	

	(40分)		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 (40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。	
		15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。	
		10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。	

14. 试题编号：2-1-14，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	01-86-21-21-27181-2
E-mail	crd@sany.com.cn

②进口方基本情况

Company	Merco Trading Co.
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Url	http://www.merco.com.au/products.php
Office Address	9-11 Harvard Way, Canning Vale 6155, Western Australia, Australia
Phone	+46 (0)40 4211-61-25
Fax	+46 (0)71-64211-6126
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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: You (Bob Hill), Purchasing Manager of Merco Trading Co., are visiting

Sany Group. You are inquiring about the commodity of pipe for engine. Lin Xiong (the exporter), Marketing Manager of Sany Group, is negotiating with you.

You are required to finish the following tasks:

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

A: Lin Xiong (the exporter) B: You, Bob Hill (the importer)

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

B: _____.

A: Welcome. What can I do for you?

B: _____.

A: Here you are.

B: Oh, Mr. Lin. We are interested in R130 (UP PIPE), R200 (DOWN PIPE) and R220 (UP PIPE), but we found that your prices are too higher than those offered by other suppliers. Please let us know your lowest possible prices for the relevant goods.

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

B: _____.

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

B: _____.

A: Payment by L/C is our usual practice of doing business with all customers for such

commodities. I'm sorry we can't accept D/P terms.

B: Well, as for shipment, the sooner the better.

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

B: _____.

A: OK. We can do that.

B: _____.

A: I hope so.

Section II 外贸英语函电撰写 (40%)

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	必备

	Office 办公软件，配置局域网。	
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 分)	价格 谈判 对话 设计 (40 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
		10 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。	
		10 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 (40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。	
		15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。	
		10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。	

15. 试题编号：2-1-15, 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，合理补充谈判对话，语言表达到位，交流畅通，环节紧凑；

②包装与运输方式谈判函电撰写

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

(三) 考试资料

①出口方基本情况

Company	BROAD Air Quality Technology Group
Url	http://www.broad.com/
Office Address	Yuanda Town Yuanda 3 rd road, Changsha, Hunan, China
Zip Code	411-138
Phone	1-86-1-731-841-86688
Fax	1-86-1-731-84552000
E-mail	css@broad.net

②进口方基本情况

Company	Clima Tech Corporation
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Url	http://www.clima-tech.com/tiki-index.php?page=HomePage
Office Address	531-8 56 th Commerce Park Boulevard, Tampa, U.S.A.
Phone	1-323-355 2121
Fax	1-323-355 2122
E-mail	sales@clima.com

③出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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

Company Development Path

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

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

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

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

In 201-5 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

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

You are required to finish the following tasks:

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

A: You, David House (the importer)

B: Zhang Hua (the exporter)

A: _____.

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

A: _____.

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

A: As far as I know, there are two vessels sailing to the port of destination each month. Why is it so difficult to book the shipping space now?

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

A: _____.

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

A: _____.

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

A: _____.

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

A: All right. But are you sure that the goods will arrive in time?

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

A: _____.

B: OK.

Section II 外贸英语函电撰写

(40%)

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量： 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制， 评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分

的 80%。具体评价标准见下表。

评价标准

评价内容		配分	评分标准	备注
职业素养 (20分)		20分	①按时参加考试, 着装得体大方, 言行举止文明, 讲究卫生。(5分) ②遵守考场纪律, 听从考评员指挥, 不得与考评员及其他考生发生冲突。(5分) ③爱护设备, 不得故意损坏设备, 未经考评员同意, 不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷, 考试结束后关闭考试系统, 能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	包装 与 运输 方式 谈判 对话 设计 (40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
		10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。	
		10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 (40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。	
		15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。	
		10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。	

16. 试题编号：2-1-16, 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	411-138
Phone	1-86-1-731-841-86688
Fax	1-86-1-731-84552000
E-mail	css@broad.net

②进口方基本情况

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

③出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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

Company Development Path

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

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

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

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

In 201-5 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: You (John Davis) (the importer), Purchasing Manager of Innovair Corporation, visit Li Jian (the exporter), Manager of Sales & Marketing Department of BROAD Air Quality Technology Co. Ltd. Your negotiation has been moving on well. And now you are going to settle matters of insurance.

You are required to finish the following tasks:

- Greet B and take insurance as their topic;
- Show agreement and praise for People's Insurance Co;
- Inquire terms of insurance coverage;
- Identify the relationship between damage and WPA;
- Inquire about the insurance of Risk of Breakage;
- Inquire about the validity of insurance;
- Inquire about the way of packing;
- Show agreement and wish to write down in contract;

A: You, John Davis (the importer) B: Li Jian (the exporter)

A: _____.

B: Good morning, Mr Davis. According to our usual practice we prefer our export shipment to be insured by the Peoples Insurance Co in accordance with the China Insurance clauses.

A: Yes, People's Insurance Co. has a high reputation in the field of international trade and they are very responsible and have high efficiency.

B: Yes, it is right. It has agents in almost all the big cities throughout the world.

A: _____.

B: We'd like to have it covered under WPA.

A: _____.

B: No, not yet. It belongs to the Risk of Breakage.

A: _____.

B: Sure. But as you know, the risk of breakage is an additional insurance coverage. If it is required, the extra premium incurred will be for the buyer's account.

A: _____.

B: The insurance validity expires on the 60th day after the insured goods are unloaded at the final port of discharging.

A: By the way, what is your way of packing?

B: The whole packing is adopted usually according to related packing technical requirement. The goods should be fixed firmly on wood in box bottom to prevent it from reverse and damage. We will add flange cover on inlet and outlet to prevent impurities entering the Air Condition Indoor Units.

A: _____.

B: Well then this issue is settled

Section II 外贸英语函电撰写

(40%)

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

least 100 words. (Note: Your letter should adopt the modified-block style.)

Situation: As a sales representative of BROAD Air Quality Technology Group, you are going to write a reply to a client from Innovair Corporation, who requested for effecting insurance on the captioned shipment for 125% of the invoice value. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Indicate reference documents: Order No 3845 for 100 sets of Air Condition Indoor Units;

State your practice for insuring shipment against All Risks for the invoice value plus 10%;

Make clear that the extra premium is for importers' account.

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量: 90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分

的 80%。具体评价标准见下表。

评价标准

评价内容		配分	评分标准	备注
职业素养 (20分)		20分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	保险 条款 谈判 对话 设计 (40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
		10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。	
		10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 谈判 函电 撰写 (40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。	
		15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。	
		10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。	

17. 试题编号：2-1-17， 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”；
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- ④考试过程中以及考试结束后，考生不得随意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	411-138
Phone	1-86-1-731-841-86688
Fax	1-86-1-731-84552000
E-mail	css@broad.net

②进口方基本情况

Company	Onninen Group
Url	http://www.onninen.com

Office Address	Mittalinja1, FI-1-1260 Vantaa, Finland
Phone	358(0)21-4 85 5111
Fax	358(0)21-4 85 5500
E-mail	infofinland@onninen.com

③出口方信息

BROAD Air Quality Technology Group is an enterprise based on the vision of unique technologies and philosophy of preserving life. All BROAD products and services have essentially optimized human life and the environment of the earth. BROAD Air Conditioning Equipment Co. Ltd supplies no-electric central air conditioning powered by natural gas and waste heat as well as packaged water distribution system.

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

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

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

Company Development Path

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

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

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

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

In 201-5 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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 company and wish to establish long-term business relationship with the exporter.

You are required to finish the following tasks:

- Greet B and make self introduction;
- Show your willingness to establish business relations;
- Introduce your company;(established 30 years ago, with 3000 workers and 7 abroad branch offices)
- Introduce your main products; (electronics, lighting and heating)
- State your view on their company (famous and reputable);
- Provide National Bank or local Chamber of Commerce for credit status;
- Promise to send a report home and make a specific inquiry;
- Show your appreciation.

A: You, Matthew Smith (the importer)

B: Ye Tong (the exporter)

A: _____.

B: Good morning, Mr. Smith I'm Ye Tong. Welcome to our company.

A: _____.

B: Thank you. Can you give me a brief introduction to your company?

A: I'm glad to. Our company went into ventilation and electrical contracting as well as wholesale of ventilation and electrical products more than 30 years ago. Today it is a company with 3,000 employees and operating in Finland, Sweden, Norway, Poland, Russia, the Baltic Countries and Kazakhstan.

B: What products do you mainly deal with?

A: _____.

B: Great. We are in urgent need of these goods now. I think there will be bright prospects for us.

A: _____.

B: Thank you. I believe close cooperation between us will bring substantial mutual benefits.

A: I absolutely agree with you. As for our financial position, credit standing and trade reputation, please refer to our bank or to our local chamber of commerce.

B: Thank you for your information. I expect business will be developed between our two companies by our joint efforts.

A: _____.

B: We'll then make an offer as soon as possible.

A: _____.

B: You're welcome

Section II 外贸英语函电撰写 (40%)

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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
		①按时参加考试，着装得体大方，言行举止	

职业素养 (20分)		20分	文明，讲究卫生。(5分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	建立 贸易 关系 谈判 对话 设计 (40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
		10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。	
		10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 (40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。	
		15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。	
		10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。	

18. 试题编号 2-1-18, 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	01-86-21-21-27181-2
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 11-172, U.S.A
Phone	+12812854376
E-mail	Registrations@slb.com

③出口方信息

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

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

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

(四) 抽考试题

Section I 外贸业务谈判

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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:

- Call and make sure whether the inquiry is received or not;
- Confirm the quality of the goods and show worry about the price;
- Insist on giving a discount;
- Refuse the quotation and ask about the best price;
- Ask if there is discount for large orders;
- Ask about the package;
- Ask the validity of the offer;
- Promise to reply the other day;

A: You, Jim Clinter (the importer) B: Lin Xiong (the exporter)

A: _____.

B: Yes, We have. You need 1000 pieces, 1500 pieces, 1600 pieces, for class A, B, C respectively. Am I right?

A: That's right. Your products are very good. But I'm a little worried about the prices you're offering.

B: Our quotation is based upon the international market. The unit price of the three classes is the same, that is, 16 USD per piece, CIF, New York, Shipment will be effected in November.

A: _____.

B: You know that the cost of production has been skyrocketing in recent years. Our price is realistic and based on reasonable profit.

A: _____.

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 USD 15 per piece? This is the lowest possible price.

A: _____.

B: We give another 3% discount for order amounting USD20000.

A: How are they packaged?

B: Packed in carton, 20 pieces per carton.

A: _____.

B: Our offer is a firm offer, and remains open for 3 days.

A: _____.

B: Thank you. I will wait for your reply.

Section II 外贸英语函电撰写

(40%)

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

Situation: As the Marketing Manager of Sany Group, you are going to write to the Purchasing Manager from Schlumberger, to make a quotation for Isuzu engine parts they are interested in. (For more information about the two parties, please refer to the background information given above.)

The following aspects should be included in the letter:

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

Provide samples and all necessary information on the products;

Commodity	Isuzu engine parts		
Specification	<i>3KRI Liner Kit</i>	<i>4LEI Liner Kit</i>	<i>6BGI Liner Kit</i>
Quantity	1000 pieces	1500 pieces	1500 pieces
Unit Price	USD15.00	USD15.00	USD15.00
Shipment	To be effected before the end of November 21-22		
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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备
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三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注	
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)		
作品 质量 (80 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
	价格	10 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。	
	谈判 对话	5 分	应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 分。	
	设计	10 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 (40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。	
		15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。	
		10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。	

19. 试题编号：2-1-19, 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	41001-1
Phone	01-86-731-8 4447135
Fax	01-86-731-8 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	91-5-51-7-201-5
Fax	91-5-51-7-201-6
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 no-overseas joint ventures, LIPC's general main business line includes: light industrial products, merchandise, hardware, technology, porcelain, building material, textile and mechanism. Besides, LIPC also acts as an agent, under-taking processes with supplied samples, supplied drawings, or materials and compensation trade.

Recent years saw LIPC introducing technology, updating equipment, developing new products and improving the quality of products. "DH", "DEYI" shoes, " FEITIEN"" bags and cases" SEA GULL" batteries, NBAO" 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 words.

Situation: You (Tim Hill), a representative of Foremost International Ltd, come to visit Wang Jun (the exporter), Marketing Manager of Hunan Provincial Light Industrial Products Corporation Ltd in Mr. Wang's office. You have a negotiation about the terms of payment on biodegradable plastic cup. You finally agree on L/C after sight.

You are required to finish the following tasks:

- Suggest talking about the terms of payment;
- Extend the wish to accept D/P for this transaction and future ones;
- Demand to pay by installment;
- Insist on payment by installment;
- Agree to pay the interest;
- Accept the demand of paying 20% of the contract value with orders;
- Accept the requirement;
- Express your appreciation of Wang Jun's friendly consideration.

A: You, Tim Hill (the importer)

B: Wang Jun (the exporter)

A: _____.

B: We regret we can't accept these terms of payment. Our terms of payment is confirmed and irrevocable letter of credit.

A: _____.

B: I'm sorry I can't be of any help in this respect. L/C is the normal terms of payment in international business.

A: Could you accept installments for biodegradable plastic cup? Opening L/C will tie up our funds and raise our cost.

B: Since you are short of cash, we can arrange for your payment over 2 months without charges of any kind.

A: _____.

B: If the payment is made by installments, the annual interest is calculated by 6% and paid off at the end of each year.

A: _____.

B: Your request for installment payment has been considered and we agree to grant you this facility. Under the installment plan, 20%of the contract value is to be paid with orders.

A: Sure, we accept it.

B: The payment shall be made by telegraphic transfer to the Bank of China, Head

office, Beijing, China, for our account, within five business days after the contract signature date.

A: _____.

B: We wish to claim that it is only in view of our long and friendly business relations that we extend you this accommodation.

A: _____.

B: We are sure both of us will have a brighter future.

Section II 外贸英语函电撰写

(40%)

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

Situation: As a representative from Foremost International Ltd, the chief importer, you are going to write to the sales representative of Hunan Provincial Light Industrial Products Corporation Ltd to inform them that you have opened the L/C as required. Meanwhile, you should remind them to prepare some necessary documents. **(For more information about the two parties, please refer to the background information given above.)**

The following aspects should be included in the letter:

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

Inform the exporter you have received the Proforma Invoice No 7659 and you are going to place an initial order for 500 sets of furniture;

Specify the opening bank, L/C amount;

Emphasize that the seller should draw a 60 days draft and prepare shipping documents, commercial invoice and insurance certificate;

Remind the seller of the validity of the L/C.

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	必备

	通风良好。	
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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
职业素养 (20 分)	20 分	①按时参加考试，着装得体大方，言行举止文明，讲究卫生。(5 分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5 分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5 分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5 分)	
作品 质量 (80 分)	付款	3 分	补全的谈判对话字数少于 30 词，本项目记 0 分
	方式	10 分	
	谈判 对话	5 分	
	设计	10 分	
	(40 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。 应对得体，对话流转合理记 5 分；逻辑错误每处扣 1 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 (40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。	
		15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。	
		10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。	

20. 试题编号：2-1-20, 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.
Url	http://pandafireworks.com
Office Address	No.271, Liuyang avenue, Liuyang, Hunan, China
Zip Code	411-31-4
Phone	1-86-1-731-8394361-9
Fax	1-86-1-731-83941-528

②进口方基本情况

Company	Exhibit Company
Url	http://exhibitcompany.com/

Office Address	1920 Goodyear Suite E, Ventura CA 9301-3, U.S.A.
Phone	81-5 658 1991
Fax	81-5 642 211-8
Toll free	1 800 576 01-18

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 201-8 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

(40%)

Directions: You are required to complete a negotiation based on the following situation with at least 60 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 JSD1-29 49 shots and JSD1-30 138 shots. Hua Shan agrees to replace the wrong goods and to be responsible for the related expense.

You are required to finish the following tasks:

- Complain about the wrong goods;
- State the problem and show the survey report;
- Emphasize the result of the problem;
- Inquire about the solution to the problem;
- Ask for the time to replace the goods;

- Inquire about how to deal with the wrong goods;
- Insist that the exporter be responsible for the expense;
- Express your satisfaction of solving this problem.

A: You, Jordan Carter (the importer) B: Hua Shan(the exporter)

A: Mr. Hua, I'd like to talk with you about the goods we ordered: Flying Dragon Rocket Fireworks of the specification JSD1-29 49 shots and JSD1-30 138 shots. You delivered the wrong goods.

B: Mr. Carter, What happened? Can you tell me more details?

A: _____.

B: Let me see. The wrong articles were dispatched. It might be caused by our packing department.

A: _____.

B: We are really sorry for the inconvenience we've brought to you.

A: _____.

B: We'll send you the right products to replace the wrong ones.

A: _____.

B: We can assure you that the goods will be shipped to you by the end of this month.

A: Then, how to deal with the wrong goods?

B: Will you please send them back by the next available ship?

A: _____.

B: You can rest assured we'll pay for all the expense arising out of this incident.

A: _____.

B: Thank you for your understanding.

Section II 外贸英语函电撰写

(40%)

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 Firework;

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

	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个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。考评员要求具备两年以上从事国际贸易工作经验或三年以上商务英语实践教学指导经历。	必备

三、考核时量：90 分钟

四、评分细则

商务英语谈判项目的考核实行 100 分制，评价内容包括职业素养、作品完成情况两个方面。其中，职业素养占该项目总分的 20%，作品完成质量占该项目总分的 80%。具体评价标准见下表。

评价标准

评价内容	配分	评分标准	备注
		①按时参加考试，着装得体大方，言行举止	

职业素养 (20分)		20分	文明，讲究卫生。(5分) ②遵守考场纪律，听从考评员指挥，不得与考评员及其他考生发生冲突。(5分) ③爱护设备，不得故意损坏设备，未经考评员同意，不得随意更换座位。(5分) ④完全按照工作要求填写个人信息并提交试卷，考试结束后关闭考试系统，能将键盘归位、座椅摆放有序。(5分)	
作品 质量 (80分)	投诉 与 索赔 谈判 对话 设计 (40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
		10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。	
		10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 (40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。	
		15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。	
		10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。	

项目二：外贸单证缮制

1. 试题编号：2-2-1，信用证审核、商业发票缮制、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、考试资料中的信用证为错误的信用证，考试中凡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 条款中的问题条款。

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、产地证缮制

分析信用证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	SANY GROUP
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Url	http://www.sanygroup.com/group/en-us/
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA
Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.cn

2、进口方基本情况

Company	MH&W INTERNATIONAL CORPORATION
Url	http://www.mhw-intl.com/about.htm
Office Address	14 LEIGHTON PLACE, MAHWAH, NJ 1-7430-3119, U.S.A.
Tollfree	无
Phone	(21-1) 891-8800
Fax	(21-1) 891-1-625

3、合同

销售合同			
SALES CONTRACT			
SELLER	SANY GROUP	NO.:	SY22843
	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA	DATE:	MAR.20, 21-22
		SIGNED IN:	CHANGSHA
BUYER	MH &W INTERNATIONAL CORPORATION 14 LEIGHTON PLACE, MAHWAH, NJ 1-7430-3119, 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			
STAINLESS STEEL HELICAL GEAR	5,000 PCS	USD 10/PC	USD50,000.00
Total:	5,000 PCS		USD50,000.00
5. Total Value	SAY U.S. DOLLARS FIFTY THOUSAND ONLY.		
6. Packing	PACKED IN CARTONS OF 100 PCS EACH TOTAL: 50 CARTONS		
7. Shipping Marks	N/M		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF APRIL 21-22 FROM GUANGZHOU TO NEW YORK WITH PARTIAL SHIPMENT AND TRANSSHIPMENT ALLOWED.		
9. Port of Loading & Destination	FROM: GUANGZHOU TO : NEW YORK		
10. Insurance	THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981		
11. Terms of Payment	TO BE MADE BY SIGHT L/C		
12. Remarks	The Buyer MERCO TRADING CO. (signature)	The Seller SANY GROUP (signature)	

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT REVOCABLE

20: DOCUMENTARY CREDIT NUMBER 13001-6/1-2

31C: DATE OF ISSUE 221-412

31D: DATE AND PLACE OF EXPIRY 221-521 CHINA

50: APPLICANT

MH & W INTERNATIONAL CORPORATION

14 LEIGHTON PLACE, MHAWH, NJ 1-7430-3119, U.S.A.

59: BENEFICIARY

SANY CORP.

SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL
DEVELOPMENT ZONE, CHAGSHA, HUNAN, CHINA

32B: AMOUNT USD 5,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFT AT AT SIGHT

42D: DRAWEE AMERICANEXPRESS, NEW YORK BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHENZHEN, CHINA

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

44C: LATEST DATE OF SHIPMENT 221-430

45A: DESCRIPTION OF GOODS

5,000 PCS STAINLESS STEEL HELICAL GEAR USD 10/PC CIF NEW YORK

46A: DOCUMENTS REQUIRED

+ SINGED 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 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 ADVICE 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 A DOCUMENT
WAS SENT DIRECTY 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.: SY2281-7
- (2) INVOICE DATE: APRIL 1-4, 21-22
- (3) G. W.: 3.0 KGS/CTN
N.W.: 2.5 KGS/CTN
MEAS: 0.1-2 CBM/CTN
PACKED IN ONE CTN OF 100 PCS
TOTAL ONE 20'CONTAINER
- (4) VESSEL: RAINBOW V. 01-7
- (5) B/L NO.: COCS001-362
- (6) B/L DATE: APPIL 22, 21-22
- (7) POLICY NO.: SH1-38812
- (8) REFERENCE NO.: 21-221-519

(四) 抽考试题

1、根据考试资料中的合同审核错误的信用证（四），指出不符之处并修正。

（本题共 30 分）

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

三一重工				
Sany Group				
Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China				
TEL: 01-86-21-21-27181-2 FAX: 01-86-21-21-271861				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				

SAY TOTAL:

3、根据以上资料缮制产地证。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

GENERALIZED SYSTEM OF PREFERENCES					
CERTIFICATE OF ORIGIN (FORM A)					
1. Goods consigned from:			Reference No. _____		
(Exporter's business name, address, country)			Issued in _____(Country)		
2. Goods consigned to:			3. For official use		
(Consignee's name, address, country)					
4. Means of transport and route:					

5. Country/ region of destination:	6. Marks & numbers of packages:	7. Number and kind of packages; description of goods:	8. Origin criterion	9. Gross weight or other quantity:	10. Number and date of invoice:

11. Declaration by the exporter :			12. Certificate		
The undersigned hereby declares that the above details and statements are correct: that all the goods were produced in			It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.		
_____					
(Country)					
and that they comply with the origin requirements specified for these goods in the Asia-Pacific Trade Agreement for goods exported to					

(Importing Country)					
_____			_____		
Place and date, signature of authorized			Place and date, signature and stamp of 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两年以上从事国际贸易工作经验或三年以上外贸单证缮	必备

	制实践教学指导经历。	
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三、考核时量

考核时间：90 分钟

四、评分细则

评价内容	配分	考核点	备注	
职业素养 20分	20分	1、守时守信，着装得体，举止文明，讲究卫生。（5分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5分）	严重违反考场纪律，造成恶劣影响的记0分。	
信用证 同 审 核 30 分	30分	1、买卖双方的名称与地址是否有误；	信用证审核每题共6处错误，每处5分，找出错误3分，修正错误记2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	4分	5、合同金额和币种是否有误；	商业发票缮制	
	4分	6、唛头是否有误；		部分每个空白栏目按其规定
	3分	7、起运港和目的港是否有误；		
	4分	8、分批装运和转运是否有误；		
		9、保险险别、保险金额是否有误；		
		10、最迟装运期是否有误；		
		11、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，规范信息准确无误。		
		货物总价：计算准确无误，货币名称正确。		

作品 80分	业 发 票 缮 制 25 分	3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、填错 （包括拼写、大 小写、标点符号 错误）每处扣一 分，扣完本份商 业发票的分数 为止。
		11分	其他栏目（发票号码、发票日期、运输路线、 货物唛头、货物单价、货物数量、贸易术语等 栏目）：信息完整无误，拼写正确。	
	产 地 证 缮 制 25 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、填错（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。
		4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。	
		4分	签发日期：计算准确无误，拼写正确。	
		14分	其他栏目（出口方、运输方式、唛头、数量、 海关代码、发票号码及日期、出口方声明等栏 目）：信息准确无误，拼写正确。	

2. 试题编号：2-2-2，合同审核、商业发票缮制、提单缮制

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，考试中凡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、商业发票缮制

分析合同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合同的条款一致。

3、提单缮制

分析合同中运输条款，准确缮制提单，确保缮制的提单与合同的条款一致。

(三) 考试资料

1、出口方基本情况

Company	HUNAN HAILI CHEMICAL INDUSTRY CO., LTD. (Hunan Haili)
Url	http://www.hnhlc.com
Office Address	NO. 251, 2ND SECTION, FURONG(M) ROAD, CHANGSHA, HUNAN, CHINA
Zip code	41001-7

Phone	86-731-85357829
Fax	86-731-85357977
E-mail	sh601-731@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 1911-3, U.S.A.
Tollfree	1-800-323-711-7
Phone	1-215-2996000
Fax	1-215-2995998

3、谈判备忘录

Minutes of a Meeting

TIME:	Mar. 17-20, 21-22
PLACE:	Conference Room of Vaya Hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mr. Litong (Party A: Sales Manager of Hunan Haili Chemical Industry Co., Ltd.)
PRESENT:	Mr. Patrick Henry (Party B: Purchasing Manager of FMC Corporation)

SUMMARY OF THE MEETING

After several rounds of negotiation, Party A and Party B come to terms on March 20 over the transaction of 300 woven bags of Carbendzim. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

CARBENDZIM

50%WP, 25%WP

- 2、 Packing: To be packed in woven bags.
- 3、 Weight and measurement:
 - G.W.: 26 KGS/WOVEN BAG
 - N.W.: 24 KGS/ WOVEN BAG
 - MEAS: 0.1-2 CBM/ WOVEN BAG
- 4、 Shipping marks: N/M
- 5、 Unit price and quantity: CIF New York
CARBENDZIM
 - 50%WP USD 95/bag 150 woven bags
 - 25%WP USD 90/bag 150 woven bags
- 6、 Time and terms of shipment:
 - To be shipped within 60 days after the contract is signed.
 - Transshipment and partial shipment are prohibited.
- 7、 Ports of loading and destination: From Shanghai to New York
- 8、 Insurance: To be covered against F.P.A. and T.P.N.D.
- 9、 Terms of payment: 30% by T/T as prepayment and 70% 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, 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: HUNAN HAILI CHEMICAL INDUSTRY CO., LTD. **NO.:** RT22144
NO. 251, 2ND SECTION, FURONG (M) ROAD, **DATE:** MAR.20, 21-22
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: FWC CORPORATION
1735 MARKET STREET, PHILADELPHIA, PA 1911-3 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 NEW YORK

CARBENDZIM			
50%WP	150 BAGS	USD 95.00/BAG	USD 14,250.00
25%WP	150 BAGS	USD 90.00/BAG	USD 13,500.00
TOTAL	400 BAGS		USD 27,750.00

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

6. Packing G. W: 30 KGS/BAG
N.W: 24 KGS/ BAG
MEAS: 0.1-2 CBM/ BAG
PACKED IN 300 BAGS

7. Shipping Marks: N/M

8. Time of Shipment & means of Transportation: TO BE EFFECTED AFTER MAY 20, 21-22 FROM SHANGHAI TO NEW YORK WITH PARTIAL SHIPMENT AND TRANSHIPMENT ALLOWED

9. Port of Loading & Destination FROM: SHANGHAI
TO: NEW YORK

10. Insurance THE SELLER SHALL COVER INSURANCE 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 30% BY T/T AS PREPAYMENT AND 70% by D/P AT SIGHT

12. Remarks

The Buyer	The Seller
FMC CORPORATION	HUNAN HAILI CHEMICAL INDUSTRY CO., LTD.
(Signature)	(Signature)

5、相关资料

- (1) INVOICE NO.: XH67821
- (2) INVOICE DATE: APRIL 1-5, 21-22
- (3) PACKING
 - G.W: 26 KGS/ BAG
 - N.W: 24 KGS/ BAG
 - MEAS: 0.1-2 CBM/ BAG
 - PACKED IN 300 BAG
 - TOTAL ONE 20' CONTAINER
- (4) VESSEL: MAY FLOWER V. 01-9
- (5) B/L NO.: COCS2274892
- (6) B/L DATE: MAY 16, 21-22
- (7) POLICY NO.: SH1-22518
- (8) CERTIFICATE NO.: 21-221-514
- (9) H.S. CODE: 29339901-1
- (10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、根据谈判备忘录审核错误的合同，指出不符之处并修正。(本题 30 分)

- 1. _____
- 2. _____

3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

湖南海利化工有限公司				
Hunan Haili Chemical Industry Co.,Ltd				
No.251, 2 nd Section, Furong(M)Road, Changsha, Hunan, China				
TEL: 86-731-85357829 FAX: 86-731-85357977				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				
SAY TOTAL:				

3、根据提供的资料缮制提单。(本题共 25 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 & 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	

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
合同审	30 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、唛头是否有误；	合同审核每题共 6 处错误，每处 5 分，找出错

作品 80分	核		7、起运港和目的港是否有误； 8、分批装运和转运是否有误； 9、保险险别、保险金额是否有误； 10、最迟装运期是否有误； 11、合同的支付方式的付款期限是否有误；	误3分，修正错误记2分。
	商业 发 票 缮 制 20 分	4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、填错（包括拼写、大小写、标点符号错误）每处扣一分，扣完本份商业发票的分数为止。
		4分	货物描述：品名拼写正确，规格信息准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		3分	总价文字描述：大写数字英文表述准确无误。	
		11分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、贸易术语等栏目）：信息完整无误，拼写正确。	
	提 单 缮 制 25 分	4分	收货人条款：根据谈判备忘录中有关提单的条款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、填错（包括拼写、大小写、标点符号错误）每处扣1分，扣完本分提单的分数为止。
		6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。	
		1分	毛重条款：计算准确无误，单位描述正确。	
		1分	体积条款：计算准确无误，单位准确无误。	
13分		其他栏目（托运人、通知人、船名及船次、装运港、卸货港、总件数英文表示、最终目的地、提单号码、唛头、运费条款等栏目）：信息准确无误，拼写正确。		

3. 试题编号：2-2-3，信用证审核、保险单缮制、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，考试中凡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 条款中的问题条款。

2、保险单缮制

分析信用证中保险条款，准确缮制保险单，确保缮制的保险单与信用证的条款一致。

3、汇票缮制

分析信用证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	PANDA FIREWORKS GROUP CO., LTD.
Url	http://www.pandafireworks.com/
Office Address	NO. 271, LIUYANG AVENUE, LIUYANG, HUNAN, CHINA

Zip code	411-300
Phone	86-731-83668919
Fax	86-731-8364991-9
E-mail	JOE@pandafireworks.com

2、进口方基本情况

Company	FIREWORKS BY GRUCCI LTD.
Url	http://grucci.com/indexhotel.html?page=1
Office Address	ONE GRUCCI LANE BROOKHAVEN, NY 11719, U.S.A.
Tollfree	无
Phone	1-631-286-01-88
Fax	1-631-286-91-36

3、合同

销售合同			
SALES CONTRACT			
SELLER:	PANDA FIREWORKS GROUP CO., LTD.	NO.:	OMG22843
	NO. 271, LIUYANG AVENUE, LIUYANG,	DATE:	MAR.10, 21-22
	HUNAN CHINA	SIGNED IN:	CHANGSHA
BUYER:	FIREWORKS BY GRUCCI LTD. ONE GRUCCI LANE BROOKHAVEN, NY 11719, 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			
SHOTS COLOR PEARL FLOWER FIREWORKS	700 DOZENS	USD 50/DOZEN	USD 35,000.00
Total:	700 DOZENS		USD 35,000.00

5. Total Value	SAY U.S. DOLLARS THIRTY FIVE THOUSAND ONLY.
6. Packing	5 DOZENS/CARTON PACKED IN 140 CARTONS
7. Shipping Marks	N/M
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF MAY 21-22 FROM SHANGHAI TO NEW YORK WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED.
9. Port of Loading & Destination	FROM: SHANGHAI TO: NEW YORK
10. Insurance	THE SELLER 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	The Seller
FIREWORKS BY GRUCCI LTD.	PANDA FIREWORKS GROUP CO., LTD.
(signature)	(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 38438/1-2

31C: DATE OF ISSUE 221-415

31D: DATE AND PLACE OF EXPIRY 221-621 CHINA

50: APPLICANT
FIREWORKS BY GRUCCI LTD
ONE GRUCCI LANE BROOKHAVEN, NY 11719, U.S.A.

59: BENEFICIARY
PANDA FIREWORKS GROUP CO., LTD.
NO. 271, LIUYANG ROAD, LIUYANG, HUNAN, CHINA

32B: AMOUNT USD 35,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFTS AT 60 DAYS AFTER SIGHT

42D: DRAWEE CITI BANK, NEW YORK BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

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

44C: LATEST DATE OF SHIPMENT 221-531

45A: DESCRIPTION OF GOODS
700 DOZENS SHOTS COLOR PEARL FLOWER FIREWORKS
EUR 50/DOZEN 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 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 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.: XX33678

(2) INVOICE DATE: APRIL 25, 21-22

(3) PACKING

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

16

14

0.1-58

PACKED IN 140 CARTONS

TOTAL ONE 20' CONTAINER

(4) VESSEL: SAILING V. 330G

(5) B/L NO.: BALA221-5314

(6) B/L DATE: MAY 10, 21-22

(7) POLICY NO.: FR21-221-51-7

(8) REFERENCE NO.: 21-221-51-4

四、抽考试题

1、根据考试资料中的合同审核错误的信用证，指出不符之处并修正。

(本题共 30 分)

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制保险单。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

中保财产保险有限公司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海洋货物运输保险单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured:			
<p>中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单</p>			
<p>This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.</p>			
保险货物项目	包装、单位、数量	保险金额	
Description of Goods	Packing Unit Quantity	Amount Insured	
承保险别		货物标记	

Condition		Marks of Goods	
总保险金额： Total Amount Insured			
保费	运输工具	开航日期	
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____	
启运港		目的港	
From: _____		To: _____	
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>			
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>			
中保财产保险有限公司			
The People's Insurance (Property) Company of China. Ltd.			
赔款偿付地点			
Claim payable at: _____			
日期			
Date: _____		General Manager: 张洋	
地址：			
Address: _____			

3、根据以上资料缮制汇票。（本题共 25 分）

（注：信用证的信息必须是修正后的正确信息）

BILL OF EXCHANGE

Drawn under _____

L/C No. _____

Dated _____

No. _____ Exchange for _____ Changsha, China _____

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

Pay to the order of _____

The sum of _____

To _____

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分		1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分)	严重违反考场纪律，造成恶劣影响的

		20分	<p>3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。（5分）</p> <p>4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5分）</p>	记0分。
作品 80分	信用证审核	30分	<p>1、买卖双方的名称与地址是否有误；</p> <p>2、品名、规格、数量、重量、单价是否有误；</p> <p>3、货物包装、体积是否有误；</p> <p>4、使用的贸易术语是否有误；</p> <p>5、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>	信用证审核 每题共6处错误，每处5分，找出错误3分，修正错误记2分。
	保险单缮制	3分	保险金额条款：根据信用证中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保险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，扣完本张保险单的分数为止。
		2分	承保险别条款：根据信用证中有关保险条款的规定正确填写保险的险别，拼写正确无误。	
		2分	保险单日期填写符合信用证的要求（保险单日期与提供的参考答案前后相差一天）。	
		18分	其他栏目（发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目）：信息完整无误，拼写正确。	
汇	4分	出票条款：包括开证行完整名称、信用证号和	汇票缮制部	

票 缮 制 25 分		开证日期，拼写准确无误。	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。
	4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。	
	5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。	
	12分	其他栏目(出票地点及出票日期、汇票号码、 付款期限、付款人、出票人等栏目)：信息完整 无误，拼写正确。	

4. 试题编号：2-2-4，信用证审核、商业发票缮制、提单缮制

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，考试中凡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 条款中的问题条款。

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。

(三) 考试资料

1、出口方基本情况

Company	PANDA FIREWORKS GROUP CO., LTD.
Url	http://www.pandafireworks.com/
Office Address	NO. 271, LIUYANG AVENUE, LIUYANG, HUNAN, CHINA
Zip code	411-300

Phone	86-731-83668919
Fax	86-731-8364991-9
E-mail	JOE@pandafireworks.com

2、进口方基本情况

Company	FIREWORKS BY GRUCCI LTD.
Url	http://grucci.com/indexhotel.html?page=1
Office Address	ONE GRUCCI LANE BROOKHAVEN, NY 11719, U.S.A.
Tollfree	无
Phone	1-631-286-01-88
Fax	1-631-286-91-36

3、合同

销售合同			
SALES CONTRACT			
SELLER:	PANDA FIREWORKS GROUP CO., LTD.	NO.:	OMG22843
	NO. 271, LIUYANG AVENUE, LIUYANG,	DATE:	MAR.10, 21-22
	HUNAN CHINA	SIGNED IN:	CHANGSHA
BUYER:	FIREWORKS BY GRUCCI LTD. ONE GRUCCI LANE BROOKHAVEN, NY 11719, 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			
SHOTS COLOR PEARL FLOWER FIREWORKS	700 DOZENS	USD 50/DOZEN	USD 35,000.00
Total:	700 DOZENS		USD 35,000.00
5. Total Value	SAY U.S. DOLLARS THIRTY FIVE THOUSAND ONLY.		

6. Packing	5 DOZENS/CARTON PACKED IN 140 CARTONS
7. Shipping Marks	N/M
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF MAY 21-22 FROM SHANGHAI TO NEW YORK WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED.
9. Port of Loading & Destination	FROM: SHANGHAI TO: NEW YORK
10. Insurance	THE SELLER 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	The Seller
FIREWORKS BY GRUCCI LTD.	PANDA FIREWORKS GROUP CO., LTD.
(signature)	(signature)

4、信用证

27: SEQUENCE OF TOTAL 1/1

40A: FORM OF DOCUMENTARY CREDIT IRREVOCABLE

20: DOCUMENTARY CREDIT NUMBER 38438/1-2

31C: DATE OF ISSUE 221-415

31D: DATE AND PLACE OF EXPIRY 221-621 CHINA

50: APPLICANT
FIREWORKS BY GRUCCI LTD
ONE GRUCCI LANE BROOKHAVEN, NY 11719, U.S.A.

59: BENEFICIARY

PANDA FIREWORKS GROUP CO., LTD.

NO. 271, LIUYANG ROAD, LIUYANG, HUNAN, CHINA

32B:	AMOUNT	USD 35,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	60 DAYS AFTER SIGHT
42D:	DRAWEE	CITI BANK, NEW YORK BRANCH
43P:	PARTIAL SHIPMENTS	ALLOWED
43T:	TRANSSHIPMENT	ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	SEATTLE, U.S.A.
44C:	LATEST DATE OF SHIPMENT	221-531
45A:	DESCRIPTION OF GOODS	
		700 DOZENS SHOTS COLOR PEARL FLOWER FIREWORKS
		EUR 50/DOZEN 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 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 CHINA ARE FOR ACCOUNT OF BENEFICIARY.

