**江苏城市职业学院五年制高职**

**《外贸英语函电与单证2》课程复习提纲  
2015级商务英语专业用**

**一、考核目的**

本课程主要考查学生运用外贸函电语言实践和实际运用函电英语的能力，考查学生在外贸信函写作中掌握写作要点和使用信函语言的能力。

**二、复习依据**

《世纪商务英语外贸函电》吴思乐主编，大连理工大学出版社，书号为ISBN 978-75611-9937-4

**三、考核内容及试卷题型**

要求学生重点复习《世纪商务英语外贸函电》第3-13单元中的内容。

试卷题型如下：

**Ⅰ. Translate the following phrases:（5\*2=10分）共5题，每题2分，共10分**

重点复习外贸函电基本术语翻译(中英文互译)。如: 交货期，port of destination，price list

等。

**Ⅱ. Translate the following sentences.（5\*4=20分）共5题，每题4分，共20分**

重点复习外贸函电句子翻译。

**Ⅲ. Choose the best words or phrases to complete each of the following sentences.（10\*2=20分）共10题，每题2分，共20分**

外贸函电常识单选题。如：As this is a very big order, we must adhere to our customary practice and require payment by L/C at sight。

In view of the amount of this transaction being very small, we are prepared to accept payment by D/P at sight for the value of the goods shipped。

We very much regret that we are unable to accept any fresh orders at present owing to heavy Commitments。

The chief contents of the L/C are a combination of the chief contents of the sales contract, the required documents and the bank assurance。

In the case of payment by L/C, both the exporter and the importer count on bank credit。

The L/C must reach the sellers 30days before the contracted date of shipment。

As usual, we are drawing on you at 30 days in favor of HSBC Bank for the value of the consignments and trust you will accept our draft upon presentation。

**Ⅳ. Complete the following letter according to the Chinese given within the brackets. (10%)**

题型为信函写作填空题。共5题，每空2分，共10分

考查学生的外贸函电写作能力。(课外)

**Ⅴ. Write a complaint letter according to the requirements given below:（40%）**

重点复习第10单元，题型为包装函信函写作，共1题，共40分

**四、考试形式**

本课程考核形式为闭卷笔试，总分为100分，考试时间为90分钟，由江苏城市职业学院商务英语教研室命题，全省统一考试。

责任教师：许洁

联系方式：15996314244

E-mail:865260802@qq.com