

《外经贸应用文写作》

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## 课后练习参考答案

### Unit 1

#### I. Improve the following sentences 改进下列句子

1. Do you like swimming and playing golf?
2. Please answer the telephone with a pleasant, courteous manner.
3. These foods are not only nutritious but also inexpensive.
4. Mrs. Lombardi resigned because she received a better job offer.
5. Your plan is as good as, if not better than, either of theirs.

#### II. Change the disordered sentences to make a complete letter 连句成信

Dear Sir,

Our firm sells shampoo. We are interested in investigating the possibility of national advertising. We would be very appreciative if you would provide us with your rates.

Thank you for your prompt attention to our request. We are looking forward to hearing from you.

Yours sincerely

Huang Qiusheng  
Sales Manager

#### III. C-E Translation 句子中译英

1. Would you please let us know if these items are still available?
2. I am writing to ask for information on the application of TianYu Scholarship.
3. We would be most grateful if you could tell us the capacity of the venue.
4. We wonder whether your equipment is available on a rental basis.
5. We would be grateful for an early reply.

#### IV. E-C Translation 句子英译中

1. 我方从商会获悉贵方名号。
2. 我们希望能获得贵厂的产品宣传资料。
3. 我想询问贵公司目前有哪些岗位是空缺的。
4. 除了目录，我们还想要贵方产品的价目单。
5. 可否告之贵杂志的年度订阅费是多少？

**V. Complete the enquiry letter with given Chinese** 根据所给中文填写询问函

Dear Mr. Liu

Thank you for the brochure you mailed to us on June 10<sup>th</sup> (感谢贵校于6月10日将简章寄给我们). Would you please send us some additional information we need in deciding whether to send our executives to your university for the training?

1. At what background level is your program geared?
2. What courses are included in the program? And what is the schedule?
3. How is the accommodation at your university? (贵校食宿情况如何?)

We would be grateful if you could reply at your earliest convenience. (尽早回复) We look forward to the possibility of cooperating with you. (我方期待与贵校合作的可能性)

Sincerely yours,

Teresa Wang

**VI. Write a letter of enquiry with given words and phrases** 模拟套写询问函

Dear Sir

Your ad for necklaces and bracelets arouse our attention. Would you please send us details of your various ranges, including colors, sizes and prices?

As we are a large dealer in accessories in the UK and there is a promising market in our area for moderately priced accessories, your prompt attention might bring you a big business with us.

Yours sincerely

Andrea Higgins

**VII. Write a letter of enquiry with given instructions** 按情景写询问函

Dear Mr. Zhang

As I am coming to teach in your university next semester, I wish to have a better preparation for the new job. I'd like to inquire about the following items:

1. What is the English level of the students that I am about to teach?
2. What specific courses am I supposed to teach?
3. What degree of proficiency should I have in mandarin?

Thank you for your attention. Your earliest reply will be greatly appreciated.

Sincerely yours

Bosco Tan

## Unit 2

### I. Improve the following sentences 改进下列句子

1. Neither of the women has brought her certificate.
2. It is they who saved the drowning girl.
3. It was him that I sent to collect the money.
4. He doesn't deny his breaking the agreement.
5. The team are now on the floor taking their practice shots at the basket.
6. They had each his own problem.
7. Everybody except he agreed to our proposal.
8. They caught him cheating on the exam.

### II. Change the disordered sentences to make a complete letter 连句成信

Dear Sir,

This is to confirm your reservation at Rita Hotel for one night on March 1<sup>st</sup>, 2008. You have requested a single room with a king-size bed, the charge of which is \$120 per night. We will hold the room for you until 12:00 am on March 1<sup>st</sup>. If you expect to arrive late, please notify us before February 28. We look forward to welcoming you to Rita Hotel.

Yours sincerely

John Smith  
Marketing manager

### III. C-E Translation 句子中译英

1. We are happy to announce that we have successfully merged with ZhenHe Company Ltd.
2. To mark this special occasion, customers will be offered with a special opening discount.
3. Before putting the plan into effect, I want to confirm the verbal agreement with

you first.

4. Upon receipt of your confirmation of our agreement, we shall arrange shipment of the aforementioned merchandise.
5. As our new letterhead indicates, we have recently changed the name of our company from Tina Fashion to Lilian Fashion.

#### IV. E-C Translation 句子英译中

1. 从7月1日起, 大厦内禁止吸烟。
2. 电话保持不变, 邮件还是寄到以下地址。
3. 我们很高兴地通知您, 董事会已任命李凌先生为我公司的董事长。
4. 今天上午我们的电话协商十分简短, 进展迅速,我想总结一下协议。
5. 今致函确认我们之间达成的有关贵方从我公司购买 500 辆凤凰牌自行车的协议。

#### V. Complete the following letter of confirmation with given Chinese 根据所给中文填写以下确认函

Dear Sue,

This is to confirm our discussion in my office yesterday (确认昨天在我办公室的谈话) in which we agreed upon your new responsibilities:

1. You are appointed the Systems Manager (你被任命为系统经理) at a salary of \$3,000 per month, effective August 1, 1, 2008.
2. You are authorized to hire two additional staff: a programmer and a systems analyst, at a combined salary not exceeding US\$4,000 per month.
3. You may order office equipment for your new employees (你可以为你的新雇员订购办公设备) and you should prepare the appropriate purchase orders for my signature.