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

5、相关资料

(1) INVOICE NO.: XX33678

(2) INVOICE DATE: APRIL 25, 21-22

(3) PACKING

G. W. (KGS/CARTON)	N. W. (KGS/CARTON)	MEAS (CBM/CARTON)
16	14	0.1-58

PACKED IN 140 CARTONS

TOTAL ONE 20' CONTAINER

(4) VESSEL: SAILING V. 330G

(5) B/L NO.: BALA221-5314

(6) B/L DATE: MAY 10, 21-22

(7) POLICY NO.: FR21-221-51-7

(8) REFERENCE NO.: 21-221-51-4

(四) 抽考试题

1、根据考试资料中的合同，审核错误的信用证，指出不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____

5. _____

6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注: 信用证的信息必须是修正后的正确信息)

熊猫烟花集团股份有限公司
Panda Fireworks Group Co., Ltd.
No. 271, Liuyang Avenue, Liuyang, Hunan, China
TEL: 86-731-83668919 FAX: 86-731-8364991-9
商业发票

COMMERCIAL INVOICE

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

SAY TOTAL: _____

3、根据以上资料缮制提单。(本题共 25 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 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">ORIGINAL</div>	
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 & 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	

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位,每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器, 40-50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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: 90 分钟

四、评分标准

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信, 着装得体, 举止文明, 讲究卫生。 (5 分) 2、遵纪守法, 耐心细致, 听从考评员指挥, 不得和考评员及其他考生发生冲突。(5 分) 3、爱护设备, 规范操作, 未经考评员允许不得私自更换座位。(5 分) 4、按要求提交试卷, 考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律, 造成恶劣影响的记 0 分。
(信用证 审	30 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、合同中溢端装条款是否有误; 7、唛头是否有误;	信用证审核每题共 6 处错误, 每处 5 分, 找出错误 3 分, 修正错误记 2 分。

作品 80分	核		8、起运港和目的港是否有误； 9、分批装运和装运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误。	
	商业 发 票 缮 制 25 分	4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算赋分，未填、错填（包括拼写、大小写、标点符号错误）每出扣1分，扣完本份商业发票的分数为止。
		4分	货物描述：品名拼写正确，规格信息填写准确无误	
		3分	货物总价：计算准确无误，货币名称正确。	
		3分	总价文字描述：大写数字英文表述准确无误。	
		11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 25 分	4分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填（包括拼写、大小写、标点符号错误）每出扣1分，扣完本份提单的分数为止。
		6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。	
		1分	毛重条款：计算准确无误，单位描述正确。	
		1分	体积条款：计算准确无误，单位描述正确	
		13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。	

5. 试题编号：2-2-5，合同审核、商业发票缮制、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、考试资料中的合同为错误的合同，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

3、汇票缮制

分析合同中涉及汇票缮制的相关条款，准确缮制汇票，确保缮制的汇票与合同的条款一致。

(三) 考试资料

1、出口方基本信息

Company	BROAD AIR QUALITY TECHNOLOGY GROUP
Url	http://www.broad.com:81-90/english/
Office Address	YUANDA TOWN YUANDA 3 RD ROAD, CHANGSHA, HUNAN, CHINA
Zip code	411-138

Phone	86-731-841-86688
Fax	86-731-846101-87
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-1-1260 VANTAA, FINLAND
Zip code	无
Phone	+358 (0) 21-4 85 5111
Fax	+358 (0) 21-4 85 5500

3、谈判备忘录

Minutes of a Meeting	
TIME	Mar. 10-17, 21-22
PLACE	Conference Room of Dolton hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mr. Zhang Hui Party A: Sales manager of Board Air Quality Technology Group
PRESENT	Mr. Johnson Party B: Purchasing Manager of Onninen Group
SUMMARY OF THE MEETING	
<p>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:</p>	
<p>1. Name of commodity and specification:</p> <p style="padding-left: 40px;">Broad Fresh Air Machine</p> <p style="padding-left: 40px;">Model Tb100, Model DC3.6, Model DC5.4</p>	
<p>2. Packing: Each product shall be packed in a plastic bag and each bag in an overlap slotted</p>	

waterproof carton. All in 1,300 cartons

3. Weight and measurement

G.W.: 32KGS/CTN

N.W.: 30KGS/CTN

MEAS:0.9×0.8×0.6 CBM

PACKED IN 1, 300 CARTONS

4. Shipping marks:

ONNINEN

BRA22478-78

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. Port 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.:** BRA22478-78
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** MAR. 30, 21-22
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: ONNINEN COMPANY
MITTALINJA1, FI-1-1260 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
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CFR VARDO

BROAD FRESH AIR MACHINE			
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	USD700.00/UNIT	USD 70,000.00
TOTAL	1,300 UNITS		USD 415,000.00

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED THOUSAND ONLY.

6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH BAG IN AN OVERLAP SLOTTED WATERPROOF CARTON. ALL IN 1,300 CARTONS

7. Shipping Marks: ONNINEN
BRA22478-20
NO.1-1300

8. Time of Shipment & means of Transportation: TO BE EFFECTED BEFORE MAY 17,

21-22 FROM GUANGZHOU TO VARD0 WITH PARTIAL SHIPMENT NOT ALLOWED AND
TRANSHIPMENT ALLOWED

9. Port of Loading & Destination FROM: GUANGZHOU

TO: VARD0

10. Insurance THE SELLER SHALL COVER INSURANCE 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 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 THECHNOLOGY

(Signature)

5、相关资料

(1) INVOICE NO.: BR1-991-27-123

(2) INVOICE DATE: APRIL 20, 21-22

(3) PACKING

G.W.: 32 KGS/CTN

N.W.: 30 KGS/CTN

MEAS: 0.9×0.8×0.6 CBM

TOTAL SEVENTEEN 20'CONTAINERS

(4) VESSEL: DONGFANG1-22

(5) B/L NO.: COS22870

(6) B/L DATE: MAY 20, 21-22

(7) POLICY NO.: PICC2231-9

(8) D/P BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 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 3 rd Road, Changsha, Hunan, China				
TEL: 86-731-841-86688 FAX: 86-731-846101-87				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount

		Total:		
SAY TOTAL:				

3、根据以上考试资料缮制汇票。(本题 25 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE	
Drawn under _____	
L/C No. _____	
Dated _____	
No. _____ Exchange for _____ Changsha, China _____ D/P	
At ____ sight of this FIRST of Exchange (Second of exchange being unpaid)	
Pay to the order of _____	
The sum of _____	
To _____	

二、实施条件

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

设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分标准

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
合同审核	30 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、合同中溢端装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和装运是否有误； 10、保险险别、保险金额是否有误；	合同审核每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分		11、最迟装运期是否有误； 12、合同的支付方式是否有误。		
	商业 发 票 缮 制 25 分	4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算赋分,未填、错填(包括拼写、大小写、标点符号错误)每出扣1分,扣完本份商业发票的分数为止。
		4分	货物描述:品名拼写正确,规格信息填写准确无误	
		3分	货物总价:计算准确无误,货币名称正确。	
		3分	总价文字描述:大写数字英文表述准确无误。	
11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)			
汇 票 缮 制 25 分	4分	出票条款:包括开证行完整名称、信用证号和开证日期,拼写准确无误。	汇票缮制部分每个空白栏目按其规定的分值算赋分,未填、错填(包括拼写、大小写、标点符号错误)每出扣1分,扣完本张汇票的分数为止。	
	4分	收款人:信用证下以议付行为收款人;托收汇票,易托收行(出口地银行)为收款人;信息完整无误,拼写正确。		
	5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。		
	12分	其他栏目(出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目);信息完整无误,拼写正确。		

6. 试题编号：2-2-6，合同审核、保险单缮制、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、考试资料中的合同为错误的合同，考试中凡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、缮制保险单

分析合同中的保险条款，准确缮制保险单，确保缮制的保险单与合同的条款一致。

3、汇票缮制

分析合同中汇票缮制的相关条款，准确缮制汇票，确保缮制的汇票与合同的条款一致。

(三) 考试资料

1、出口方基本信息

Company	BROAD AIR QUALITY TECHNOLOGY GROUP
Url	http://www.broad.com:81-90/english/
Office Address	YUANDA TOWN YUANDA 3 RD ROAD, CHANGSHA, HUNAN, CHINA
Zip code	411-138
Phone	86-731-841-86688

Fax	86-731-846101-87
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-1-1260VANTAA, FINLAND
Zip code	无
Phone	+358 (0) 21-4 85 5111
Fax	+358 (0) 21-4 85 5500

3、谈判备忘录

Minutes of a Meeting	
TIME	Mar. 10-17, 21-21
PLACE	Conference Room of Dolton hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mr. Zhang Hui (Party A: Sales manager of Board Air Quality Technology Group)
PRESENT	Mr. Johnson (Party B: Purchasing Manager of Onninen Group)
SUMMARY OF THE MEETING	
<p>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:</p>	
<p>1. Name of commodity and specification:</p> <p style="padding-left: 40px;">Broad Fresh Air Machine</p> <p style="padding-left: 40px;">Model Tb100, Model DC3.6, Model DC5.4</p>	
<p>2. Packing: Each product shall be packed in a plastic bag and each bag in an overlap slotted waterproof carton. All in 1,300 cartons</p>	

3. Weight and measurement

G.W.: 32KGS/CTN

N.W.: 30KGS/CTN

MEAS: 0.9×0.8×0.6 CBM

PACKED IN 1, 300CARTONS

4. Shipping marks: ONNINEN

BRA21478-78

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. Port 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.:** BRA21478-78
YUANDA TOWN, YUANDA 3RD ROAD, **DATE:** MAR. 30, 21-21
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: ONNINEN COMPANY
MITTALINJA1, FI-1-1260 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 VARD0			
BROAD FRESH AIR MACHINE			
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	100UNITS	USD700.00/UNIT	USD 70,000.00
TOTAL	1,300 UNITS		USD 415,000.00

5. Total Value SAY U.S. DOLLARS FOUR HUNDRED THOUSAND ONLY.

6. Packing EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH BAG IN AN OVERLAP SLOTTED WATERPROOF CARTON. ALL IN 1,300 CARTONS

7. Shipping Marks: ONNINEN
BRA21478-20
NO.1-1300

8. Time of Shipment & means of Transportation: TO BE EFFECTED BEFORE MAY 17, 21-21 FROM GUANGZHOU TO VARD0 WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSHIPMENT ALLOWED

9. Port of Loading & Destination FROM: GUANGZHOU

TO: VARDO

10. Insurance THE SELLER 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 20% BY T/T AS PREPAYMENT AND 80% by D/P AT SIGHT

12. Remarks

The Buyer

ONNINEN GROUP

(Signature)

The Seller

BROAD AIR QUALITY TECHNOLOGY

(Signature)

5、相关资料

- (1) INVOICE NO.: BR2191-27-123
- (2) INVOICE DATE: APRIL 20, 21-21
- (3) PACKING
G.W.: 32 KGS/CTN
N.W.: 30 KGS/CTN
MEAS: 0.9×0.8×0.6 CBM
TOTAL SEVENTEEN 20' CONTAINERS
- (4) VESSEL: DONGFANG01-9
- (5) B/L NO.: COS21870
- (6) B/L DATE: MAY 20, 21-21
- (7) POLICY NO.: PICC2131-9
- (8) D/P BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题:

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____

2. _____

3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制保险单。(本题 25 分)

(注：合同信息必须是修正后的正确信息)

中保财产保险有限公司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海洋货物运输保险单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured:			
<p>中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单</p>			
<p>This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.</p>			
保险货物项目	包装、单位、数量	保险金额	
Description of Goods	Packing Unit Quantity	Amount Insured	
承保险别	货物标记		
Condition	Marks of Goods		

总保险金额： Total Amount Insured		
保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____
启运港		目的港
From _____		To _____
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>		
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in _____ Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>		
中保财产保险有限公司		
The People's Insurance (Property) Company of China. Ltd.		
赔款偿付地点		
Claim payable at _____		
日期		
Date: _____	General Manager: 张洋	
地址：		
Address: _____		

3、根据以上考试资料缮制汇票。（本题共 25 分）

（注：合同信息必须是修正后的正确信息）

BILL OF EXCHANGE	
Drawn under _____	
L/C No. _____	
Dated _____	
No. _____ Exchange for _____ Changsha, China _____ D/P	
At ____sight of this FIRST of Exchange (Second of exchange being unpaid)	
Pay to the order of _____	
The sum of _____	
To _____	

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分标准

评价内容	配分	考核点	备注
职业	20 分	1、守时守信，着装得体，举止文明，讲究卫生。(5 分) 2、遵纪守法，耐心细致，听从考评员指挥，	严重违反考场纪律，造成恶劣影响的记 0 分。

<p>素养 20分</p>		<p>不得和考评员及其他考生发生冲突。(5分)</p> <p>3、爱护设备,规范操作,未经考评员允许不得私自更换座位。(5分)</p> <p>4、按要求提交试卷,考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)</p>	
	<p>合同 审核 30分</p>	<p>30分</p> <p>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、最迟装运是否有误; 12、合同的支付方式是否有误。</p>	<p>合同审核每题共6处错误,每处5分,找出错误3分,修正错误记2分。</p>
<p>作品 80分</p>	<p>保险 单 缮 制 25分</p>	<p>3分 保险金额条款:根据合同中有关保险条款的规定进行保险金额的计算和填写,计算准确无误,拼写正确。</p> <p>2分 承保险别条款:根据合同中有关保险条款的规定正确填写保险的险别,拼写正确无误。</p> <p>2分 保险单日期填写符合合同的要求(保险单日期与提供的参考答案前后相差一天)。</p> <p>18分 其他栏目(发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目):信息完整无误,拼写正确。</p>	<p>保险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,扣完本张保险单的分数为止。</p>

	汇 票 缮 制 25 分	4分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本张汇票的分数为止。
		4分	收款人：信用证下以议付行为受款人；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。	
		5分	金额及币种：币种及金额必须与信用证保持一致，拼写准确无误。	
		12分	其他栏目（出票地点及出票日期、汇票号码、付款期限、付款人、出票人等栏目）；信息完整无误，拼写正确	

7. 试题编号：2-2-7，信用证审核、保险单缮制、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、考试资料中的信用证为错误的信用证，考试中凡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 条款中的问题条款。

2、保险单缮制

分析信用证中保险条款，准确缮制保险单，确保缮制的保险单与信用证的条款一致。

3、产地证缮制

分析信用证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、出口方基本资料

Company	SANY GROUP
Ur I	http://www.sanygroup.com/group/en-us
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND

	TECHNOLOGICAL DEVELOPMENT ZONE, CHANGSHA HUNAN CHINA
Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.n

2、进口方基本资料

Company	MALI INTERNATIONAL AG
Url	http://mail-group.visionline.ch/cn/home/
Office Address	LANDSIRASSE 175, 5430 WETTINGEN, SWITZERLAND
Toll-free	无
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30

3、合同

销售合同 SALES CONTRACT

SELLER: SANY GROUP

NO.: SY 2191-4

SANY INDUSTRY TOWN, ECONOMIC AND

DATE: SEPT, 1-4, 21-21

TECHNOLOGICAL DEVELOPMEN ZONE,

SIGNED IN: CHANGSHA

CHANGSHA HUNAN CHINA

BUYER: MALI INTERNATIONAL AG

LANDSIRASSE 175, 5430 WETTINGEN, SWITZERLAND

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 GOTHENBURG			
BEVEL GEAR	5,000 PCS	USD 2.5/PC	USD 12,500.00
MATERIAL STEEL(A3/A4)			
TOTAL	5,000 PCS		USD 12,500.00

5. Total value SAY U.S. DOLLARS TWELVE THOUSAND FIVE HUNDRED ONLY

6. Packing PACKED IN STANDARD CARTONS 20 PIECES PER CARTON
TOTAL: 250 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF OCTOBER 21-21 FROM SHANGHAI TO GOTHENBURG WITH TRANSSHIPMENT ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

9. Port of loading & Destination FROM: SHANGHAI
TO: GOTHENBURG

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISKS FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.L.L.L. DATED 1/1/1981

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

12. Remarks

The Buyer	The Seller
MALI INTERNATIONAL. AG	SANY GROUP
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	2901-121-8
31C:	DATE OF ISSUE	211-915
31D:	DATE AND PLACE OF EXPIRY	211121 SWITZERLAND
50:	APPLICANT	

MALI INTERNATIONAL AG

LANDSTRASSE 175, 5430 WETTINGEN, SWITZERLAND

59: BENEFICIARY

SANY GROUP

SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL
DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 1,250.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAIL ABLE WITH BY ANY BANK CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE BARCLAYS BANK PLC

SWITZERLAND BRANCH

43P: PARTIAL SHIPMENT ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO GOTHENBURG, SWITZERLAND

44C: LATEST DATE OF SHIPMENT 2111-31

45A: DESCRIPTION OF GOODS

5,000 PCS BEVEL GEER

MATERIAL: STEEL (A3/A4)

USD 2.5/PC CIF GOTHENBURG

46A: DOCUMENTS REQUIRED

+ ORIGINAL SIGNED INVOICE PLUS THREE COPIES

+ PACKING LIST IN TRIPLICATE

+ FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT TO ORDER
OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND
NOTIFY APPLICANT

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

+ MARINE INSURANCE POLICY FOR 110 PCT OF INVOICE VALUE BLANK ENDORSED,
COVERING ALL RISKS AND WAR RISK, CLAIMS PAYABLE AT DESTINATION

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

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

71B: CHARGES ALL BANKING CHARGES OUTSIDE SWITZERLAND 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.: SY39585

(2) INVOICE DATE SEPTEMBER 25, 21-21

(3) PACKING

PACKED IN STANDARD CARTONS, 20 PIECES PER CARTON

G.W.: 5.0 KGS/CTN

N.W: 4.5KGS/CTN

MEAS: 0.1-3 CRM/CTN

TOTAL ONE 20' CONTAINER

(4) VESSEL: VICTORY V. 81-28

(5) B/L NO: COCS21749

(6) B/L DATE: OCTOBER 15, 21-21

(7) POLICY NO.: TY216899

(8) REFERENCE NO.: 21-211-925

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制保险单。（本题共 25 分）

（注：信用证的信息必须是修正后的正确信息）

中保财产保险有限公司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海洋货物运输保险单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured:			
中保财产保险有限公司（以下简称本公司）根据被保险人的要求，及其所缴付约定的保险费，按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险，特签发本保单			
This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.			
保险货物项目	包装、单位、数量	保险金额	

Description of Goods	Parking Unit Quantity	Amount Insured
承保险别 Condition	货物标记 Marks of Goods	
总保险金额： Total Amount Insured: _____		
保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____
启运港	目的港	
From: _____	To: _____	
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>		
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>		
中保财产保险有限公司		
The People's Insurance (Property) Company of China. Ltd.		
赔款偿付地点		
Claim payable at _____		
日期		
Date: _____	General Manager: 张洋	
地址:		

Address: _____

3、根据以上资料缮制产地证。(本题共 25 分)

(注: 信用证的信息必须是修正后的正确信息)

GENERALIZED SYSTEM OF PREFERENCES					
CERTIFICATE OF ORIGIN (FORM A)					
1. Goods consigned from: (Exporter's business name, address, country)			Reference No. _____		
			Issued in _____ (Country)		
2. Goods consigned to: (Consignee's name, address, country)			3. For official use		
5. Means of transport and route: _____					
5. Country/ region of destination:	6. Marks & numbers of packages:	7. Number & kind of packages; description of goods:	8. Origin criterion (see notes overleaf)	9. Gross weight or other quantity:	10. Number & date of invoices:

11. Declaration by the exporter :			12. <u>Certificate</u>		
The undersigned hereby declares that the above details and statements are correct: that all the goods were produced in			It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.		
_____					
(Country)					
and that they comply with the origin requirements specified for these goods in the Asia-Pacific Trade Agreement for goods exported to					

(Importing Country)					
<p style="text-align: center;">SANY GROUP 三一重工 何浩然 (Authorized Signature)</p>			_____		
Place and date, signature of authorized			Place and date, signature and stamp of		
Signatory			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两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
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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
职业 素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
作品 80 分	信用 证 审 核 30 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；	信用证审核 每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

		12、汇票的付款期限是否有误；	
保 险 单 缮 制 25 分	3分	保险金额条款：根据信用证中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保 险 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，扣完本张保险单的分数为止。
	2分	承保险别条款：根据信用证中有关保险条款的规定正确填写保险的险别，拼写正确无误。	
	2分	保险单日期填写符合信用证的要求（保险单日期与提供的参考答案前后相差一天）。	
	18分	其他栏目（发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目）：信息完整无误，拼写正确。	
产 地 证 缮 制 25 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、填错（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。
	4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。	
	4分	签发日期：计算准确无误，拼写正确。	
	14分	其他栏目（出口方、运输方式、唛头、数量、海关代码、发票号码及日期、出口方声明等栏目）：信息准确无误，拼写正确。	

8. 试题编号：2-2-8，信用证审核、提单缮制、保险单缮制

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，考试中凡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 条款中的问题条款。

2、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。

3、保险单缮制

分析信用证中保险条款，准确缮制保险单，确保缮制的保险单与信用证的条款一致。

(三) 考试资料

1、出口方基本资料

Company	SANY GROUP
Ur I	http://www.sanygroup.com/group/en-us
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL

	DEVELOPMENT ZONE, CHANGSHA HUNAN CHINA
Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.n

2、进口方基本资料

Company	MALI INTERNATIONAL AG
Url	http://mail-group.visionline.ch/cn/home/
Office Address	LANDSIRASSE 175, 5430 WETTINGEN, SWITZERLAND
Toll-free	无
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30

3、合同

销售合同

SALES CONTRACT

SELLER: SANY GROUP

NO.: SY 2191-4

SANY INDUSTRY TOWN, ECONOMIC AND

DATE: SEPT, 1-4, 21-21

TECHNOLOGICAL DEVELOPMENT ZONE,

SIGNED IN: CHANGSHA

CHANGSHA HUNAN CHINA

BUYER: MALI INTERNATIONAL AG

LANDSIRASSE 175, 5430 WETTINGEN, SWITZERLAND

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 GOTHENBURG			
BEVEL GEAR	5,000 PCS	USD 2.5/PC	USD 12,500.00
MATERIAL STEEL(A3/A4)			
TOTAL	5,000 PCS		USD 12,500.00

5. Total value SAY U.S. DOLLARS TWELVE THOUSAND FIVE HUNDRED ONLY

6. Packing PACKED IN STANDARD CARTONS 20 PIECES PER CARTON
TOTAL: 250 CARTONS

7. Shipping Marks N/M

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF OCTOBER 21-21 FROM SHANGHAI TO GOTHENBURG WITH TRANSSHIPMENT ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

9. Port of loading & Destination FROM: SHANGHAI
TO: GOTHENBURG

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS & WAR RISKS FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.L.L.L. DATED 1/1/1981

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

12. Remarks

The Buyer	The Seller
MALI INTERNATIONAL. AG	SANY GROUP
(Signature)	(Signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	2901-121-8
31C:	DATE OF ISSUE	211-915
31D:	DATE AND PLACE OF EXPIRY	211121 SWITZERLAND
50:	APPLICANT	

MALI INTERNATIONAL AG

LANDSIRASSE 175, 5430 WETTINGEN, SWITZERLAND

59: BENEFICIARY

SANY GROUP

SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL
DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 1,250.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAIL ABLE WITH BY ANY BANK CHINA

42C: DRAFTS AT 30 DAYS AFTER SIGHT

42D: DRAWEE BARCLAYS BANK PLC

SWITZERLAND BRANCH

43P: PARTIAL SHIPMENTS ALLOWED

43T: TRANSSHIPMENT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO GOTHENBURG, SWITZERLAND

44C: LATEST DATE OF SHIPMENT 2111-31

45A: DESCRIPTION OF GOODS

5,000 PCS BEVEL GEER

MATERIAL: STEEL (A3/A4)

USD 2.5/PC CIF GOTHENBURG

46A: DOCUMENTS REQUIRED

+ORIGINAL SIGNED INVOICE PLUS THREE COPIES

+PACKING LIST IN TRIPLICATE

+FULL SET OF CLEAN ON BOARD OCEAN BILLS OF LADING MADE OUT TO ORDER
OF SHIPPER AND BLANK ENDORSED AND MARKED "FREIGHT PREPAID" AND
NOTIFY APPLICANT

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

+MARINE INSURANCE POLICY FOR 110PCT OF INVOICE VALUE, BLANK ENDORSED,
COVERING ALL RISKS AND WAR RISK, CLAIMS PAYABLE AT DESTINATION.

+ SHIPPING ADVICES MUST BE SENT To APPLICANT ON THE DATE OF SHPMENT
ADVISING SHUPPING MARKS, COMMODITY NAME, CARTON NUMBERS,TOTAL
GROSS WEIGHT, VESSEL NAME, BILL OF LOADING 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 SWITZERLAND ARE FOR
ACCOUNT OF APPLICANT

48: PERIODFOR PRESENTATION DOCUMENTS MUST BE PRESENTED
WITHIN15 DAYS AFTER THE DATE OF
SHIPMENT BUT WTTIN THE
VALIDITY OF THE CREDIT

5、相关资料

(1) INVOCE NO.: SY39585

(2) INVOICE DATE: SEPTEMBER 25, 21-21

(3) PACKING

PACKED IN STANDARD CARTONS, 20 PIECES PER CARTON

G.W.: 5.0 KGS/CTN

N.W: 4.5KGS/CTN

MEAS: 0.1-3 CRM/CTN

TOTAL ONE 20'CONTAINER

(4) VESSEL: VICTORY V. 81-28

(5) B/L NO: COCS01-749

(6) B/L DATE: OCTOBER 15, 21-21

(7) POLICY NO.: TY216899

(8) REFERENCE NO.: 21-211-925

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上资料缮制提单。（本题共 25 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.: _____	
Consignee or order		中国远洋运输公司	
Notify Party			
*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 & kind of	Gross weight	Measurement m3

	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.

3、根据以上考试资料缮制保险单。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

中 保 财 产 保 险 有 限 公 司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海 洋 货 物 运 输 保 险 单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured: _____			
<p>中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单</p>			

This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.

保险货物项目	包装、单位、数量	保险金额
Description of Goods	Packing Unit Quantity	Amount Insured

承保险别 Condition	货物标记 Marks of Goods
--------------------------	-------------------------------

总保险金额:
Total Amount Insured _____

保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____

启运港	目的港
From: _____	To: _____

所保货物,如发生本保险合同单项下可能引起索赔的损失或损坏,应立即通知本公司下述代理人查勘,如有索赔,应向本公司提交保险单正本(本保险单共有 份正本)及有关文件。如一份正本已用于索赔,其余正本则自动失效。

In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in _____ Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.

中保财产保险有限公司

The People's Insurance (Property) Company of China. Ltd.

赔款偿付地点

Claim payable at _____	
日期	
Date _____	General Manager: 张洋
地址:	
Address: _____	

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、	严重违反考场纪律，造成恶劣影响的记 0 分。

			键盘、座椅等相关设备归位。(5分)	
作品 80分	信用证审核	30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6处错误，每处5分，找出错误3分，修正错误记2分。
	提单缮制	4分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目
		6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。	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）
		1分	毛重条款：计算准确无误，单位描述正确。	每处扣1分，扣完本份提单的分数的为止。
		1分	体积条款：计算准确无误，单位描述正确。	
		13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。	
	保险单	3分	保险金额条款：根据信用证中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保险单缮制部分每个空白栏目按其规定的
		2分	承保险别条款：根据信用证中有关保险条款的规定正确填写保险的险别，拼写正确无误。	分值计算赋分，未填、错填（包括拼写、大小
		2分	保险单日期填写符合信用证的要求（保险单日	

	缮		期与提供的参考答案前后相差一天)。	写、标点符号错误) 每处扣 1 分, 扣完本张保险单的分数为止。
	制 25 分	18 分	其他栏目(发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目): 信息完整无误, 拼写正确。	

9. 试题编号：2-2-9，合同审核、商业发票缮制、保险单缮制

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，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

3、保险单缮制

分析合同中保险条款，准确缮制保险单，确保缮制的保险单与合同的条款一致。

(三) 考试资料

1、出口方基本资料

Company	HUNAN HAILI CHEMICAL INDUSTRY CO.,LTD.
Url	http://www.hnhlc.com
Office Address	NO.251,2 ND SECTION, FURONG(M)ROAD, CHANGSHA, HUNAN, CHINA

Zip code	41001-7
phone	86-731-85357829
Fax	86-731-85357977
E-mail	Sh601-731@sina.com

2、进口方基本资料

Company	DEVIDAYL(SALES)LIMITED
Url	http://www.devidayalagro.com
Office Address	1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA
E-mail	Bombay@devidayalagro.com
Phone	+91-22-23714913/23734871
Fax	+91-22-2374271-8

3、谈判备忘录

Minutes of a Meeting	
TIME	Apr.18-20, 21-22
PLACE	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mr.Litong (party A: Sales Manager of Hunan Haili Chemical Industry Co.Ltd)
PRESENT	Mr. Henry Link (party B: Purchasing Manager of Devidayal(Sales)Limited)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and party B come to terms on April 20 over the transaction of 150 drums of CARBOFURAN and 100 drums of CARBOSULFAN. A brief summary of the meeting is as follows:</p> <p>1. Name of commodity and specifications:</p> <p style="padding-left: 40px;">CARBOFURAN, CARBOSULFAN</p>	

2. Packing: To be packed in drums

3. Weight and measurement

G W: 18KGS/DRUM

N W: 16KGS/DRUM

MEAS: 0.2CBM/DRUM

4. Shipping marks: MUMBAI

RT22215

NO.1-25

5. Unit price and quantity: CIF MUMBAI

CARBOFURAN 150 DRUMS USD 80/DRUM

CARBOSULFAN 100 DRUMS USD100/DRUM

6. Time and terms of shipment

To be shipped within 45 days after the contract is signed.

Transshipment is not allowed, but partial shipment is allowed.

7. Ports of loading and destination: From Shanghai to Mumbai

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 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 war risk for 110% of the total invoice value.

4、合同

销售合同
SALES CONTRACT

SELLER: HUNAN HAILI CHEMICAL INDUSTRY CO., LTD

NO.: RT22215

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

DATE: APR.20, 21-22

CHANGSHA, HUNAN, CHINA

SIGNED IN: SHANGHAI

BUYER: DEVDAYL (SALES) LIMITED

1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA

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 MUMBAI
CARBOFURAN	150 DRUMS	USD 80/DRUM	USD 12,000.00
CARBOSULFAN	100 DRUMS	USD100/DRUM	USD 10,000.00
Total	250 DRUMS		USD 22,000.00

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

6. Packing G.W.: 18KGS/DRUM

N.W.: 16KGS/DRUM

MEAS: 0.2 CBM/DRUM

PACKED IN 250 DRUMS

7. Shipping Marks CHANGSHA

RT22215

NO.1-250

8. Time of Shipment & Means of Transportation TO BE EFFECTED BEFORE JUNE 4, 21-22 FROM SHANGHAI TO MUMBAI WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED

9. Port of loading & Destination: FROM: CHANGSHA

TO: MUMBAI

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL & WAR RISK
FOR 130% OF THE TOTAL INVOICE VALUE AS 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

DEVIDAYAL (SALES) LIMITED

HUNAN HAILI CHEMICAL INDUSTRY CO.,LTD

(Signature)

(Signature)

5、相关资料

- (1) INVOICE NO: XH54691
- (2) INVOICE DATE: MAY 5, 21-22
- (3) PACKING
 - G.W.: 18KGS/DRUM
 - N.W.: 16KGS/DRUM
 - MEAS: 0.2 CBM/DRUM
 - PACKED IN 250 DRUMS
 - TOTAL ONE 40'CONTAINER
- (4) VESSEL: PEACE V.1-11-7
- (5) B/L NO: COCS1-516427
- (6) B/L DATE: MAY 30, 21-22
- (7) POLICY NO: SH221-618
- (8) REFERENCE NO: 21-221-527
- (9) D/P BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题:

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

湖南海利化工有限公司				
Hunan Haili Chemical Industry Co.,Ltd				
No.251, 2 nd Section, Furong(M)Road, Changsha, Hunan, China				
TEL: 86-731-85357829 FAX: 86-731-85357977				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount

Total:				
SAY TOTAL:				

3、根据以上考试资料缮制保险单。(本题共 25 分)

(注: 合同的信息必须是修正后的正确信息)

中保财产保险有限公司				
The People's Insurance (Property) Company of China Ltd.				
	发票号码		保险单号次	
	Invoice No.		Policy No.	
海洋货物运输保险单				
MARINE CARGO TRANSPORTATION INSURANCE POLICY				
被保险人				
Insured: _____				
<p>中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单</p>				
<p>This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.</p>				
保险货物项目	包装、单位、数量		保险金额	
Description of Goods	Parking Unit Quantity		Amount Insured	
承保险别		货物标记		

Condition		Marks of Goods	
总保险金额： Total Amount Insured: _____			
保费	运输工具	开航日期	
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____	
启运港		目的港	
From: _____		To: _____	
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>			
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in _____ Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>			
中 保 财 产 保 险 有 限 公 司			
The People's Insurance (Property) Company of China. Ltd.			
赔款偿付地点			
Claim payable at _____			
日期			
Date: _____		General Manager: 张洋	
地址：			
Address: _____			

二、实施条件

项目	基本实施条件	备注
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场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
合同审核	30 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 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分	30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、最迟装运是否有误； 12、合同的支付方式是否有误。	
	商业 发 票 缮 制 25 分	4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。
		4分	货物描述：品名拼写正确，规格信息填写无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		3分	总价文字描述：大写数字英文表达准确无误。	
		11分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目）：信息完整无误，拼写正确。	
	保 险 单 缮 制 25 分	3分	保险金额条款：根据合同中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保险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，扣完本张保险单的分数为止。
		2分	承保险别条款：根据合同中有关保险条款的规定正确填写保险的险别，拼写正确无误。	
		2分	保险单日期填写符合合同的要求（保险单日期与提供的参考答案前后相差一天）。	
		18分	其他栏目（发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目）：信息完整无误，拼写正确。	

10. 试题编号：2-2-10，合同审核、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、考试资料中的合同为错误的合同，考试中凡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、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。

3、汇票缮制

分析合同中涉及汇票缮制的相关条款，准确缮制汇票，确保缮制的汇票与合同的条款一致。

(三) 考试资料

1、出口方基本资料

Company	HUNAN HAILI CHEMICAL INDUSTRY CO.,LTD.
Url	http://www.hnhlc.com
Office Address	NO.251, 2 ND SECTION, FURONG(M)ROAD, CHANGSHA, HUNAN, CHINA
Zip code	41001-7

phone	86-731-85357829
Fax	86-731-85357977
E-mail	Sh601-731@sina.com

2、进口方基本资料

Company	DEVIDAYL(SALES)LIMITED
Url	http://www.devidayalagro.com
Office Address	IST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAL 4001-10, INDIA
E-mail	Bombay@devidayalagro.com
Phone	+91-22-23714913/23734871
Fax	+91-22-2374271-8

3、谈判备忘录

Minutes of a Meeting	
TIME	Apr.18-20,21-22
PLACE	Conference Room of Huatian Hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mr.Litong (party A: Sales Manager of Hunan Haili Chemical Industry Co.Ltd)
PRESENT	Mr. Henry Link (party B: Purchasing Manager of Devidayal(Sales)Limited)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and party B come to terms on April 20 over the transaction of 150 drums of CARBOFURAN and 100 drums of CARBOSULFAN. A brief summary of the meeting is as follows:</p>	
<p>1. Name of commodity and specifications:</p> <p style="padding-left: 40px;">CARBOFURAN, CARBOSULFAN</p>	
<p>2. Packing: To be packed in drums</p>	

3. Weight and measurement

G W: 18KGS/DRUM

N W: 16KGS/DRUM

MEAS: 0.2CBM/DRUM

4. Shipping marks: MUMBAI

RT22215

NO.1-25

5. Unit price and quantity: CIF MUMBAI

CARBOFURAN 150 DRUMS USD 80/DRUM

CARBOSULFAN 100 DRUMS USD100/DRUM

6. Time and terms of shipment

To be shipped within 45 days after the contract is signed.

Transshipment is not allowed, but partial shipment is allowed.

7. Ports of loading and destination: From Shanghai to Mumbai

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 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 war risk for 110% of the total invoice value.

4、合同

销售合同

SALES CONTRACT

SELLER: HUNAN HAILI CHEMICAL INDUSTRY CO.,LTD **NO.:** RT22215
NO. 251,2ND SECTION,FURONG (M) ROAD, **DATE:** APR.20, 21-22
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: DEVDAYL (SALES) LIMITED
IST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA

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 MUMBAI	
CARBOFURAN	150 DRUMS	USD 80/DRUM	USD 12,000.00
CARBOSULFAN	100 DRUMS	USD100/DRUM	USD 10,000.00
Total	250 DRUMS		USD 22,000.00

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

6. Packing G.W.: 18KGS/DRUM
N.W.: 16KGS/DRUM
MEAS: 0.2 CBM/DRUM
PACKED IN 250 DRUMS

7. Shipping Marks MUMBAI
RT22215
NO.1-250

8. Time of Shipment & Means of Transportation TO BE EFFECTED BEFORE JUNE 4, 21-22 FROM SHANGHAI TO MUMBAI WITH PARTIAL SHIPMENT ALLOWED AND TRANSSHIPMENT ALLOWED

9. Port of loading & Destination: FROM: CHANGSHA
TO: MUMBAI

10. Insurance THE SELLER SHALL COVER INSURANCE AGAINST ALL & WAR
RISK FOR 130% OF THE TOTAL INVOICE VALUE AS THE RELEVANT
OCEAN MARINE CARGO OF P.I.C.C.DATED 1/1/1981

11. Terms of Payment To BE MADE BY T/T

12. Remarks

THE BUYER

THE SELLER

DEVIDAYAL (SALES) LIMITED

HUNAN HAILI CHEMICAL INDUSTRY CO, .LTD

(Signature)

(Signature)

5、相关资料

- (1) INVOICE NO: XH54691
- (2) INVOICE DATE: MAY 5, 21-22
- (3) PACKING
 - G. W.: 18KGS/DRUM
 - N.W.: 16KGS/DRUM
 - MEAS: 0.2 CBM/DRUM
 - PACKED IN 250 DRUMS
 - TOTAL ONE 40'CONTAINER
- (4) VESSEL: PEACE V.1-11-7
- (5) B/L NO: COCS2216427
- (6) B/L DATE: MAY 30, 21-22
- (7) POLICY NO: SH221-618
- (8) REFERENCE NO: 21-221-527
- (9) D/P BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题:

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____

2、请根据以上资料缮制提单。(本题共 25 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 <div style="border: 1px solid black; padding: 5px; display: inline-block;">ORIGINAL</div>	
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 & 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.