If the above points do not square with your understanding (如果上述几点和你的理解不一致), let me know immediately. If not, I will assume that we are in complete agreement. (我将认为我们的理解是完全一致的)

Sincerely yours

Lee Shaw

#### VI. Write a letter of information with given words and phrases 模拟套写通知函

Dear John,

It is our great pleasure to inform you that you have been promoted to the challenging and demanding position of sales manager.

This promotion is in recognition of the fine work you have done for this firm. We are very confident that you will meet the new responsibilities which accompany the position of sales manager with the same level of enthusiasm and enterprise which you have exhibited since you came to work with our firm.

Please accept our congratulations on your new promotion.

Sincerely yours

Jack White

## VII. Write a letter of information with given instructions 按情景写通知函

Dear Customer,

This is to announce our 10% Special Discount Offer that we are making on all orders for the office appliances for the month of October only. This 10% discount is our way of saying thank you for being such a valued customer.

We hope you will take advantage of this offer and send us your purchase order today. We look forward to hearing from you.

Sincerely yours

Li Dongdong

## Unit 3

### I. Choose the appropriate verb form 选出合适的动词形式

1. is 2. is 3. has 4. is 5. were 6. has 7. has 8. have 9. is 10. is

### II. Put the following statements into the right order and make it a complete letter of invitation 将下列句子按顺序排列,组成一个完整的邀请函

Dear Mr. Smith

We are planning a small dinner party in honor of Mr. Liao, President of this company. The dinner will be held at the Garden Hotel from 6.30 pm to 8.30 pm on July 4, Friday. Dress will be informal business wear.

We hope that you will be able to join us in this opportunity to meet the senior directors of our company. Will you please notify us before July 1 whether we can

expect you.

Yours sincerely

Cathy Wang

### III. C-E Translation 翻译:接受邀请

Dear Mr. and Mrs. Lei

It is indeed very kind of you to invite us for such a delightful evening party. Of course we will be there on Friday, October 15 at seven o'clock.

It will also be our great honor to meet such a group of distinguished guests from the business circle. We hope that we can communicate with them there.

Thank you for your kind invitation. We are certainly looking forward to seeing you on next Friday.

Sincerely yours

Mr. and Mrs. Wang Lin

### IV. E-C Translation 翻译:婉拒便宴邀请

亲爱的雷先生并夫人:

承蒙你们邀请出席八月二十日(星期四)的晚宴,但很遗憾我们那天晚上已有安排,故无法应邀参加,真是感到难以言表的抱歉。

对于你们的邀请,我们表示感谢。我们期待下一次有机会再同你们相聚。

你们诚挚的

乔治·爱伦先生和夫人

### V. Write an invitation card with given information 根据以下内容撰写一则请柬

BC Trading Company  
requests the pleasure of Mr. and Mrs. David White  
for a reception in honor of its thirtieth anniversary,  
to be held

on Friday, September 12, 2008  
at 10 am  
at Garden Hotel

R.S.V.P

**VI. Write a letter of invitation with given words and phrases** 模拟套写邀请函

Dear Mrs. Law

I take great pleasure in inviting you to an exclusive exhibition of the works of the German painter, Roland Geissel. The exhibition will take place between 2.00 pm and 5.30 pm on October 15, 2008 at the grand Hotel.

After the exhibition, there will be a reception in the Lotus Room at which the painter will be present.

Yours sincerely  
Carol Castro

**VII. Write a letter of decline with the given information** 根据以下内容撰写一封回复函:谢绝邀请.

Dear Mr. and Mrs. Zhang

Many thanks for your kind invitation for the cocktail party you will hold in honor of your son's graduation on July 7. Unfortunately I am leaving for a business trip to Beijing on July 5 and will be there for about one week. Therefore I am unable to attend the party, much as I would have liked to do so.

I hope that another opportunity will present itself in the near future for me to extend my sincere congratulations to your son.

Sincerely yours

Lin Bing

**Unit 4**

**I. Choose the sentences with correct punctuation** 选择标点正确的句子

1. B 2. A 3. A 4. B 5. B  
6. A 7. A 8. B 9. B 10. B

**II. Put the following statements into the right order and make it a complete letter of thanks** 将下列句子按顺序排列,组成一个完整的感谢信

Dear Mr. Johns,

Back now in my own country, I wish to thank you most sincerely for your gracious hospitality extended to myself and my colleagues. I appreciated your kindness and that of your colleagues in showing me around the new plant and introducing to us your production line. The opportunity to meet you and your directors is something I had been longing for. On behalf of us all, I wish to say thank you again.

Sincerely yours

Linda Hong

**III. C-E Translation** 翻译祝贺函

Dear Mr. Gao Hong,

I have just heard of your promotion to the President of Donghai Trading Co. Ltd. and would like to congratulate you most sincerely. Certainly no one has worked harder than you over the past several years and I, for one, am delighted to see your efforts rewarded. Of course, it is also a fine tribute to your ability and devotion to the service of the company.

I believe that such an important promotion would give you ample opportunity to spread your wings. I sincerely wish you every success in all your undertakings.

Yours sincerely

Yang Ming

**IV. E-C Translation** 翻译感谢信

亲爱的布朗先生:

多谢您对我们公司十周年纪念日的祝贺。

在这十年中,我们的生意稳步发展,平均年利润率增长达 20%。同时,我们的产品销售目前已经发展到了 68 个国家和地区。这就是为什么我和我的同事们在庆祝公司十周年纪念日时感到幸福和自豪。

十年前我开始负责销售的时候,我们所签的第一批订单之一就是来自贵司。当然,从



那以后，我们很荣幸享受到你们所提供的许多机会。

我们对你们目前的生意状况表示满意的主要原因来自于你们能够保持和提高我们的服务纪录。所以，值此十周年纪念日之际，我谨代表我公司，向您表示诚挚的谢意。感谢您一直以来对我们的信任。

当然，我们珍惜我们所有的客户，但我们感觉我们对所服务的公司，特别是贵公司有特殊的责任。

让我们共同努力，共同创造更大的成功。

您诚挚的，

约翰·理查德森

#### V. Complete the letter of thanks with given Chinese 根据所给中文信息填写感谢函

Dear Ms. White,

I enjoyed interviewing with you during your visit for recruiting to Shanghai on May 3. The management trainee program you outlined sounds both challenging and rewarding and I look forward to (期待) your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in July with a Master's degree (七月毕业，获得硕士学位). Through my education and experience I've gained many skills (掌握多项技能). I have worked for three years in the retail industry. I think my education and work experience would complement this trainee program.

I have enclosed (随函附寄) a copy of my college transcript and a list of references that you requested (应您的要求).

Thank you again for the opportunity to interview with BC. The interview served to reinforce my strong interest in becoming a part of your management team.

I can be reached at 62641234 should you need additional information (需要其他信息).  
Sincerely

John

#### VI. Write a letter of thanks with given words and phrases 模拟套写感谢信

Dear Hugh,

Thank you very much for all your help over the past few weeks. I should just like you

to know that I appreciate your willingness to help out in times of need and to assure you that your understanding and sympathetic attitude will not be forgotten when the company is once more on its feet.

Yours

Nicole Weiss

**VII. Write a letter of congratulations with the given information** 根据所给信息撰写一封祝贺函

Dear Mr. Anderson,

All of us congratulate you on the occasion of working with Hill Group for ten years.

Due to your loyalty, hardworking and excellent performance, you are promoted to International Marketing Director in just ten years. You've done well for the company and we are proud of your record.

It's very nice to have you as a colleague. May you have greater success for the next year.

Sincerely yours  
Marriot

## Unit 5

**I. Identify the sentence types** 指出句子类型

1. A 2. A 3. B 4. C 5. A  
6. D 7. C 8. A 9. A 10. C

**II. Arrange the following sentences in good order to make a complete letter of application** 将下列句子重新排列成一封完整的求职信

Dear Sir

I have seen your advertisement for a computer operator and I am interested in the position.

I am 23 years old and just graduated from Jianqiao College. Apart from my major study I learn much about English and have the Cambridge Proficiency Certificate.

I have also been trained as a computer operator, although I have just finished my training and have not yet had much experience.

I hope to make this my career, and am delighted to have the possibility of employment with a company where I can use English.

I should be grateful for further details. At present I am working in a small computer company, but I could be available for an interview at any time.

Yours faithfully

### III. C-E Translation 翻译简历

#### RESUME

##### Personal Details

Name: Zhang Li

Address: Room 301, 1000 Ping Shun Road, Shanghai, P.R. China 200003

Phone: (021)—6233XXXX

Email: zhangli111@163.com

##### Employment Objective

To obtain the position as a sales representative in a large corporation

##### Education

2001---2005 Shanghai Institute of Foreign Trade

Courses taken in Economics, Finance, International Trade, etc

##### Work Experience

2005---2007 Sales assistant, Shanghai Xinxin Group

Duties included sales planning, visiting clients, doing paperwork, etc.

##### Special Skills

English: CET 6

Computer: Office 2003

##### References

Available on request

### IV. E-C Translation 翻译推荐信

亲爱的陈女士：

应您 6 月 18 日来函要求，我很乐意为王琳女士提供证明。王女士自 2004 年毕业后一直在本公司担任我的私人助理。

我毫不犹豫地向您推荐王琳女士。她是一位完全可以信赖的同事，工作中能够独挡一面。她为人忠诚，处事审慎。她的冷静和高效的办事方式曾经多次帮助我们避免尴尬的局面。如果贵司录用王女士，我们将很难找到合适的人选取代她。然而，我们完全尊重她个人的志趣，也许这是她寻求新发展的时候了。

您诚挚的

大卫·山德士

**V. Fill in a resume according to the given information.** 根据所给信息填写简历

**RESUME** (简历)

**Personal Details** (个人信息)

Name: Li Fei

Address: Room 1203, 300 Dong Fang Road, Shanghai, P.R. China 200000

Phone: (021)—6213XXXX

Email: Lifeishanghai@yahoo.com.cn

**JOB OBJECTIVE** (职业目标)

To obtain a senior executive position (一个高级经理职位) in a large company

**Education**

1996---1999 Tongji University

MA Degree, Major in Business Administration (主修工商管理)

1992---1996 Fudan University

Bachelor's degree, (学士学位) Major in Management

**Work Experience**

2005---2008 XYZ Global

Local Manager, responsible for developing local market (开发当地市场) and directing local affairs

2000---2005 Shanghai Ruifeng Import & Export Company

HR Supervisor (人事主管), responsible for staff management

1996---2000 ABC Corporation

Office Director, responsible for office running, project planning and developing ( 项目规划,开发) and coordination, etc.