3、请根据以上考试资料缮制汇票。(本题 25 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE	
Drawn under	_____
L/C No.	_____
Dated	_____
No.	_____ Exchange for _____ Changsha, China _____ D/P
At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)	
Pay to the order of	_____
The sum of	_____
To	_____

二、实施条件

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

	训室照明通风良好。	
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
合同审	30 分	13、买卖双方的名称与地址是否有误； 1、品名、规格、数量、重量、单价是否有误； 2、货物包装、体积是否有误； 3、使用的贸易术语是否有误； 4、合同金额和币种是否有误； 5、合同中溢短装条款是否有误； 6、唛头是否有误； 7、起运港和目的港是否有误；	合同审核 每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分	核 30 分		8、分批装运和转运是否有误； 9、保险险别、保险金额是否有误； 10、最迟装运是否有误； 11、合同的支付方式是否有误。	
	提 单 缮 制 25 分	4 分	收货人条款：根据合同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。
		6 分	货物描述的条款：包括货物的总称、包装的总数量等，填写准确无误。	
		1 分	毛重条款：计算准确无误，单位描述正确。	
		1 分	体积条款：计算准确无误，单位描述正确。	
		13 分	其他栏目（托运人、通知人、船名及船次、装运港、卸货港、最终目的地、提单号码、唛头、运费条款等栏目）：信息完整无误，拼写正确。	
	汇 票 缮 制 25 分	4 分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本张汇票的分数为止。
		4 分	收款人：信用证下以议付行为受款人；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。	
		5 分	金额及币种：币种及金额必须与合同保持一致，拼写准确无误。	
		12 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	

11. 试题编号：2-2-11，信用证审核、商业发票缮制、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，考试中凡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 条款中的问题条款。

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、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	4101-11
Phone	86-731-82281-772
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 01-2, THAILAND
Tollfree	无
Phone	01-66-1-2-562 5672
Fax:	01-66-1-2-582 7679

3、合同

销售合同			
SALES CONTRACT			
SELLER:	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA	NO.:	HCOF-1201-9
		DATE:	FEB. 15, 21-22
		SIGNED IN:	CHANGSHA
BUYER:	CHAROEN POKPHAND GROUP 75 CHANGKAICHI STREET, BANGKOK 01-2, 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	500 MT	USD1,100/MT	USD550,000.00
Total:	500 MT		USD550,000.00
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	G. W: 48 KGS/BAG N. W: 46 KGS/BAG MEAS: 0.3 CBM/BAG PACKED IN ONE BAG OF 50 KGS EACH PACKED IN 10,000 BAGS		
7. Shipping Marks	N/M		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF MARCH 21-22 FROM GUANGZHOU TO BANGKOK WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSIPMENT 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		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 6751-8/1-3

31C: DATE OF ISSUE 221-225

31D: DATE AND PLACE OF EXPIRY 221-421 THAILAND

50: APPLICANT
CHAOREN POKPHAND GROUP
75 CHANGKAICHI STREET, BANGKOK 01-2, 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 221-331

45A: DESCRIPTION OF GOODS
500MT SUNFLOWER SEED
USD 2,100/MT 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 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 THAILAND ARE FOR ACCOUNT OF BENEFICIARY

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

5、相关资料

(1) INVOICE NO.: HNLY97735

(2) INVOICE DATE: MARCH 1, 21-22

(3) PACKING

G. W. (KGS/BAG)	N. W. (KGS/BAG)	MEAS (CBM/BAG)
48	46	0.3

PACKED IN 10,000 BAGS

TOTAL THIRTY EIGHT 40' CONTAINERS

(4) VESSEL: DONGFENG 500A

(5) B/L NO.: COCO7899392

(6) B/L DATE: MARCH 25, 21-22

(7) POLICY NO.: QE223465

(8) REFERENCE NO.: 21-221-210

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。（本题共 25 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: 86-731-82281-772 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 & Numbers	Description of Goods	Quantity	Unit Price	Amount
	Total:			

SAY TOTAL: _____

3、根据以上资料缮制汇票。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under _____

L/C No. _____

Dated _____

No. _____ Exchange for _____ Changsha, China _____ D/P

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

Pay to the order of _____

The sum of _____

To _____

二、实施条件

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

测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上外贸单证缮制实践教学指导经历。	必备
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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
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
信用证审核 30 分	30 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、合同中溢端装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和装运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误；	信用证审核每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分			12、汇票的付款期限是否有误。	
	商业 发 票 缮 制 25 分	4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 规定的分值算赋 分,未填、错填(包 括拼写、大小写、 标点符号错误)每 出扣1分,扣完本 份商业发票的分数 为止。
		4分	货物描述:品名拼写正确,规格信息填写准 确无误	
		3分	货物总价:计算准确无误,货币名称正确。	
		3分	总价文字描述:大写数字英文表述准确无 误。	
11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)			
汇 票 缮 制 25 分	4分	出票条款:包括开证行完整名称、信用证号 和开证日期,拼写准确无误。	汇票缮制部分每个 空白栏目按其规定 的分值算赋分,未 填、错填(包括拼 写、大小写、标点 符号错误)每出扣1 分,扣完本张汇票 的分数为止。	
	4分	收款人:信用证下以议付行为受款人;托收 汇票,易托收行(出口地银行)为受款人; 信息完整无误,拼写正确。		
	5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。		
	12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。		

12. 试题编号：2-2-12，信用证审核、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，考试中凡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 条款中的问题条款。

2、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。

3、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	4101-11
Phone	86-731-82281-772
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 01-2, THAILAND
Tollfree	无
Phone	01-66-1-2-562 5672
Fax:	01-66-1-2-582 7679

3、合同

销售合同 SALES CONTRACT			
SELLER:	HUNAN CEREALS, OILS AND FOODSTUFFS IMP. & EXP. GROUP CORP. LTD. NO. 2 ZHUYUAN RD, CHANGSHA, HUNAN, CHINA	NO.:	HCOF-1201-9
		DATE:	FEB. 15, 21-22
		SIGNED IN:	CHANGSHA
BUYER:	CHAROEN POKPHAND GROUP 75 CHANGKAICHI STREET, BANGKOK 01-2, 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	500 MT	USD1,100/MT	USD550,000.00

Total:	500 MT	USD550,000.00
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	G. W: 48 KGS/BAG N. W: 46 KGS/BAG MEAS: 0.3 CBM/BAG PACKED IN ONE BAG OF 50 KGS EACH PACKED IN 10,000 BAGS	
7. Shipping Marks	N/M	
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF MARCH 21-22 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		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	6751-8/1-3
31C:	DATE OF ISSUE	221-225
31D:	DATE AND PLACE OF EXPIRY	221-421 THAILAND
50:	APPLICANT	
	CHAOREN POKPHAND GROUP	
	75 CHANGKAICHI STREET, BANGKOK 01-2, 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	221-331
45A:	DESCRIPTION OF GOODS	
	500MT SUNFLOWER SEED	USD 2,100/MT 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 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 THAILAND ARE FOR ACCOUNT OF BENEFICIARY

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

5、相关资料

(1) INVOICE NO.: HNLY97735

(2) INVOICE DATE: MARCH 1, 21-22

(3) PACKING

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

48

46

0.3

PACKED IN 10,000 BAGS

TOTAL THIRTY EIGHT 40' CONTAINERS

(4) VESSEL: DONGFENG 500A

(5) B/L NO.: COCO7899392

(6) B/L DATE: MARCH 25, 21-18

(7) POLICY NO.: QE223465

(8) REFERENCE NO.: 21-221-210

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上资料缮制提单。（本题共 25 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.: _____	
Consignee or order		中国远洋运输公司 CHINA OCEAN SHIPPING	
Notify Party			
*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 & kind of	Gross weight	Measurement m3

	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.

3、根据以上资料缮制汇票。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under _____

L/C No. _____

Dated _____

No. _____ Exchange for _____ Changsha, China _____ D/P

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

Pay to the order of _____

The sum of _____

To _____

二、实施条件

项目	基本实施条件	备注

场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
作品 80 分	30 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；	信用证审核每题共 6 处错误，每处 5 分，找出错误 3

30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；	分，修正错误记2分。	
	提单缮制25分	4分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本份提单的分数为止。
		6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。	
		1分	毛重条款：计算准确无误，单位描述正确。	
		1分	体积条款：计算准确无误，单位描述正确。	
		13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25分	4分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分总分每个空白栏目按其规定的分值计算赋分，未填、错填（包括拼写、大小写、标点符号错误）每处扣1分，扣完本张汇票的分数为止。
		4分	收款人：信用证下以议付行为收款人；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。	
		5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。	
		12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。	

13. 试题编号：2-2-13，合同审核、商业发票缮制、提单缮制

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，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

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。

(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

Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.cn

2、进口方基本情况

Company	MERCO TRADING CO.
Url	http://www.mhw-intl.com/about.htm
Office Address	9-11 HARVARD WAY, CANNING VALE 6155, WESTERN AUSTRALIA, AUSTRALIA
Tollfree	无
Phone	(1-8) 9455 5100
Fax	(1-8) 9455 511-5

3、谈判备忘录

Minutes of a Meeting	
TIME:	May 5-8, 21-22
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mrs. Wangli (Party A: Sales Manager of Sany Group)
PRESENT:	Mr. Richard Guy (Party B: Purchasing Manager of Merco Trading Co.)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on May 8 over the transaction of 6,500 pieces of Pipe for Engine. A brief summary of</p>	

the meeting is as follows:

1. Name of commodity and specifications:

Pipe for Engine

2. Packing: packed in cartons of 50 pieces each.

3. Weight and measurement:

G.W.: 9 KGS/CARTON

N.W.: 8 KGS/CARTON

MEAS: 0.1-2 CBM/CARTON

4. Shipping marks: MERCO

SY81-11-5

NO. 1-130

5. Unit price and quantity: 6,500 PIECES USD3.00/PC CIF MELBOURNE

6. Time and terms of shipment:

To be shipped within 45 days after the contract is signed.

Transshipment and partial shipment are not allowed.

7. Ports of loading and destination: From Shanghai to Melbourne

8. Insurance: To be covered against all risks

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 for 110% of the

total invoice value.

4、合同

销售合同 SALES CONTRACT			
SELLER:	SANY GROUP	NO.:	SY2211-5
	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA	DATE:	MAY 1-8, 21-22
		SIGNED IN:	CHANGSHA
BUYER:	MERCO TRADING CO. 9-11 HARVARD WAY, CANNING VALE 6155, WESTERN AUSTRALIA, AUSTRALIA		
This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.			
1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CIF MELBOURNE			
PIPE FOR ENGINE	6,500 PCS	USD 2.00/PC	USD19,500.00
Total:	6,500 PCS		USD19,500.00
5. Total Value	SAY U.S. DOLLARS NINETEEN THOUSAND FIVE HUNDRED ONLY.		
6. Packing	PACKED IN CARTON 50 PCS/CARTON		
7. Shipping Marks	MERCOR SY2211-5 NO.1-130		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE JUNE 22, 21-22 FROM SHANGHAI TO MELBOURNE WITH PARTIAL SHIPMENT		

	ALLOWED AND TRANSSHIPMENT NOT ALLOWED.
9. Port of Loading & Destination	FROM: SHENZHEN TO: MELBOURNE
10. Insurance	THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981
11. Terms of Payment	TO BE MADE BY T/T
12. Remarks	
The Buyer	The Seller
MERCO TRADING CO.	SANY GROUP
(signature)	(signature)

5、相关资料

(1) INVOICE NO.: SY65222

(2) INVOICE DATE: JUNE 1-5, 21-22

(3) PACKING:

G.W.: 9 KGS/CTN

N.W.: 8 KGS/CTN

MEAS: 0.1-2 CBM/CTN

PACKED IN ONE CTN OF 50 PIECES

TOTAL ONE 20' CONTAINER

(4) VESSEL: PEACE V. 1-11-7

(5) B/L NO.: COCS001-582

(6) B/L DATE: JUNE 20, 21-22

(7) POLICY NO.: SH1-48852

(8) REFERENCE NO.: SY21-221-615

(9) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、根据考试资料中的谈判备忘录审核错误的合同，指出不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

三一重工				
Sany Group				
Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China				
TEL: 01-86-21-21-27181-2 FAX: 01-86-21-21-271861				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount

Total:				
SAY TOTAL: _____				

3、请根据以上资料缮制提单。(本题共 25 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 <div style="border: 1px solid black; padding: 5px; display: inline-block;">ORIGINAL</div>	
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 & 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

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
		1、买卖双方的名称与地址是否有误；	

作品 80分	合 同 审 核	30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、唛头是否有误； 7、起运港和目的港是否有误； 8、分批装运和转运是否有误； 9、保险险别、保险金额是否有误； 10、最迟装运期是否有误； 11、合同的支付方式的付款期限是否有误；	合同审核每题共 6处错误，每处5 分，找出错误3 分，修正错误记2 分。
	商 业 发 票 缮 制	4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、 填错（包括拼写、 大小写、标点符号 错误）每处扣一 分，扣完本份商业 发票的分数为止。
		4分	货物描述：品名拼写正确，规格信息准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		3分	总价文字描述：大写数字英文表述准确无误。	
		11分	其他栏目（发票号码、发票日期、运输路线、 货物唛头、货物单价及单位、贸易术语等栏目）： 信息完整无误，拼写正确。	
	提 单 缮 制	4分	收货人条款：根据谈判备忘录中有关提单的条 款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、填错 （包括拼写、大小 写、标点符号错 误）每处扣1分， 扣完本分提单的 分数为止。
		6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。	
		1分	毛重条款：计算准确无误，单位描述正确。	
		1分	体积条款：计算准确无误，单位准确无误。	
13分		其他栏目（托运人、通知人、船名及船次、装 运港、卸货港、最终目的地、提单号码、唛头、 运费条款等栏目）：信息准确无误，拼写正确。		

14. 试题编号：2-2-14，合同审核、商业发票缮制、产地证缮制

一、任务描述

(二) 注意事项

- 1、所有考试项目均为机上操作；
- 2、开考后考生必须打开所抽题号对应的文件夹，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，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

3、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	SANY GROUP
Url	http://www.sanygroup.com/group/en-us/
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL

	DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA
Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.cn

2、进口方基本情况

Company	MERCO TRADING CO.
Url	http://www.mhw-intl.com/about.htm
Office Address	9-11 HARVARD WAY, CANNING VALE 6155, WESTERN AUSTRALIA, AUSTRALIA
Tollfree	无
Phone	(1-8) 9455 5100
Fax	(1-8) 9455 511-5

3、谈判备忘录

Minutes of a Meeting	
TIME:	May 5-8, 21-22
PLACE:	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE:	To come to an agreement over the transaction of the interested products.
PRESIDING:	Mrs. Wangli (Party A: Sales Manager of Sany Group)
PRESENT:	Mr. Richard Guy (Party B: Purchasing Manager of Merco Trading Co.)
SUMMARY OF THE MEETING	
After several rounds of negotiation, Party A and Party B come to terms on	

May 8 over the transaction of 6,500 pieces of Pipe for Engine. A brief summary of the meeting is as follows:

1. Name of commodity and specifications:

Pipe for Engine

2. Packing: packed in cartons of 50 pieces each.

3. Weight and measurement:

G.W.: 9 KGS/CARTON

N.W.: 8 KGS/CARTON

MEAS: 0.1-2 CBM/CARTON

4. Shipping marks: MERCO

SY2211-5

NO. 1-130

5. Unit price and quantity: 6,500 PIECES USD3,00/PC CIF MELBOURNE

6. Time and terms of shipment:

To be shipped within 45 days after the contract is signed.

Transshipment and partial shipment are not allowed.

7. Ports of loading and destination: From Shanghai to Melbourne

8. Insurance: To be covered against all risks

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 for 110% of the

total invoice value.

4、合同

销售合同 SALES CONTRACT			
SELLER:	SANY GROUP	NO.:	SY2211-5
	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL	DATE:	MAY 1-8, 21-22
	DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA	SIGNED IN:	CHANGSHA
BUYER:	MERCO TRADING CO. 9-11 HARVARD WAY, CANNING VALE 6155, WESTERN AUSTRALIA, AUSTRALIA		
This contract is made by and agreed between the BUYER and SELLER, in accordance with the terms and conditions stipulated below.			
1. Commodity & Specification	2. Quantity	3. Unit Price & Trade Terms	4. Amount
CIF MELBOURNE			
PIPE FOR ENGINE	6,500 PCS	USD2.00/PC	USD19,500.00
Total:	6,500 PCS		USD19,500.00
5. Total Value	SAY U.S. DOLLARS NINETEEN THOUSAND FIVE HUNDRED ONLY.		
6. Packing	PACKED IN CARTON 50 PCS/CARTON		
7. Shipping Marks	MERCOR SY2211-5 NO.1-130		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE JUNE 22, 21-22 FROM SHANGHAI TO MELBOURNE WITH PARTIAL		

	SHIPMENT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.	
9. Port of Loading & Destination	FROM: SHENZHEN TO: MELBOURNE	
10. Insurance	THE SELLER SHALL COVER INSURANCE AGAINST ALL RISKS AND WAR RISK FOR 110% OF THE TOTAL INVOICE VALUE AS PER THE RELEVANT OCEAN MARINE CARGO OF P.I.C.C. DATED 1/1/1981	
11. Terms of Payment	TO BE MADE BY T/T	
12. Remarks		
	The Buyer	The Seller
	MERCO TRADING CO.	SANY GROUP
	(signature)	(signature)

5、相关资料

- (1) INVOICE NO.: SY65222
- (2) INVOICE DATE: JUNE 1-5, 21-22
- (3) PACKING:
G.W.: 9 KGS/CTN
N.W.: 8 KGS/CTN
MEAS: 0.1-2 CBM/CTN
PACKED IN ONE CTN OF 50 PIECES
TOTAL ONE 20' CONTAINER
- (4) VESSEL: PEACE V. 1-11-7
- (5) B/L NO.: COCS001-582
- (6) B/L DATE: JUNE 20, 21-22
- (7) POLICY NO.: SH228852
- (8) REFERENCE NO.: SY21-221-615
- (9) H.S. CODE: 731-69001-10

(四) 抽考试题

1、根据考试资料中谈判备忘录审核错误的合同，指出不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

三一重工				
Sany Group				
Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China				
TEL: 01-86-21-21-27181-2 FAX: 01-86-21-21-271861				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks and Numbers	Description of Goods	Quantity	Unit Price	Amount

Total:				
SAY TOTAL:				

3、根据以上资料缮制一般原产地证。（本题共 25 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)		5. For certifying authority use only		
3. Means of transport and route:				

4. Country/region of destination				

6. Marks &	7. Number & kind of	8. H.S. Code	9. Gross weight	10.Number

numbers	packages; description of goods		or other quantity:	& 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.		12. Certificate It is hereby certified on the basis of control carried out, that the declaration by the exporter is correct.		
SANY GROUP 三一重工 何浩然 (Authorized Signature)				
_____		_____		
Place and date, signature of authorized		Place and date, signature and stamp of		
Signatory		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两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：90 分钟

四、评分标准

评价内容	配分	考核点	备注	
职业素养 20分	20分	1、守时守信，着装得体，举止文明，讲究卫生。（5分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5分）	严重违反考场纪律，造成恶劣影响的记0分。	
作品 80分	合同审核 30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、唛头是否有误； 7、起运港和目的港是否有误； 8、分批装运和转运是否有误； 9、保险险别、保险金额是否有误； 10、最迟装运期是否有误； 11、合同的支付方式的付款期限是否有误；	合同审核每题共6处错误，每处5分，找出错误3分，修正错误记2分。	
		4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、填错
		4分	货物描述：品名拼写正确，规范信息准确无误。	
		3分	货物总价：计算准确无误，货币名称正确。	
		3分	总价文字描述：大写数字英文表述准确无误。	
	其他栏目（发票号码、发票日期、运输路线、			