**Special Skills**

Experienced in team building ( 团队构筑) and consensus decision making

Familiar with ( 熟悉) current trends in management thinking

Able to work effectively with people of all ages

Proficient in ( 精通) both spoken and written English

**References** (备询人)

Available upon request

**VI. Write a letter of application with given words and phrases** 模拟套写求职申请书

Dear Sirs

I am writing to you in reference to your advertisement in *Shanghai Daily* of June 20 for an English editor responsible for English pages.

I am enclosing my resume, and I would greatly appreciate it if you would seriously consider my application since I believe that I am well qualified for the position. As you can see from my resume, I obtained double bachelor's degrees in Chinese and English from Zhejiang University. I have a strong ability to write Chinese and English. I think my education and professional experience will enable me to offer helpful services for your newspaper. The enclosed resume will tell you more about my personal information.

I look forward to your early reply.

Sincerely yours

Liu Li

**VII. Write a letter of application with the given information** 根据所给信息撰写一封留学申请书

Dear Sir

I am writing to request admission into the Department of English Language and Literature at your University for the fall semester of 2008. It is my long-cherished desire to pursue comparative study of Chinese and Western literature at a university for a Master's degree of Arts in the United States.

I graduated from the Department of English at Shanghai Normal University. I am currently a teacher of English.

I would appreciate it if you would forward the necessary application forms for admission, together with information about financial aid, to me.

I am looking forward to your reply at your earliest convenience.

Sincerely yours

Liu Tao

## Unit 6

### I. Combine the following sentences into complex sentences, make changes where necessary 把下列简单句改成复合句,根据需要加以改动.

1. Xu, enrolled in college last fall, comes from a worker's family.
2. The sky was cloudless with the sun shining brightly.
3. Napoleon was born in 1769 when Corsica has just been acquired by France.
4. Hearing that his father was ill, he was anxious to go home to see him.
5. Ashen-faced, and purse-lipped, he sat there impassively, an old man close to tears.
6. The year of 1949 witnessed the founding of the People's Republic of China.
7. The picking of apples is a pleasure for them.
8. We will try to get back to your house by 5:00 this afternoon, but if you don't get back at that time, you will have to eat dinner without us.
9. Mountain hiking is a great sport, and it will make you healthy.
10. Not only is the Calculus class difficult, but it also has a lot of daily homework assignments.

### II. Put each paragraph in the logical order to make a memo.

将段落合理排序, 组成一个备忘录

#### *Electron Distributing*

#### **MEMO**

To: Bill Haloman, Manager

From: Jean Sax, Sales

Date: August 30, 200X

Re: Telephone Conversation with Omni-Fax Sales

Bill, I have enjoyed my first few weeks here at ED, and I have appreciated your help in making my transition into the company an easy one. I feel that I will be able to perform well now that I have learned the ropes a bit.

I was talking with a client yesterday, and I thought you might be interested in the conversation. I know one of the sales people at Omni-Fax because we belong to the same health club. He mentioned that Omni-Fax expects to expand production more than two-fold in the next two months due to a facilities expansion. That means that they will be in the market for our services even sooner than we thought.

I suggest that we put together a sales presentation designed specifically for Omni-Fax and get it to them as soon as possible. I think we would have a good chance of picking up a large part of their expanded business if we were the first ones on the scene with a reasonable offer.

I would appreciate your reactions to this idea. I know I would like to be involved in the presentation, if you think that would be appropriate. I will not move without your O.K., so please get back to me as soon as you can.

### III. C-E Translation 翻译会议通知

#### Meeting Notice: Welcome aboard!

All the newly recruited employees are requested to meet in the conference room to join in a welcome party on Wednesday, October 20<sup>th</sup>, at 1:30 pm.

Oct. 18th, 2007

Personnel Dept.

### IV. E-C Translation 翻译开业启事

#### 分店开业启事

尊敬的先生们:

我们很荣幸地通知大家, 由于我公司与美国业务量的迅速增长, 我们已决定在纽约百老汇街 234 号新开一家分店, 由史密斯先生负责。

仅借此机会表达对各位尊敬的老顾客的感谢, 期望新店的开张能使我们的服务更上一层楼。

全球陶瓷有限公司  
敬上

### V. Complete the announcement with given Chinese 根据所给中文填写公司合并通告

Oct. 15, 2007

Dear Sir or Madam,

We have pleasure in informing you of the merger between our company and Yuanda

Trading Corporation (我们与远大贸易公司的合并), which will come into effect on Dec. 26, 2007. The new company will be known as Yuanhong International Trading Co. Ltd., with headquarter at No. 42 West Jinling Road, Huangpu, Shanghai (总部设在上海市黄浦区金陵西路 42 号).

As a result of the merger, we are able to offer you a wide range of products (给您提供品种繁多的产品). Benefits of reduced cost in distribution can also be passed on to customers in the form of price reductions (使顾客通过价格的下降而受益).

We look forward to welcoming you at our new company (在我们的新公司欢迎您).