	制	11分	货物唛头、货物单价、货物数量、贸易术语等	(包括拼写、大小写、标点符号错误)每处扣一分,扣完本份商业发票的分数为止。
	25		栏目):信息完整无误,拼写正确。	
	分			
产地证缮制	25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、填错(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。
		4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。	
		4分	签发日期:计算准确无误,拼写正确。	
		14分	其他栏目(出口方、运输方式、唛头、数量、海关代码、发票号码及日期、出口方声明等栏目):信息准确无误,拼写正确。	

15. 试题编号：2-2-15，信用证审核、商业发票缮制、提单缮制

一、任务描述

(三) 注意事项

- 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，考试中凡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 条款中的问题条款。

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。

(三) 考试资料

1、出口方基本情况

Company	BROAD AIR QUALITY TECHNOLOGY GROUP
Url	http://www.broad.com:81-89/english/
Office Address	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN,

	CHINA
Zip code	411-138
Phone	86-731-841-86688
Fax	86-731-846101-87
E-mail	international@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
Tollfree	+(91)-981001-81-66
Phone	+(91)-(11)-26131-435/ 26131-436
Fax	+(91)-(11)-26131-436

3、合同

销售合同			
SALES CONTRACT			
SELLER:	BROAD AIR QUALITY TECHNOLOGY GROUP YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA	NO.:	BRA22478-23
		DATE:	AUG. 17, 21-22
		SIGNED	CHANGSHA
		IN:	
BUYER:	GALAXY REFRIGERATION PRIVATE LIMITED CO. NO. D-8, SHANTI KUNJ, NEAR CHURCH, VASANT KUNJ, NEW DELHI, INDIA		
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 DELHI			
BROAD FRESH AIR MACHINE	1,500UNITS	USD 210/UNIT	USD 315,000.00
Total:	1,500UNITS		USD 315,000.00
5. Total Value	SAY U.S. DOLLARS THREE HUNDRED AND FIFTEEN THOUSAND ONLY		
6. Packing	EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH BAG IN AN OVERLAP SLOTTED WATERPROOF CARTON.		
7. Shipping Marks	GALAXY BRA22478-23 NO. 1-1500		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF SEPTEMBER 21-22 FROM SHANGHAI TO NEW DELHI WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT NOT ALLOWED.		
9. Port of Loading & Destination	FROM: SHANGHAI TO: NEW DELHI		
10. Insurance	THE SELLER 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	The Seller
GALAXY REFRIGERATION PRIVATE LIMITED CO.	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	SBOI 22933-2798
31C:	DATE OF ISSUE	221-830
31D:	DATE AND PLACE OF EXPIRY	2211-21 CHINA
50:	APPLICANT	
	GALAXY REFRIGERATION PRIVATE LIMITED GROUP.	
	NO. D-8, SHANTI KUNJ, NEAR CHURCH, VASANT KUNJ, NEW DELHI, INDIA	
59:	BENEFICIARY	
	BROAD AIR QUALITY TECHNOLOGY GROUP	
	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA	
32B:	AMOUNT	USD 31-5,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	30 DAYS AFTER SIGHT
42D:	DRAWEE	STATEBANKOFINDIA NEW DEIHI BRANCH
43P:	PARTIAL SHIPMENTS	NOT ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	NEW YORK, INDIA
44C:	LATEST DATE OF SHIPMENT	221-930
45A:	DESCRIPTION OF GOODS	
	BROAD FRESH AIR MACHINE	
	1500 UNITS USD 210/UNIT CIF NEW DELHI	
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 INDIA 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.: BR22897-100

(2) INVOICE DATE: AUG. 27, 21-22

(3) PACKING

G. W.: 35 KGS/CARTON

N. W.: 32 KGS/CARTON

MEAS: 0.9×0.8×0.6 CBM

PACKED IN 1500 CARTONS, ONE UNIT PER CARTON

TOTAL TWELVE 40' CONTAINERS

(4) VESSEL: TAISHAN22

(5) B/L NO.: COS90-136

- (6) B/L DATE: SEPT. 20, 21-22
- (7) POLICY NO.: PICC22387
- (8) REFERENCE NO.: 21-221-916

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。（本题共 25 分）

（注：信用证的信息必须是修正后的正确信息）

远大集团
Broad Air Quality Technology Group
Yunda Town, Yuanda 3 rd Road, Changsha, Hunan, China
TEL: 86-731-841-86688 FAX: 86-731-846101-87
商业发票

COMMERCIAL INVOICE

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

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

SAY TOTAL:

3、根据以上资料缮制提单。(本题共 25 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 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">ORIGINAL</div>
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 & 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.

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容		配分	考核点	备注
职业素养		20分	1、守时守信，着装得体，举止文明，讲究卫生。（5分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5分）	严重违反考场纪律，造成恶劣影响的记0分。
作品	信用证审核	30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、合同中溢端装条款是否有误； 7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和装运是否有误； 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6处错误，每处5分，找出错误3分，修正错误记2分。
	商业发票缮制	4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算赋分，未填、错填（包括拼写、大小
		4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。	
		3分	总价文字描述：大写数字英文表述准确无误。	
11分	其他栏目（发票号码、发票日期、运输路线、			

制 25 分		出票地点、货物唛头、货物单价及单位、价格术语等)	写、标点符号错误) 每处 1 分, 扣完本份商业发票的分数为止。
提 单 缮 制 25 分	4 分	收货人条款: 根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分每个空白栏目按其规定的分值计算赋分, 未填(包括拼写、大小写、标点符号错误) 每处 1 分, 扣完本份提单的分数为止。
	6 分	货物描述条款: 包括货物的总称、包装的总量等, 填写准确无误。	
	1 分	毛重条款: 计算准确无误, 单位描述正确。	
	1 分	体积条款: 计算准确无误, 单位描述正确	
	13 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。	

16. 试题编号：2-2-16，信用证审核、保险单缮制、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，考试中凡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 条款中的问题条款。

2、保险单缮制

分析信用证中保险条款，准确缮制保险单，确保缮制的保险单与信用证的条款一致。

3、汇票缮制

分析信用证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:81-89/english/
Office Address	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN,

	CHINA
Zip code	411-138
Phone	86-731-841-86688
Fax	86-731-846101-87
E-mail	international@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
Tollfree	+(91)-981001-81-66
Phone	+(91)-(11)-26131-435/ 26131-436
Fax	+(91)-(11)-26131-436

3、合同

销售合同 SALES CONTRACT			
SELLER	BROAD AIR QUALITY TECHNOLOGY GROUP YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA	NO.:	BRA21478-23
		DATE:	AUG. 17, 21-21
		SIGNED	CHANGSHA
		IN:	
BUYER	GALAXY REFRIGERATION PRIVATE LIMITED CO. NO. D-8, SHANTI KUNJ, NEAR CHURCH, VASANT KUNJ, NEW DELHI, INDIA		
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 DELHI			
BROAD FRESH AIR MACHINE	1,500 UNITS	USD210/UNIT	USD315,000.00
Total:	1,500 UNITS		USD 315,000.00
5. Total Value	SAY U.S. DOLLARS THREE HUNBDRED AND FIFTEEN THOUSAND ONLY.		
6. Packing	EACH PRODUCT SHALL BE PACKED IN A PLASTIC BAG AND EACH BAG IN AN OVERLAP SLOTTED WATERPROOF CARTON.		
7. Shipping Marks	GALAXY BRA21478-23 NO. 1-1500		
8. Time of Shipment & means of Transportation	TO BE EFFECTED BEFORE THE END OF SEPTEMBER 21-21 FROM SHANGHAI TO NEW DELHI WITH PARTIAL SHIPMENT NOT ALLOWED AND TRANSSHIPMENT NOT ALLOWED		
9. Port of Loading & Destination	FROM: SHANGHAI TO: NEW DELHI		
10. Insurance	THE SELLER 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	The Seller
GALAXY REFRIGERATION PRIVATE LIMITED CO.	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	SBOI 21933-2798
31C:	DATE OF ISSUE	211-830
31D:	DATE AND PLACE OF EXPIRY	211-821 CHINA
50:	APPLICANT	
	GALAXY REFRIGERATION PRIVATE LIMITED CO.	
	NO. D-8, SHANTI KUNJ, NEAR CHURCH, VASANT KUNJ, NEW DELHI, INDIA	
59:	BENEFICIARY	
	BROAD AIR QUALITY TECHNOLOGY GROUP	
	YUANDA TOWN, YUANDA 3RD ROAD, CHANGSHA, HUNAN, CHINA	
32B:	AMOUNT	USD 31-5,000.00
39B:	CREDIT AMT	NOT EXCEEDING
41D:	AVAILABLE WITH BY	ANY BANK IN CHINA
42C:	DRAFTS AT	30 DAYS AFTER SIGHT
42D:	DRAWEE	STATEBANK OF INDIA NEW DELHI BRANCH
43P:	PARTIAL SHIPMENTS	NOT ALLOWED
43T:	TRANSSHIPMENT	NOT ALLOWED
44A:	LOADING ON BOARD	SHANGHAI, CHINA
44B:	FOR TRANSPORTATION TO	NEW YORK, INDIA
44C:	LATEST DATE OF SHIPMENT	211-930
45A:	DESCRIPTION OF GOODS	
	BROAD FRESH AIR MACHINE	
	1500 UNITS USD 210/UNIT CIF NEW DELHI	
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 INDIA 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.: BR21897-334

(2) INVOICE DATE: AUG. 27, 21-21

(3) PACKING

G. W.: 35 KGS/CARTON

N. W.: 32 KGS/CARTON

MEAS: 0.9×0.8×0.6 CBM

PACKED IN 1500 CARTONS, ONE UNIT PER CARTON

TOTAL TWELVE 40' CONTAINERS

(4) VESSEL: TAISHAN18

(5) B/L NO.: COS90-136

- (6) B/L DATE: SEPT. 20, 21-21
- (7) POLICY NO.: PICC21387
- (8) REFERENCE NO.: 21-211-916

(四) 抽考试题

1、根据考试资料中的合同（三）审核错误的信用证（四），指出不符之处并修正。（本题共 30 分）

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制保险单。（本题共 25 分）

（注：信用证的信息必须是修正后的正确信息）

中 保 财 产 保 险 有 限 公 司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海 洋 货 物 运 输 保 险 单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured:			
<p>中保财产保险有限公司（以下简称本公司）根据被保险人的要求，及其所缴付约定的保险费，按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险，特签发本保单</p>			

This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.

保险货物项目	包装、单位、数量	保险金额
Description of Goods	Packing Unit Quantity	Amount Insured

承保险别 Condition	货物标记 Marks of Goods
--------------------------	-------------------------------

总保险金额:
Total Amount Insured: _____

保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S:	Slg. On or abt:

启运港	目的港
From:	To:

所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。

In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.

中保财产保险有限公司

The People's Insurance (Property) Company of China. Ltd.

赔款偿付地点

Claim payable at: _____	
日期	
Date: _____	General Manager: 张洋
地址:	
Address: _____	

3、根据以上资料缮制汇票。(本题共 25 分)

(注: 信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE

Drawn under _____

L/C No. _____

Dated _____

No. _____ Exchange for _____ Changsha, China _____

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

Pay to the order of _____

The sum of _____

To: _____

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位, 每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器, 40-50 台计算机, 并安装 Office 办公软件, 配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注	
职业素养 20分	20分	1、守时守信，着装得体，举止文明，讲究卫生。 (5分) 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5分) 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。(5分) 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	严重违反考场纪律，造成恶劣影响的记0分。	
作品 80分	信用证审核 20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6处错误，每处5分，找出错误3分，修正错误记2分。	
	保险	3分	保险金额条款：根据信用证中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保险单缮制部分每个空白栏目按其规定的分值
	单	2分	承保险别条款：根据信用证中有关保险条款的	

缮制 25 分		规定正确填写保险的险别，拼写正确无误。	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，扣完本张保险单的分数为止。
	2分	保险单日期填写符合信用证的要求。	
	18分	其他栏目（发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目）：信息完整无误，拼写正确。	
	汇票 缮制 25 分	4分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。
4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。	
5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。	
12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。	

17. 试题编号：2-2-17，合同审核、商业发票缮制、保险单缮制

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，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

3、保险单缮制

分析合同中的保险条款，准确缮制保险单，确保缮制的保险单与合同的条款一致。

（三）考试资料

1、出口方情况

Company	SANY GROUP
Url	http://www.sanygroup.com/group/en-us/
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA

Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.cn

2、进口方情况

Company	MALI INTERNATIONAL AG
Url	http://mali-group.Visionline.ch/en/home/
Office Address	LANDSTRASSE 175, 5430 WETTINGEN, SWITZERLAND
Tollfree	无
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30

3、谈判备忘录

Minutes of a Meeting	
TIME	Sept. 10-14, 21-22
PLACE	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mrs. Wangli (Party A: Sales Manager of Sany Group)
PRESENT:	Mr. Henry (Party B: Purchasing Manager of Mali International Ag.)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on September 14 over the transaction of 4,000 pieces of Bevel Gear. A brief summary of the meeting is as follows:</p>	
<p>1. Name of commodity and specification:</p> <p style="padding-left: 40px;">Bevel Gear</p>	

MATERIAL: STEEL (A3/C45)

2. Packing: to be packed in standard cartons of 20 pieces each.
3. Weight and measurement:
 - G.W.: 5.5KGS/CTN
 - N.W.: 5.0KGS/CTN
 - MEAS: 0.1-4CBM/CTN
4. Shipping marks:
 - MALI
 - SY22852
 - NO. 1-200
5. Unit price and quantity: USD2.5/PC CIF GOTHENBURG 4,000 pieces
6. Time and terms of shipment:
 - To be shipped within 45 days after the contract is signed.
 - Transshipment is allowed and partial shipment is not allowed.
7. Ports of loading and destination: From Shanghai to Gothenburg
8. Insurance: To be covered against All risks and War risk.
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 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 lading, 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: SANY GROUP

NO: SY22852

SANY INDUSTRY TOWN, ECONOMIC

DATE: SEPT 14, 21-22

AND TECHNOLOGICAL DEVELOPMENT

SIGNED IN: CHANGSHA

ZONE, CHANGSHA, HUNAN, CHINA

BUYER: MALI INTERNATIONAL AG.

LANDSTRASSE 175, 5430 WETTINGEN, SWITZERLAND

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 GOTHENBURG			
BEVEL GEAR MATERIAL: STEEL (A3/C45)	4,000 PIECES	USD 2.5/PIECE	USD 10,000.00
TOTAL:	40,000 PIECES		USD 100,000.00

5. Total value SAY U.S. DOLLARS TEN THOUSAND ONLY

6. Packing PACKED IN STANDARD CARTONS, 20 PCS /CTN

TOTAL: 200 CARTONS

7. Shipping Mark MALL

SY22852

NO.1-200

8. Time of Shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF OCTOBER 21-22 FROM SHANGHAI TO GOTHENBURG WITH TRANSSHIPMENT ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

9. Port of loading & destination FROM: SHANGHAI

TO: GOTHENBURG

10. Insurance THE SELLER SHANGHAI 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 D/P 30 DAYS AFTER SIGHT

12. Remarks

The Buyer	The Seller
MALI INTERNATIONAL AG	SANY GROUP
(Signature)	(Signature)

5、相关资料

(1) INVOICE NO: SY38599

(2) INVOICE DATE: SEPT.25, 21-22

(3) PACKING:

G.W.: 5.5KGS/CTN

N.M.: 5.0KGS/CTN

MEAS 0.1-4CBM/CTN

PACKED IN ONE CTN OF 20 PIECES

TOTAL ONE 20' CONTAINER

(4) VESSEL: SEAF1-8

(5) B/L NO: COCS01-749

(6) B/L DATE: OCT.15, 21-22

(7) POLICY NO: TY226899

(8) REFERENCE NO: 21-221-925

(9) H.S.CODE:848341-9000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(合同信息必须是修正后的正确信息)

三一重工				
Sany Group				
Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China				
TEL: 01-86-21-21-27181-2 FAX: 01-86-21-21-271861				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:			TO:	
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount
Total:				
SAY TOTAL:				

3、根据以上考试资料缮制保险单。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

中保财产保险有限公司			
The People's Insurance (Property) Company of China Ltd.			
	发票号码		保险单号次
	Invoice No.		Policy No.
海洋货物运输保险单			
MARINE CARGO TRANSPORTATION INSURANCE POLICY			
被保险人			
Insured: _____			
<p>中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单</p>			
<p>This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.</p>			
保险货物项目	包装、单位、数量	保险金额	
Description of Goods	Packing Unit Quantity	Amount Insured	
承保险别 Condition		货物标记 Marks of Goods	
总保险金额: Total Amount Insured: _____			

保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____
启运港	目的港	
From: _____	To: _____	
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>		
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in _____ Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>		
中保财产保险有限公司		
The People's Insurance (Property) Company of China. Ltd.		
赔款偿付地点		
Claim payable at: _____		
日期		
Date: _____	General Manager: 张洋	
地址:		
Address: _____		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年	必备

	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。	
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三、考核时量：

考核时间：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20分	20分	1、守时守信，着装得体，举止文明，讲究卫生。（5分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5分）	严重违反考场纪律，造成恶劣影响的记0分。
作品 80分	合同审核 30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、合同金额和比重是否有误； 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、支付方式是否有误。	合同审核每题共6处错误，每处5分，找出错误3分，修正错误记2分。
	商	4分	进口商名称和地址；拼写准确无误。

业 发 票 缮 制 25 分	4分	货物描述：品名拼写正确，规格信息填写准确无误。	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	货物总价：计算准确无误，货币名称正确。	
	3分	总价文字描述：大写数字英文表达准确无误。	
	11分	其他栏目（发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目）：信息完整无误，拼写正确。	
保 险 单 缮 制 25 分	3分	保险金额条款：根据合同有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确无误。	保险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，扣完本张保险单的分数为止。
	2分	承包险别条款：根据合同中有关保险条款的规定正确填写保险的险别，拼写正确无误。	
	2分	保险单日期填写符合信用证的要求。	
	18分	其他栏目（发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目）：信息完整无误，拼写正确。	

18. 试题编号：2-2-18，合同审核、商业发票缮制、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、考试资料中的合同为错误的合同，考试中凡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、商业发票缮制

分析合同中涉及商业发票的相关条款，准确缮制商业发票，确保缮制的商业发票与合同的条款一致。

3、汇票缮制

分析合同中汇票缮制的相关条款，准确缮制汇票，确保缮制的汇票与合同的条款一致。

（三）考试资料

1、出口方情况

Company	SANY GROUP
Url	http://www.sanygroup.com/group/en-us/
Office Address	SANY INDUSTRY TOWN, ECONOMIC AND TECHNOLOGICAL

	DEVELOPMENT ZONE, CHANGSHA, HUNAN, CHINA
Zip code	411-100
Phone	01-86-21-21-27181-2
Fax	01-86-21-21-271861
E-mail	crd@sany.com.cn

2、进口方情况

Company	MALI INTERNATIONAL AG
Url	http://mali-group.Visionline.ch/en/home/
Office Address	LANDSTRASSE 175,5430 WETTINGEN,SWITZERLAND
Tollfree	无
Phone	+41 56 444 22 33
Fax	+41 56 444 22 30

3、谈判备忘录

Minutes of a Meeting	
TIME	Sept. 10-14, 21-22
PLACE	Conference Room of Sheraton Hotel, Changsha, Hunan, China
PURPOSE	To come to an agreement over the transaction of the interested products
PRESIDING	Mrs. Wangli (Party A: Sales Manager of Sany Group)
PRESENT:	Mr. Henry (Party B: Purchasing Manager of Mali International Ag.)
SUMMARY OF THE MEETING	
<p>After several rounds of negotiation, Party A and Party B come to terms on September 14 over the transaction of 4,000 pieces of Bevel Gear. A brief summary of the meeting is as follows:</p> <p>1、 Name of commodity and specification:</p>	

Bevel Gear

MATERIAL: STEEL (A3/C45)

2、 Packing: to be packed in standard cartons of 20 pieces each.

3、 Weight and measurement:

G.W.: 5.5KGS/CTN

N.W.: 5.0KGS/CTN

MEAS: 0.1-4CBM/CTN

4、 Shipping marks:

MALI

SY22852

NO. 1-200

5、 Unit price and quantity: USD2.5/PC CIF GOTHENBURG 4,000 pieces

6、 Time and terms of shipment:

To be shipped within 45 days after the contract is signed.

Transshipment is allowed and partial shipment is not allowed.

7、 Ports of loading and destination: From Shanghai to Gothenburg

8、 Insurance: To be covered against All risks and War risk.

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 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 lading, 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: SANY GROUP

NO: SY22852

SANY INDUSTRY TOWN, ECONOMIC

DATE: SEPT 14, 21-22

AND TECHNOLOGICAL DEVELOPMENT

SIGNED IN CHANGSHA

ZONE, CHANGSHA, HUNAN, CHINA

BUYER: MALI INTERNATIONAL AG.

LANDSTRASSE 175, 5430 WETTINGEN, SWITZERLAND

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 GOTHENBURG			
BEVEL GEAR MATERIAL: STEEL (A3/C45)	4,000 PIECES	USD 2.5/PIECE	USD 10,000.00
TOTAL:	40,000 PIECES		USD 100,000.00

5. Total value SAY U.S. DOLLARS TEN THOUSAND ONLY.

6. Packing PACKED IN STANDARD CARTONS, 20 PCS /CTN

TOTAL: 200 CARTONS

7. Shipping Mark MALL

SY22852

NO.1-200

8.Time of Shipment & means of Transportation TO BE BEFORE THE END OF
OCTOBER 21-22 FROM SHANGHAI TO GOTHENBURG WITH TRANSSHIPMENT
ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

9. Port of loading & destination FROM: SHANGHAI

TO: GOTHENBURG

10. Insurance THE SELLER SHANGHAI 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 D/P 30 DAYS AFTER SIGHT

12. Remarks

The Buyer	The Seller
MALI INTERNATIONAL AG	SANY GROUP
(Signature)	(Signature)

5、相关资料

(1) INVOICE NO: SY38599

(2) INVOICE DATE: SEPT.25, 21-22

(3) PACKING:

G.W.: 5.5KGS/CTN

N.M.: 5.0KGS/CTN

MEAS 0.1-4CBM/CTN

PACKED IN ONE CTN OF 20 PIECES

TOTAL ONE 20' CONTAINER

(4) VESSEL: SEAF1-8

(5) B/L NO: COCS01-749

(6) B/L DATE: OCT.15, 21-22

(7) POLICY NO: TY226899

(8) REFERENCE NO: 21-221-925

(9) H.S.CODE:848341-9000

(10) COLLECTING BANK: BANK OF CHINA, HUNAN BRANCH

(四) 抽考试题

1、根据谈判备忘录审核合同各条款，指出合同中的不符之处并修正。

(本题共 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：合同的信息必须是修正后的正确信息)

三一重工				
Sany Group				
Sany Industry Town, Economic and Technological Development Zone, Changsha, Hunan, China				
TEL: 01-86-21-21-27181-2 FAX: 01-86-21-21-271861				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount

Total:			
SAY TOTAL:			

3、根据以上考试资料缮制 D/P 项下汇票。(本题 25 分)

(注：合同的信息必须是修正后的正确信息)

BILL OF EXCHANGE
Drawn under _____
L/C No. _____
Dated _____
No _____ Exchange for _____ Changsha, China _____ D/P
At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)
Pay to the order of _____
The sum of _____
To _____

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注	
职业素养 20分	20分	1、守时守信，着装得体，举止文明，讲究卫生。 (5分) 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5分) 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。(5分) 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	严重违反考场纪律，造成恶劣影响的记0分。	
作品 80分	合同审核 30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、合同金额和比重是否有误； 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6处错误，每处5分，找出错误3分，修正错误记2分。	
	商业发票	4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、
		4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。	

缮制 25分	3分	总价文字描述：大写数字英文表达准确无误。	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。
	11分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价及单位、价格术语等栏目)：信息完整无误，拼写正确。	
汇票缮制 25分	4分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写正确无误。	汇票缮制部分每个空白栏目按其规定的分值计算赋分，未填、错填(包括拼写、大小写、标点符号错误)每处扣1分，扣完本张汇票的分数为止。
	4分	收款人：信用证下以议付行为受款人；托收汇票，已托收行(出口地银行)为受款人；信息完整无误，拼写正确。	
	5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。	
	12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。	

19. 试题编号：2-2-19，信用证审核、商业发票缮制、保险单缮制

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，考试中凡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 条款中的问题条款。

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、保险单缮制

分析信用证的保险条款，准确缮制保险单，确保缮制的保险单与信用证的条款一致。

(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	41001-7
Phone	86-731-85357829
Fax	86-731-85357977
E-mail	Sh601-731@sina.com

2、 进口方基本情况

Company	DEVIDAYAL (SALES)LIMITED
Url	http://www.devidayalagro.com/
Office Address	1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA
Tollfree	无
Phone	+91-22-23714913/23734871
Fax	+91-22-2374271-8

3、 合同

销售合同 SALES CONTRACT

SELLER: HUNAN HAILI CHEMICAL INDUSTRY CO., LTD. **NO:** RT1-5654
No.251, 2ND SECTION, FURONG (M) ROAD, **DATE:** MAR.20, 21-22
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: DEVIDAYAL (SALES) LIMITED
1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA

This contract is made 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 MUMBAI
MONOSULTAP	10 MT	USD 1,600/MT	USD 16,000.00
Total:	10 MT		USD 16,000.00

5. Total Value SAY U.S. DOLLARS SIXTEEN THOUSAND ONLY.

6. Packing

G.W : 48 KGS/BAG

N.W.: 46KGS/BAG

MEAS: 0.2 CBM/BAG

PACKED IN 300 BAGS

7. Shipping Marks N/M

8. Time of shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF JUNE 21-22 FROM SHANGHAI TO MUMBAI WITH TRANSSHIPMENT ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

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

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
DEVIDAYAL (SALES) LIMITED CO., LTD.	HUNAN HAILI CHEMICAL INDUSTRY
(signature)	(signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	8001-3/1-4
31C:	DATE OF ISSUE	221-412

31D: DATE AND PLACE OF EXPIRY 221-321 INDIA

50: APPLICANT
 DEVIDAYAL (SALES) LIMITED
 1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD,
 MUNBAI 4001-11, INDIA

59: BENEFICIARY
 HUNAN HAILI CHEMICAL INDUSTRY CO., LTD.
 No.251, 2ND SECTION, FURONG (M) ROAD CHANGSHA, HUNAN, CHINA

32B: AMOUNT USD 16,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAWEE AT AT SIGHT

42D: DRAWEE UNION BANK OF INDIA,
 MUMBAI BRANCH

43P: PARTIAL SHIPMENT NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO MUMBAI, INDIA

44C: LATEST DATE OF SHIPMENT 221-630

45A: DESCRIPTION OF GOODS
 10 MT MONOSULTAP USD 1600/MT CIF MUMBAI

46A: DOCUMENTS REQUIRED
 +SIGNED COMMERCIAL INVOICE IIN 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 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 INDIA 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.: XH56671
- (2) INVOICE DATE : APRIL 25,21-22
- (3) PACKING
G.W.: 48 KGS/BAG
N.W.: 46 KGS/BAG
MEAS: 0.2 CB/BAG
PACKED IN 300 BAGS
TOTAL TWO 20'CONTAINERS
- (4) VESSEL: NANGXING V.1-68
- (5) B/L NO.: COCS2218861
- (6) B/L DATE: MAY 10, 21-22
- (7) POLICY NO.: SH228527
- (8) REFERENCE NO.: 21-221-528

(四) 抽考试题

1、根据合同审核错误的信用证，指出不符之处并修正。(本题 30 分)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2、根据以上考试资料缮制商业发票。(本题共 25 分)

(注：信用证的信息必须是修正后的正确信息)

湖南海利化工有限公司				
Hunan Haili Chemical Industry Co.,Ltd				
No.251, 2 nd Section, Furong(M)Road, Changsha, Hunan, China				
TEL: 86-731-85357829 FAX: 86-731-85357977				
商业发票				
COMMERCIAL INVOICE				
TO:		INVOICE NO.:		
		INVOICE DATE:		
		S/C NO.:		
		S/C DATE:		
FROM:		TO:		
Marks & Numbers	Description of Goods	Quantity	Unit Price	Amount

Total:				
SAY TOTAL:				

3、根据以上考试资料缮制保险单。(本题共 25 分)

(注: 信用证的信息必须是修正后的正确信息)

中保财产保险有限公司				
The People's Insurance (Property) Company of China Ltd.				
	发票号码		保险单号次	
	Invoice No.		Policy No.	
海洋货物运输保险单				
MARINE CARGO TRANSPORTATION INSURANCE POLICY				
被保险人				
Insured:				
中保财产保险有限公司(以下简称本公司)根据被保险人的要求,及其所缴付约定的保险费,按照本保险单承担的险别和背面所载条款与下列特别条款承保下列货物运输保险,特签发本保单				
This policy of Insurance witnesses that The People's Insurance (Property) Company of China, Ltd. (hereinafter called "The company"), at the request of the Insured and consideration of the premium paid to The Company, undertakes to insure the under-mentioned goods in transportation subject to the condition of this Policy as per the Clauses printed overleaf and other special clauses attached hereon.				
保险货物项目	包装、单位、数量		保险金额	
Description of Goods	Parking Unit Quantity		Amount Insured	

承保险别 Condition		货物标记 Marks of Goods
总保险金额： Total Amount Insured		
保费	运输工具	开航日期
Premium As arranged	Per conveyance S.S: _____	Slg. On or abt: _____
启运港		目的港
From:		To:
<p>所保货物，如发生本保险合同单项下可能引起索赔的损失或损坏，应立即通知本公司下述代理人查勘，如有索赔，应向本公司提交保险单正本（本保险单共有 份正本）及有关文件。如一份正本已用于索赔，其余正本则自动失效。</p>		
<p>In the event of loss or damage which may result in a claim under this Policy, immediate notice must be given to the Company's Agent as mentioned hereunder Claims, if any, one of the Original Policy which has been issued in Original(s) together with the relevant documents shall be surrendered to the Company, if one of the Original Policy has been accomplished, the others to be void.</p>		
中 保 财 产 保 险 有 限 公 司		
The People's Insurance (Property) Company of China. Ltd.		
赔款偿付地点		
Claim payable at: _____		
日期		
Date: _____		General Manager: 张洋
地址：		
Address: _____		

二、实施条件

项目	基本实施条件	备注
场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
信用证审核	30 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；	信用证审核每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分	30分	7、唛头是否有误； 8、起运港和目的港是否有误； 9、分批装运和转运是否有误； 10、保险险别、保险金额是否有误； 11、最迟装运期是否有误； 12、汇票的付款期限是否有误；		
	商业 发 票 25 分	4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。
		4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。	
		3分	总价文字描述：大写数字英语表达准确无误。	
		11分	其他栏目(发票号码、发票日期、运输路线、货物唛头、货物单价、货物数量、贸易术语等栏目)：信息完整无误，拼写正确。	
	保 险 单 缮 制 25 分	3分	保险金额条款：根据信用证中有关保险条款的规定进行保险金额的计算和填写，计算准确无误，拼写正确。	保险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，扣完本张保险单的分数为止。
		2分	承保险别条款：根据信用证中有关保险条款的规定正确填写保险的险别，拼写正确无误。	
		2分	保险单日期填写符合信用证的要求。	
		18分	其他栏目(发票号码、保险单号码、被保险人、保险货物项目、唛头、包装及数量、总保险金额、开航日期、装载工具、起运地和目的地、赔付地点、投保地点等栏目)：信息完整无误，拼写正确。	

20. 试题编号：2-2-20，信用证审核、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，考试中凡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 条款中的问题条款。

2、提单缮制

分析信用证的运输条款，准确缮制提单，确保缮制的提单与信用证的条款一致。

3、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 HAILI CHEMICAL INDUSTRY CO.,LTD.
Url	http://www.hnhlc.com
Office Address	No.251, 2ND SECTION, FURONG(M) ROAD, CHANGSHA, HUNAN,

	CHINA
Zip code	41001-7
Phone	86-731-85357829
Fax	86-731-85357977
E-mail	Sh601-731@sina.com

2、进口方基本情况

Company	DEVIDAYAL(SALES)LIMITIED
Url	http://www.devidayalagro.com/
Office Address	1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA
Tollfree	无
Phone	+91-22-23714913/23734871
Fax	+91-22-2374271-8

3、合同

销售合同

SALLES CONTRACT

SELLER: HUNAN HAILI CHEMICAL INDUSTRY CO., LTD. **NO:** RT1-5654
No.251, 2ND SECTION, FURONG (M) ROAD, **DATE:** MAR.20, 21-22
CHANGSHA, HUNAN, CHINA **SIGNED IN:** CHANGSHA

BUYER: DEVIDAYAL (SALES) LIMITED
1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUMBAI 4001-10, INDIA

This contract is made 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 MUMBAI
MONOSULTAP	10 MT	USD 1,600/MT	USD 16,000.00

Total:	10 MT		USD 16,000.00
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5. Total Value SAY U.S. DOLLARS SIXTEEN THOUSAND ONLY.

6. Packing

G.W : 48 KGS/BAG

N.W.: 46 KGS/BAG

MEAS: 0.2 CBM/BAG

PACKED IN 300 BAGS

7. Shipping Marks N/M

8. Time of shipment & means of Transportation TO BE EFFECTED BEFORE THE END OF JUNE 21-22 FROM SHANGHAI TO MUMBAI WITH TRANSSHIPMENT ALLOWED AND PARTIAL SHIPMENT NOT ALLOWED

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

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
DEVIDAYAL (SALES) LIMITED CO., LTD.	HUNAN HAILI CHEMICAL INDUSTRY
(signature)	(signature)

4、信用证

27:	SEQUENCE OF TOTAL	1/1
40A:	FORM OF DOCUMENTARY CREDIT	IRREVOCABLE
20:	DOCUMENTARY CREDIT NUMBER	8001-3/1-4
31C:	DATE OF ISSUE	221-412
31D:	DATE AND PLACE OF EXPIRY	221-321 INDIA
50:	APPLICANT	

DEVIDAYAL (SALES) LIMITED

1ST FLOOR DEVIDAYAL ESTATE, REAY ROAD, MUNBAI 4001-11, INDIA

59: BENEFICIARY

HUNAN HAILI CHEMICAL INDUSTRY CO., LTD.

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

32B: AMOUNT USD 16,000.00

39B: CREDIT AMT NOT EXCEEDING

41D: AVAILABLE WITH BY ANY BANK IN CHINA

42C: DRAFT AT AT SIGHT

42D: DRAWEE UNION BANK OF INDIA, MUMBAI BRANCH

43P: PARTIAL SHIPMENTS NOT ALLOWED

43T: TRANSSHIPMENT NOT ALLOWED

44A: LOADING ON BOARD SHANGHAI, CHINA

44B: FOR TRANSPORTATION TO MUMBAI, INDIA

44C: LATEST DATAE OF SHIPMENT 221-630

45A: DESCRIPTION OF GOODS

10 MT MONOSULTAP USD 1600/MT CIF MUMBAI

46A: DOCUMENTS REQUIRED

+SIGNED COMMERCIAL INVOICE IIN 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 COVERING ALL RISKS.

+SHIPPIING 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 INDIA 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

4、相关资料

- (1) INVOICE NO.: XH56671
- (2) INVOICE DATE : APRIL 25,21-22
- (3) PACKING
G.W.: 48KGS/BAG
N.W.: 46 KGS/BAG
MEAS: 0.2 CB/BAG
PACKED IN 300 BAGS
TOTAL TWO 20'CONTAINERS
- (4) VESSEL: NANGXING V.1-68
- (5) B/L NO.: COCS2218861
- (6) B/L DATE: MAY 10, 21-22
- (7) POLICY NO.: SH228527
- (8) REFERENCE NO.: 21-221-528

(四) 抽考试题

1、根据考试资料中的合同审核错误的信用证，指出不符之处并修正。

(本题 30 分)

1. _____

2. _____
3. _____
4. _____
5. _____
6. _____

2、根据提供的资料缮制提单。(本题共 25 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 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">ORIGINAL</div>	
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 & 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.

3、 请根据以上考试资料缮制汇票。(本题 25 分)

(注: 信用证的信息必须是修正后的正确信息)

BILL OF EXCHANGE	
Drawn under _____	
L/C No. _____	
Dated _____	
No. _____ Exchange for _____ Changsha, China _____	
At _____ sight of this FIRST of Exchange (Second of exchange being unpaid)	
Pay to the order of _____	
The sum of _____	
To _____	

二、实施条件

项目	基本实施条件	备注

场地	每个商务英语实训室配置 40 个操作台面和座位，每个实训室照明通风良好。	必备
设备	每个商务英语实训室配有 1 台服务器，40-50 台计算机，并安装 Office 办公软件，配置局域网。	必备
测评专家	每 40 名考生配备 1 名考评员。考评员要求具备至少两年以上从事国际贸易工作经验或三年以上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：90 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 20 分	20 分	1、守时守信，着装得体，举止文明，讲究卫生。（5 分） 2、遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。（5 分） 3、爱护设备，规范操作，未经考评员允许不得私自更换座位。（5 分） 4、按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。（5 分）	严重违反考场纪律，造成恶劣影响的记 0 分。
信用证审核 30 分	30 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；	信用证审核每题共 6 处错误，每处 5 分，找出错误 3 分，修正错误记 2 分。

作品 80分		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；		
	提单 缮制 25分	4分	收货人条款：根据信用证中有关提单的条款的规定进行正确的填写。	提单缮制部分 每个空白栏目 按其规定的分 值计算赋分，未 填、错填（包括 拼写、大小写、 标点符号错误） 每处扣1分，扣 完本份提单的 分数为止。
		6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。	
		1分	毛重条款：计算准确无误，单位描述正确。	
		1分	体积条款：计算准确无误，单位描述正确。	
		13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 25分	4分	出票条款：包括开证行完整名称、信用证号和开证日期，拼写准确无误。	汇票缮制部分 总分每个空白 栏目按其规定 的分值计算赋 分，未填、错填 （包括拼写、大 小写、标点符号 错误）每处扣1 分，扣完本张汇 票的分数为止。
		4分	收款人：信用证下以议付行为收款人；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。	
		5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。	
		12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。	

模块三：专业拓展技能

项目一：网络促销方案设计

1. 试题编号：3-1-1，网络促销方案设计

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）背景资料

深圳市智天使科技有限公司成立于 21-15 年 8 月 5 日。自成立以来，智天使一直坚持以深度研发为核心，精细生产为基础，优良售后服务为保障，高技术含量的产品为企业的核心竞争力，并通过更深层次的科技研发来做到产品实用和好用的完美结合。依托核心产品与研发团队的支持，智天使儿童电话手表在通信、定位手机 APP 端、防水设计以及相关功能方面的表现远超其他品牌儿童手表，面向未来，智天使将继续发挥互联网优势，借助智能穿戴设备，为儿童穿戴做出贡献！

品牌文化

智天使以“守护孩子每一步”为品牌理念，为全球儿童提供安全、健康、智能化的产品及服务；致力于把智天使打造为影响一代人的品牌。用爱铸造、关爱孩子、守护安全，智天使一直在努力！