Yours sincerely,

#### VI. Write a note asking for leave with the given ideas 套写请假条

Dear Miss Yang,

I'm sorry to ask for 12 days' leave from May 8<sup>th</sup> to May 19<sup>th</sup>. My father now in hospital is seriously ill. I have to take care of him for several days. You know I am the only child in my family. Of course I will show you the telegram about my father's illness which is sent by my mother.

I would appreciate it very much if you could grant my request. As for the work I drop during my absence. I would like to ask help from Wang Ling if you permit. I will take the job over as soon as I come back.

Yours respectfully  
Yu Xun

#### VII. Compose the minutes according to the given information. 按所给信息编写会议纪要

##### Minutes

**1. Date:** Jan. 31, 2008

**2. People present:** Chairperson(Mr. Fen, the president), secretary, and heads of all departments (7 people)

**3. Subject: the summit meeting of GeoPost International—exploring the market**  
**The senior management meeting was held at the Conference Room, at 3:00 pm Jan 31, 2008. The president presided over the meeting.**

4. Last-meeting minute

The minute of the last meeting was approved at the meeting.

5. New Proposals

Someone raised the possibility of exploring the South China market which aroused



great interest of the team and was fully discussed.

6. Resolution

The marketing department will do a thorough research to find out the feasibility of entering South China market. The head will be in charge of the meeting and discussion with several leading parcel express companies in that region to explore the possibility of cooperation with them.

7. Adjournment

The meeting adjourned at 4:00 pm.

8. Minutes taken by Secretary

## Unit 7

### I. Rewrite the following sentences 改进下列句子

1. This is not such an elegant playground. Still, the kids love it.
2. The papers were all jumbled up. Therefore, we couldn't find the report when we needed it.
3. It's dangerous to walk there alone. You shouldn't go without me.
4. Some students worked in Professor Smith's laboratory last semester.
5. The scene was filled with beauty such as the shiny sun and the leaves of various shades of red, yellow, and brown.
6. This is going to be the most difficult exam of your college career; you had better start studying for it immediately.
7. Within each group, a wide range of features are to be chosen from. It was difficult to distinguish between them.
8. In the seventh grade every young boy goes out for football to prove to his parents that he is a man.
9. Not realizing at the time that we would never enter that door in her home again, she opened the door and let us into her home.
10. They were all having a good time until one of Joe's oldest and best friends had a little too much to drink.

### II. Put each paragraph in the logical order to make a complete letter.

将段落合理排序, 组成一封完整的信: 预订宴会厅

Dear Mr. Zhao

We are writing to inform you that we'd like to use Banquet Hall tomorrow evening, and we would like to state the detailed requirements.

We want our banquet dinner start at 6:30 pm. As for the menu choice, we want the routine entrée and chef's choice for the banquet. We would appreciate it if your staff could preset the furniture for the banquet before 6:00 pm.

Concerning the table decoration, could you arrange the flags of the participating countries on the table and if possible decorate the room with neutral color.

We would like to put the charges on to the Master Account.

Finally, please inform us of the minimum charge for each participant and how call brands are charged. Thank you.

Yours faithfully  
John Hilton  
Assistant

### III. C-E Translation 翻译注册信息

#### Registration Information

Register now!

Register on the web, by mail or fax!

Pre-registration fees      On-site registration (after...date)

Full registration \$XX

7:00 a.m.—5:00 p.m., Monday through Friday, ...(date)... (place)

[www.org.com](http://www.org.com)

### IV. E-C Translation of registration 翻译注册登记

#### 中国国际投资与贸易展览会

注册与联系

##### 1. 注册登记

2007. 10. 23-24 (8:00am---12:00am, 13:00pm---21:00pm)

与会代表凭邀请函，可在预注册处领取大会胸牌和就餐券。

注册登记地点：北京燕莎大酒店大堂

##### 2. 联系人

吴雁

组委会

电话：0086-10-64325717

传真：0086-10-64335431

邮箱：wuyan@wyz.org.cn

北京

### V. Complete the letter with given Chinese 根据所给中文填写房间预定函

Fax: 23442356

**SHICK SENSORS (Shanghai branch)**

Date: 10. March 2007  
To: Ms. Ruan Hong (Manager)  
From: Julie Huang (Assistant)  
Subject: Hotel Reservation

Dear Ms. Ruan

As we are having an international conference in Shanghai (将要在上海召开一个国际性会议) from 13 to 16 March, 2007 with a group of people of about 30, we would therefore reserve the accommodation for 4 nights: 30 single rooms with a bath / shower, including breakfast. (30 间配有浴室/淋浴的单人房, 包括早餐。)

Would you please confirm that this accommodation is available, (请确认这次食宿是否可以提供) and also tell us the rate of per room including breakfast by return fax. (传真回复每间房包括早餐的费用)

Yours sincerely

Julie Huang  
Assistant

**VI. Write an agenda with given words and phrases** 模拟套写会议日程表

**Agenda**  
**For South East Architecture Fair, Shanghai 2007**

**Place:** The Banquet Hall, 2<sup>nd</sup> Floor, Sheraton Hotel, International

**Time:** 5-7 July 2007

**Registration:** 2-5 July 2007, 8:00-11:00 a.m./1:00-3:00 p.m.

**Day one:** opening ceremony/ keynote speech delivered (morning)

Finance symposium (afternoon)

Free business contacts (evening)

**Day two:** project match-making exchanges (morning)

Visit electronic business platform (afternoon)

View variety show (evening)

**Day three:** project introduction (morning)

Training: finance procedure (afternoon)

Huangpu River touring/cruise &

Dinner party (evening)

For detailed events information please refer to the **schedule sheet**.