（三）测试任务

深圳市智天使科技有限公司拟利用儿童节进行智天使儿童电话手表的网络

促销，请为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备（名称、设计者、时间）
		活动主题	5		有主题（2 分），主题鲜明、引人注目（3 分）
		活动目标	10		有活动目标（4 分），目标较为明确、具体、具有针对性（6 分）
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表（2 分），预算符合企业的背景与目标（1 分），预算分配合理（2 分）
		效果评估	5		有效果评估（2 分），效果评估合理，符合企业要求（3 分）
创新方面	5	方案有新意且可行			
小计		100			

2. 试题编号：3-1-2，网络促销方案设计

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）背景资料

广州恒达床上用品有限公司成立于 21-20 年 6 月 30 日。秉承着“质量求生存，服务求发展”的经营理念，广州恒达床上用品有限公司生产的床垫、榻榻米垫，乳胶垫等系列产品，所使用的原辅材料材质、执行的工艺标准均符合或优于国家轻工业部 QB/T1952.2-21-11 标准，并拥有专业化的管理团队与技术娴熟的员工队伍，形成了研发、生产、营销和服务的完整体系。以先进的自动化流水线生产设备、完善而精湛的技术，确保了该系列产品在生产过程中的每一道工序、工艺流程的科学性、可操作性、可控性，经实践论证都精益求精。

企业坚持以顾客为中心、市场需求为导向，恪守“以高品质产品谋求企业发展，以高标准服务赢得客户信赖”的质量方针，以人为本，坚持科技创新引领新发展，致力于为消费者研发、设计、生产、提供绿色、环保、舒适、健康的睡眠产品。企业旗下系列产品，不但为千家万户创造了舒适的睡眠环境，还以独特的创意，赋予了消费者完美的感受体验。

（三）测试任务

广州恒达床上用品有限公司拟针对北美市场进行网络促销，请根据市场特点及目标消费群体特征，为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备(名称、设计者、时间)
		活动主题	5		有主题(2 分)，主题鲜明、引人注目(3 分)
		活动目标	10		有活动目标(4 分)，目标较为明确、具体、具有针对性(6 分)
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表(2 分)，预算符合企业的背景与目标(1 分)，预算分配合理(2 分)
		效果评估	5		有效果评估(2 分)，效果评估合理，符合企业要求(3 分)
创新方面	5	方案有新意且可行			
小计		100			

3. 试题编号：3-1-3，网络促销方案设计

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）背景资料

泉州大奇玩具有限公司是一家集生产、销售于一体的专业型塑胶、布绒、木制、电子玩具企业。公司成立于 1992 年，占地面积一万平方米，其中包括八千多平方的正规厂房、一千多平方的仓库。目前拥有员工超过 300 名，公司拥有强大的生产技术保障团队，从产品的设计开发、手样制作、模具开发、注塑、组装、直到包装运输，一条龙流程服务。同时公司具有专业高效的商务销售团队，负责进出口业务，经验丰富，能为客户提供各种满意服务。

公司设计开发近千种玩具，主要包括智力拼装玩具、糖果玩具、电子玩具等。公司坚持质量第一的原则，每年都将产品送交国家玩具检验机构进行安全检测，全部产品均通过 CE 认证，同时公司品质部配备玩具检验的专业仪器，并聘请专业的检验人员进行检查，保证产品质量符合国家和欧洲标准。产品深受消费者好评。公司产品远销英国、德国、意大利、美国等几十个国家。

公司秉承“团结、奋斗、实践、创新”的企业精神，将“爱心、责任心”融于产品，创造、设计出真正能和儿童交流沟通的玩具产品，让每一个儿童都能快乐、健康地成长。

（三）测试任务

泉州大奇玩具有限公司拟利用儿童节进行网络促销,请为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性(字数要求不少于500字)。

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:120分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20分)		20	1. 守时守信,着装得体,举止文明,讲究卫生。(5分) 2. 遵纪守法,耐心细致,听从考评员指挥,不得和考评员及其他考生发生冲突。(5分) 3. 爱护设备,规范操作,未经考评员允许不得私自更换座位。(5分) 4. 按要求提交试卷,考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	严重违反考场纪律、造成恶劣影响的本项目记0分。	
作品 (80分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于500字,每少50字扣1分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备(名称、设计者、时间)
		活动主题	5		有主题(2分),主题鲜明、引人注目(3分)
		活动目标	10		有活动目标(4分),目标较为明确、具体、具有针对性(6分)
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当,与费用匹配
		经费预算	5		有预算表(2分),预算符合企业的背景与目标(1分),预算分配合理(2分)
		效果评估	5		有效果评估(2分),效果评估合理,符合企业要求(3分)
创新方面	5	方案有新意且可行			
小计		100			

4. 试题编号：3-1-4，网络促销方案设计

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）背景资料

湖南省怡清源茶业有限公司，中国黑茶品牌，湖南十大茶叶品牌，中国茶叶有名的品牌，茶叶专家，茶业专家。是国家商务部认定的全国百家大型农产品流通企业、国家农业部认定的全国新农村建设百强示范企业、中国茶叶流通协会认定的中国茶叶行业百强企业、湖南省人民政府认定的湖南省农业产业化龙头企业。

全国经销网点达 4 万余个，专卖店 600 余家（包括英国伦敦一家），其茶产品畅销俄罗斯、美国等西欧、西亚等 30 多个国家和地区，品牌享誉国内外。拥有安化怡清源茶业有限公司、湖南怡清源有机茶业有限公司、湖南怡清源有机茶种植有限公司三大全资子公司和一家参股子公司。不做别的，一切为了茶，怡清源茶业致力于中国茶产业的发展，是集茶业科研、茶园基地建设、茶叶生产、加工销售、茶文化传播于一体，以生产经营安化黑茶、绿茶、红茶、黑玫瑰女性茶等保健茶为主的综合性茶企。

黑茶系列：“黑玫瑰”茶以安化优质野尖黑茶、优质玫瑰花、灵芝草为主要原料，按一定比例，采用独特配方，经现代科技精制而成。“野尖”系列：“野尖”黑茶，高档安化黑茶的代表，源于野生茶种，产自安化“皇家茶园”。“千两茶”是依古方纯手工筑制，是安化黑茶中的传统产品，包装与产品同步生成，是天下唯一非后包装产品。

绿茶系列：“怡清源野针王”产于层峦叠嶂，四季云雾缭绕的武陵山脉湖南

怡清源优质野针茶基地。干茶色泽深绿，芽头平直匀齐，用透明玻璃杯冲泡，茶芽似群笋破土，杨柳吐绿，亭亭玉立于杯底；具有“银针的外形，龙井的香气，碧螺春的滋味”。“故园香”源于高山生态茶园，“故园香”茶叶中的芳香物质多达 70 多种，比同等级的毛尖绿茶高出 60%以上，这些芳香物质具有舒缓和解除心理压力、调节精神、提神醒脑的作用。

红茶系列：**怡清源安红壹号**精选湖南安化优质鲜叶为原料，集百年“湖红工夫”技艺和现代红茶科学制作工艺精制而成，品质精良，堪称湖红经典。

怡清源坚持“连锁专卖、电子商务、出口贸易”的创新立体营销模式，茶叶远销欧美、东南亚、俄罗斯及中国港澳等国家和地区。

（三）测试任务

湖南省怡清源茶业有限公司拟针对北美市场进行网络促销，请根据市场特点及目标消费群体特征，为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容	配分	考核点	备注
职业素养 (20 分)	20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目

			4. 按要求提交试卷, 考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	记0分。	
作品 (80分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案 字数不少 于500 字, 每少 50字扣1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备(名称、设计者、时间)
		活动主题	5		有主题(2分), 主题鲜明、引人注目(3分)
		活动目标	10		有活动目标(4分), 目标较为明确、具体、具有针对性(6分)
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当, 与费用匹配
		经费预算	5		有预算表(2分), 预算符合企业的背景与目标(1分), 预算分配合理(2分)
		效果评估	5		有效果评估(2分), 效果评估合理, 符合企业要求(3分)
创新方面	5	方案有新意且可行			
小计		100			

5. 试题编号：3-1-5，网络促销方案设计

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）背景资料

成立于 2014 年的中山品上照明有限公司，以“提供照明系统解决方案，改善人类生活品质 and 生存环境”为使命，以“勇担责任，持续创新，做照明系统解决方案的领导者”为愿景，是一家集生产、研发、销售于一体的专业照明公司，以商业照明为核心，辅以家居灯饰、户外照明等 LED 照明产品，以核心产品带动发展，打造全面、优质的 LED 照明产品线。产品主要包括：LED 光源、吸顶灯、洗墙灯、天花灯、射灯、筒灯及智能控制系统等。

品上照明以专业的角度锤炼品牌，以负责的态度提升形象，经过发展，已有营销网点共 500 多个，分布于全国各大城市。公司坚持稳步发展战略，建立高效、专业的配套服务体系，致力于全国可持续性发展的营销网点的建设，形成有效网络布局，实现公司长远发展目标。

公司拥有一流的品质管理体系，在生产制造过程中严格执行 ISO9001-1:2015 质量认证体系，产品先后通过 CCC、CQC 安全等权威机构认证，并以创新引导发展，注重自主知识产权的保护。

品上照明以其前瞻性的市场思维、深入的照明理解、优质的服务能力，赢得社会和市场的广泛认可，先后获得“广东省高新技术企业”、“广东省名牌产品”、“广东省守合同重信用企业”、“市级企业技术中心”等殊荣。

（三）测试任务

中山品上照明有限公司拟利用感恩节进行网络促销,请为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性(字数要求不少于500字)。

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:120分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20分)		20	1.守时守信,着装得体,举止文明,讲究卫生。(5分) 2.遵纪守法,耐心细致,听从考评员指挥,不得和考评员及其他考生发生冲突。(5分) 3.爱护设备,规范操作,未经考评员允许不得私自更换座位。(5分) 4.按要求提交试卷,考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	严重违反考场纪律、造成恶劣影响的本项目记0分。	
作品 (80分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于500字,每少50字扣1分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备(名称、设计者、时间)
		活动主题	5		有主题(2分),主题鲜明、引人注目(3分)
		活动目标	10		有活动目标(4分),目标较为明确、具体、具有针对性(6分)
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当,与费用匹配
		经费预算	5		有预算表(2分),预算符合企业的背景与目标(1分),预算分配合理(2分)
	效果评估	5	有效果评估(2分),效果评估合理,符合企业要求(3分)		
创新方面	5	方案有新意且可行			
小计			100		

6. 试题编号：3-1-6，网络促销方案设计

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）背景资料

深圳市鸿盛发服装有限公司成立于 21-12 年 10 月，集设计、生产、销售为一体，在日益竞争激烈的市场中，以其新颖的款式、稳定的质量、周到的服务、及时的交货、具备有竞争力的性价比，赢得了国内外客户的高度评价。我们拥有成套西装定形设备、风压领衬衫制作整套设备、各种进口辅助设备。我们从设计、裁剪、缝纫、整烫到包装整个流程，保证了每一件成衣的精湛工艺；严格的选料、超前的设计以及多名资深技师的加盟，使我们的职业装不仅舒适、得体、环保，更兼具时尚的风范。公司主要产品包括西装、办公职业装、企业工作服、宾馆制服、餐饮业制服、医院制服、学校校服、时装等。“优质的产品，满意的服务”是企业的经营理念，“诚信经营，真诚服务”是企业不变的承诺，“便捷、可靠、值得信赖”是企业追求的目标。

（三）测试任务

深圳市鸿盛发服装有限公司拟针对东南亚市场进行网络促销，请根据市场特点及目标消费群体特征，为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备（名称、设计者、时间）
		活动主题	5		有主题（2 分），主题鲜明、引人注目（3 分）
		活动目标	10		有活动目标（4 分），目标较为明确、具体、具有针对性（6 分）
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表（2 分），预算符合企业的背景与目标（1 分），预算分配合理（2 分）
		效果评估	5		有效果评估（2 分），效果评估合理，符合企业要求（3 分）
创新方面	5	方案有新意且可行			
小计		100			

7. 试题编号：3-1-7，网络促销方案设计

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）背景资料

广州市殷赏服装有限公司创立于 1994 年。是一家集服装设计、生产、销售为一体的，具有先进经营管理理念和深厚文化底蕴的企业。多年来，公司秉承“多方共赢，服务至上，追求卓越”的经营理念，创造“诚信，务实，高效，创新”的优秀企业文化。公司现已发展女装品牌有川美、威杰尔、殷裳、森菡等，公司拥有一批专业的设计团队，高素质的管理人才和一支技术精湛的生产队伍，依靠着具有东方文化内涵与时尚服装设计的团队，专业的管理队伍以及丰富的行业经验，已在业界取得良好的口碑。

（三）测试任务

广州市殷赏服装有限公司拟利用情人节进行网络促销，请为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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	必备

	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商务英语实践教学指导经历。	必备

三、考核时量

考核时间：120分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5分)	严重违反考场纪律、造成恶劣影响的本项目记0分。	
作品 (80分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于500字，每少50字扣1分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备(名称、设计者、时间)
		活动主题	5		有主题(2分)，主题鲜明、引人注目(3分)
		活动目标	10		有活动目标(4分)，目标较为明确、具体、具有针对性(6分)
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表(2分)，预算符合企业的背景与目标(1分)，预算分配合理(2分)
		效果评估	5		有效果评估(2分)，效果评估合理，符合企业要求(3分)
创新方面	5	方案有新意且可行			
小计		100			

8. 试题编号：3-1-8，网络促销方案设计

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) 背景资料

深圳市秉新工艺品有限公司是一家专业生产金属工艺品的公司，坐落于深圳市坪山区，公司厂房面积达 2800 平方米，现有员工 50 余人，技术人员约 15 人，生产的产品 80% 出口。公司以制造优良、加工精细、品质上乘、设计合理而立足于饰品业。公司提倡“团结进取、积极创新！”之精神！客户需求，我们的追求！主要产品有：徽章、闪光胸章、奖牌、勋章、铭牌、工牌、钥匙扣、领带夹、开瓶器、袖扣、烟灰缸、帽夹、球叉、钱夹、马口铁胸章、书签、开信刀、行旅牌、名片夹、冰箱贴及案台、模型等等。主要工艺有：锌合金压铸、铜铁压冲、仿珐琅、烤漆、滴胶等等。产品广泛应用于各种产品促销、纪念品、旅游业、服饰、家私、皮具及电子行业。公司设在深圳坪山区，拥有完整、科学的质量管理体系。公司的诚信、实力和产品质量获得业界的认可。

(三) 测试任务

深圳市秉新工艺品有限公司拟利用圣诞节进行网络促销，请为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备（名称、设计者、时间）
		活动主题	5		有主题（2 分），主题鲜明、引人注目（3 分）
		活动目标	10		有活动目标（4 分），目标较为明确、具体、具有针对性（6 分）
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表（2 分），预算符合企业的背景与目标（1 分），预算分配合理（2 分）
		效果评估	5		有效果评估（2 分），效果评估合理，符合企业要求（3 分）
创新方面	5	方案有新意且可行			
小计		100			

9. 试题编号：3-1-9，网络促销方案设计

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）背景资料

中山市华艺灯饰照明股份有限公司简称华艺照明，创立于 1986 年，雄踞“中国灯饰之都”中山古镇，历经三十多年的发展，成功构建了涵盖灯具、光源、配件等相关产品的集研发、生产和销售于一体的全生态成熟产业链。

目前，华艺照明拥有 20 万平方米的灯饰照明产业园，逾两万平方米的总店营业展厅，员工 3000 余人。

华艺照明不仅致力于为用户提供专业的一站式照明解决方案，还通过探索光与空间的关系，研发出时尚经典的产品，以适合人们在不同场景的照明需求，给人以健康完美的灯光体验，提升和改善人们的生活品质。

企业愿景：成为全球化的综合性照明领导品牌

企业经营理念：品质、速度、创新

企业品牌主张：健康光、好生活

（三）测试任务

华艺照明拟针对东南亚市场进行网络促销，请根据市场特点及目标消费群体特征，为其设计一份网络促销方案。促销方案要求格式正确、主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备（名称、设计者、时间）
		活动主题	5		有主题（2 分），主题鲜明、引人注目（3 分）
		活动目标	10		有活动目标（4 分），目标较为明确、具体、具有针对性（6 分）
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表（2 分），预算符合企业的背景与目标（1 分），预算分配合理（2 分）
		效果评估	5		有效果评估（2 分），效果评估合理，符合企业要求（3 分）
创新方面	5	方案有新意且可行			
小计		100			

10. 试题编号：3-1-10，网络促销方案设计

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）背景资料

重庆弘亚床上用品有限公司座落在重庆市九龙坡区含谷镇建新工业园区，交通便利。公司创建于1987年，迄今已有24年的办厂历史，工厂占地面积8亩，厂房面积4280余平方米，固定资产总值600余万元，生产技术力量雄厚。通过了ISO9001-1质量管理体系认证，百年春品牌注册商标、获全国质量稳定合格产品。产品在重庆市场批发、零售份额占百分之70以上、在市场上有良好的口碑和信誉。现拥有电脑绗缝机、电动缝纫机、半自动棉絮生产线以及在重庆市最先进的全自动棉絮流水线生产设备。年产床上用品40万余套件，具备大规模生产、代加工各种规格的高品质的棉胎等床上用品。公司生产的“百年春”牌系列棉胎，自然蓬松，柔软舒适，保暖透气性好。

公司坚守“质量为本、科学管理、不断创新”的理念，以“关注客户满意”为己任，本着诚信、务实、精益求精的工作态度，不断努力、创新、更新技术和设备，力求完美。

公司拥有完善的售后服务体系，把售后服务和产品质量视为企业的生命，为客户解除后顾之忧。诚信、务实、谦虚、奉献是公司信奉的经营宗旨，也是公司市场战略的中心思想。用发展的观点看待一切事物，用创新的理念打造舒适、耐用、美观、价廉和富有特色的优质产品，令客户满意！服务于社会！

（三）测试任务

重庆弘亚床上用品有限公司拟针对俄罗斯市场进行网络促销，请根据市场特点及目标消费群体特征，为其设计一份网络促销方案。促销方案要求格式正确、

主题明确、内容完整、思路清晰、具有一定可行性（字数要求不少于 500 字）。

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：120 分钟

四、评分细则

评价内容		配分	考核点	备注	
职业素养 (20 分)		20	1. 守时守信，着装得体，举止文明，讲究卫生。(5 分) 2. 遵纪守法，耐心细致，听从考评员指挥，不得和考评员及其他考生发生冲突。(5 分) 3. 爱护设备，规范操作，未经考评员允许不得私自更换座位。(5 分) 4. 按要求提交试卷，考试结束后关闭考试系统、键盘、座椅等相关设备归位。(5 分)	严重违反考场纪律、造成恶劣影响的本项目记 0 分。	
作品 (80 分)	卷容格式	10	文字编排工整清楚、格式符合要求	促销方案字数不少于 500 字，每少 50 字扣 1 分。	
	文字表达	10	流畅、条理清楚、逻辑性较强		
	具体内容	封面完整	5		要素具备（名称、设计者、时间）
		活动主题	5		有主题（2 分），主题鲜明、引人注目（3 分）
		活动目标	10		有活动目标（4 分），目标较为明确、具体、具有针对性（6 分）
		活动时间	5		时间选择得当
		对象选择	5		促销产品明确、促销对象明确
		活动方式	15		刺激程度适当，与费用匹配
		经费预算	5		有预算表（2 分），预算符合企业的背景与目标（1 分），预算分配合理（2 分）
		效果评估	5		有效果评估（2 分），效果评估合理，符合企业要求（3 分）
创新方面	5	方案有新意且可行			
小计		100			