**VII. Write a letter with given instructions** 按情景撰写: 预定会议室

**The South Paint Co. Ltd.**

20 Sept. 2008

**Fax:** 35468792

**From:** (Ms) Wang Wei (sales assistant)

**Attn:** Marketing Dept, International Business Center

**Subject:** conference room & dinner reservation

**Conference Dates:** 12-15 October 2008

Dear Sir or Madam

Since we are going to stage a sales conference during 12-15 Oct. 2008 in Shanghai, we would like to rent some conference rooms, together with some devices such as display tables, monitors, projectors, etc., and the dinner service.

We would appreciate it if you could quote us the price for the conference rooms and dinner arrangement for a party of 50 people. I hope we would meet personally to discuss the details.

I look forward to hearing from you soon.

Yours sincerely

Wang Wei  
Assistant

## Unit 8

### I. Rewrite the following sentences to make their meaning clearer.

改进句子,使意思更明确

1. Just as I thought when I found them in the old box, the paintings were left by my grandfather.
2. The manager invited us to visit him before he left.
3. On the evening news, I heard that the adverti-sing company apologized for the unauthorized use of this portrait.
4. The house he bought yesterday is to be fitted up with modern comforts and conveniences.
5. The soldiers sat straight.
6. A clear definition of your terms clearly strengthens your argument.
7. I ate almost the whole turkey.
8. With an umbrella he attacked a woman.
9. After our conversation lessons, we could easily understand the Spanish spoken by our visitors from Madrid.

## MICROSOFT

Translator-MIC00008818

This role is for technical translation of computer science.

The responsibilities include the drafting of English-Chinese translation as well as the editing of Chinese-English translation.

Experience:

Bachelor Degree or above.

A minimum of five year's technical translation experience in the IT industry.

Skills:

Expert English and Chinese written skills.

Excellent team spirit.

10. John really wants to do well on this exam.

**II. The following recruitment advertisement is disordered, put the details in their right places** 有序排列下面的招聘广告

**III. Translate the following sentences into English** 句子中译英

1. Good command of Chinese/English communication ability.
2. Two years working experience in finance is preferred.
3. Personal confidence and aggressiveness is a must.
4. A minimum of four years' experience in teaching English as a second language, preferably in a commercial environment.
5. Citigroup is one of the world's most famous banks and a leading contributor to global trade and development.

**IV. Translate the following sentences into Chinese** 句子英译中

1. 能在压力下工作，且具有较强的人际交往能力。
2. 讲求实效且能如期完成任务。
3. 熟悉商务英文者优先。
4. 法国高氏公司是全球最大的油墨生产商之一，为配合公司之发展计划，我们诚邀有关人员应征下列职位。
5. 本公司是一家专业进出口公司，位于浙江温州市区。

**V. Complete the following Co. profile with given Chinese information**

按所给中文信息完成下面公司简介

Anritsu Group, formerly known as Anritsu Electronic Co. Ltd, has a history of 100 years. Headquartered in Japan (总部设在日本), its major business includes: test & measurement instruments, information and communications, industrial automation, and electronic devices, of which, the volume of test and measurement business accounts for (占据) more than 50% of the annual volume (每年业务量) of the Group.

Our business in Beijing is now enjoying a rapid development (发展迅速), and we are looking for someone with high caliber (高素质的) to work as the HR Specialist in Beijing.

**VI. Write a company profile with given words and phrases** 模拟套写公司简章

Shanghai Trademark Agency is a professional organization providing legal services in intellectual property. It has become one of the biggest intellectual property service providing firms in China after the development of more than a decade. It has expanded business nationwide as well as in more than 100 countries/regions worldwide.

**VII. Write a job wanted advertisement with the given instructions**

按情景要求写招聘广告

Position: Foreign Trade Assistant

Job Description:

Be responsible for office affairs, handling of documents and samples, and assisting foreign trade department in dealing with overseas customers.

Job Requirements:

- Good command of English/Japanese/French/German.
- Bachelor degree holder or above.
- Diligent, enterprising, and with strong team spirit.
- Experience of studying abroad is an advantage.

## Unit 9

**I. Rewrite the following sentences** 改进下列句子

1. Getting down from the bus, I sprained my ankle.
2. Walking or sleeping, I always had the subject in my mind.
3. When we looked out through the window, a beautiful landscape presented itself before our eyes.
4. Having been deserted by his guide, the explorer would have no hope to find his way through the jungle.
5. For one to borrow books from this library, it is necessary to register as a member of the library.
6. To become a champion swimmer, one should develop one's shoulder muscles while young.
7. It being Christmas, the government offices were closed.
8. The siren sounded, which indicated that the air raid was over.
9. It was unknown to his closest advisers that he secretly negotiated with an enemy emissary.

10. Although the play was nearly finished, we left the play early because we were worried about our sick cat.

## II. The following manual is disordered, put the instructions in their right places

有序排列下面产品使用手册

### How to Start a Conference Calling with iPhone

iPhone User's Guide

#### Conference Calling

Conference calling lets you talk to more than one person at a time. You can merge up to five calls for a phone conference.

#### Start a conference call

Make a call.

Tap Add Call and make another call. The first call is put on hold. If you want, you can talk on the second line privately before merging the calls.

Then Tap Merge Calls. The calls are merged onto one line and everyone can hear each other.

Repeat the previous two steps to add more calls to the conference.

## III. Translate the following sentences into English 句子中译英

1. Do not drop or otherwise subject the cassette to shock impact.
2. Do not use the camera if smoke or a strange odor comes from the unit.
3. Dirt can be removed from the cabinet by wiping it with a soft cloth.
4. Stubborn stains may be removed with a cloth slightly dampened with a little mild detergent solution.
5. Freshness and potency guaranteed through March 25, 2010.

## IV. Translate the following sentences into Chinese 句子英译中

1. 屏幕上方的手机信号指标显示您是否处于信号网络中，以及您是否可以打电话并接听电话。
2. 当有来电时，iPhone 电话铃响，并显示来电者的相关信息。
3. 请勿用手触摸录像带条表面，如果您手上有灰尘或油腻物质，则会有损于录像带。
4. 请确保无金属物质或易燃物质进入相机内部。
5. 严禁打开机箱，内有危险高伏电压。

## V. Complete the Directions with given Chinese information

按所给中文信息完成下列隐形眼镜护理液的使用说明书

#### Directions for Contact lenses solution

Comfortact is an all-purpose solution (全能的护理液) for the care of contact lenses.

Wetting. Before inserting contact lenses in the eyes, apply one drop of Comfortact and rinse (清洗) with water.

Soaking (浸泡). Fill contact case one-half full of Comfortact. Place lenses in case and add a few more drops to cover all surface.

Cleaning. Apply a few drops of Comfortact to lenses and rub gently (轻轻揉搓) for ten seconds. Rinse and repeat.

**Note:**

Wash hand thoroughly before touching lenses. Do not let the tip of the bottle come into contact (接触) with any surface which may contaminate the solution.

**VI. Write an instruction for medicine with given words and phrases** 模拟套写药物使用说明书

Usage and Dosage: One tablet each time ... three times a day ... appropriate reduction of ... the dosage for children; ... for external use ... appropriate quantity being applied.

Storage: Preserve in tightly closed containers.

**VII. Write a user's guide with the given instructions**

按情景要求写手机的使用说明书

Send a text message:

1. Press "Menu" and select "Messages" → "Create new message" → "Text message".
2. Enter the message text.
3. Press "Options" and select "Send only" or "Save and send".
4. Enter destination numbers.
5. Press "OK" to send the message.

**Unit 10**

**I. Rewrite the following sentences to correct any faulty parallelism**

改写下列结构不平行的句子

1. The ideal student is attentive, studious, and inquisitive.
2. I like hiking, cycling, and going to movies.
3. He is an affectionate husband, a thoughtful son, and a kind father.
4. The tourists can pay either in cash or by check.
5. Better to die standing than to live kneeling.
6. The most dangerous forms of transportation are motorcycles, cars, and bicycles.
7. The writer wrote with skill and elegance.
8. If a publisher rejects a novel, it is either because the story is unsaleable or because



the author is unknown.

9. Our new car is not only more user-friendly but also more comfortable than our old one.

10. He told me that he would go abroad and that he would never come back again.

## II. Put the following sentences in the logical order to form a complete market report 将以下句子合理排序，形成一份完整的市场报告

### The booming Chinese Wedding Market

The wedding market is of great importance to china and earthenware industry, sustaining the high end market. In the new century, the number of people marrying increased for the first time in 8 years. This increase was probably part of the “Millennium effect”, but there are indications that the trend is continuing as people re-evaluate their priorities in a changed global atmosphere. However, they are also marrying later in life and will almost certainly have accumulated some household articles already, so the industry must strive to encourage more frequent replacement of articles in what is now a much more fashion-led, rather than purely functional market.

## III. Match the following sections of a report with the corresponding information indicating them 将以下报告各个部分和相对应的信息进行搭配

- a. **Recommendations** give solutions to the problem dealt with in the report.
- b. **Body of report** covers work done, findings made, inferences drawn from findings.
- c. **Abstract or executive summary** gives us the subject and content of report.
- d. **Table of contents** lists the sections and sub-sections of the report and page numbers.
- e. **Appendix** contains evidence which supports the report but is not essential because it is either too long or too technical for the audience.
- f. **Title page** gives the name, position of the author and the date of the report.
- g. **Introduction** explains the purposes, methods used, and the terms of reference for the report and it should provide brief, accurate background for the body of the report.
- h. The writer presents the results of his or her findings in **conclusion**.
- i. **Bibliography** includes all sources of reference used in the text and often those used for background reading as well.

## IV. C-E Translation 句子中译英

1. I believe these changes will result in greater work efficiency.
2. In 2006, sales decreased /dropped drastically to \$ 450,000.
3. Quite a number of customers are complaining about the inferior quality of the goods.
4. We should provide more language training opportunities for our staff.
5. China is a very important market for Nokia and we hope to continue to outperform their counterpart here in marketing this year.

**V. E-C Translation** 句子英译中

1. 目前对我们产品的需求极高。
2. 黄金价格在今年上涨近 6 个百分点之后，其上升趋势很有可能持续。
3. 销售量的下滑可归因于消费者对我们的周转时间、价格和质量的不满。
4. 建材业是中国经济的支柱产业，也是建筑业的重要组成部分。
5. 该公司担心人均咖啡消费量的下滑，即从 2005 年的 36 加仑下降到 2007 年的 26 加仑。

**VI. According to the following paragraph, please match the product to each graph** 根据以下段落提供的信息，将产品和所对应的图标进行搭配

Graph 1—C

Graph 2—B

Graph 3—A

**VII. Compile a business summary within 120-140 words according to the passage below** 根据以下所给短文缩写一个字数为 120-140 的商务概要

**GM's Price and Cost Strategy for 2007**

The year 2000 saw big profit (\$5.3 billion) because of American economic recovery, import quotas on Japanese cars and the programs to cut costs and increase productivity. Now the GM's strategy is an example of what the Big Three are planning for 2007. In the past, GM made a profit on big and luxurious cars. But the cost of producing a big car is about three times of a Japanese small car. In order to maintain profit, GM has started "project Saturn" to design a new generation of small cars with two primary strategies:

- a) Price strategy. The Saturns will be priced as low as possible to lure 1 to 2 million Americans each year who buy used cars.
- b) Cost strategy. Intelligent robots will be used partly for assembling to reduce cost.

**VIII. Design a questionnaire according to the situation given below, applying the principles discussed in this chapter** 根据以下所给情景设计一个问卷，应用本章提到的相关原则

**Questionnaire on people's preferred vehicles.**

Thank you for answering the following questions. Please return it with the postage prepaid envelope by June 18<sup>th</sup>.

1) Which vehicle do you like to travel by?

- A. My own car.
- B. Taxi
- C. Bus
- D. Train
- E. Plane
- F. Others


2) Why do you choose it?

- A. Safer
- B. More convenient
- C. Easy to get
- D. Quicker
- E. Others


Please list it/them below:

---

3) How often do you travel by it?

- A. Once a week
- B. Once a month
- C. 1-5 a year
- D. Several times a year
- E. 12 times or more a year


4) What do you concern most when you decide to travel by it?

Optional:

Your age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Thank you for answering the questions.

## Unit 11

### I. Turn the following sentences into periodic sentences 将下列句子改成圆周句

1. When all the votes were counted, we saw that John Smith had won.
2. After having finished my term paper, I turned it in to the professor
3. As the mist was lifting from the city below, like the drone of a swarm of bees the loud talking and disputing of the noisy buyers and sellers, with whom the streets and open places were alive, came up in a continuous hum.
4. In many ways the history of English words is the history of our civilization.
5. For many people, summer is the most enjoyable season.
6. Since in the U.S. a violent crime is committed every thirty-one seconds, compared with every four minutes in Canada, Canada is certainly a less violent place than the United States.
7. He played the violin well because he had been trained in it from an early age.
8. She filled a bucket with water to put the fire.
9. After seeing an offensive mouthwash ad on television, I resolved never to buy that brand again.
10. While they were waiting in line for the concert tickets, the rain stopped.

**II. The following are some suggestions, together with some reasons. Find the reason for each suggestion, and link them logically.**

以下是一份建议书中提出的几点建议和相关理由, 请为每条建议找出相应的理由并将他们有机地联系在一起.

1. As demand for our tourism products is extremely heavy at the moment, it is proposed that production be stepped up.
2. The company is in danger of being sued for infringement of copyrights laws. Therefore, a change of staff attitude is recommended. A more professional attitude will need to be encouraged through training.
3. In order to upgrade our staff's ability to communicate tactfully with foreign clients, we should provide more language and communicative skills training opportunities for front-line staff.
4. Given that the company is losing staff to its counterparts because many staff are dissatisfied with less career development, a system of staff's career development should be introduced and maintained.

**III. Put the following paragraphs in the logical order to form a letter of intent**

将以下句子合理排序, 形成一份合作意向书

LETTER OF INTENT

THIS LETTER OF INTENT (LOI) is produced in Shanghai on this seventh day of January, 2005 between the following parties:

1. Zhonghua Bus Factory (Zhonghua or Party A), a subsidiary to the Ministry of Transportation, its registered office at 202, Guilin Street, Shanghai, P. R. China.
2. Electricar International Asia-Pacific, Ltd. (Electrica or Party B), a subsidiary of US Electricar Inc., a company incorporated in the State of California, the United States of America and having a place of business at 5355 Skylane Blvd., Santa Rosa, California 95403 USA.

The two parties to the venture mutually agree through friendly negotiations to establish a Joint Venture Company (JVC). The objectives of the LOI are as follows:

1. The parties desire to complete the signing of the JVC Agreement by Late May 2006. Tentatively, the JVC will be named as Zhonghua Electricar China Ltd. The first draft of the agreement will be completed by Electricar and Zhonghua by mid-April 2006.
2. The JVC will work together to develop, manufacture and distribute light duty electric transportation vehicles, electric industrial vehicles, and related components.
3. Tentatively, the parties agree to the following ownership equity structure: ZHONGHUA 55% and ELECTRICAR 45%. The final equity structure will be determined by the end of April 2006.

Immediately after this LOI is executed, the parties intend to complete the following events:

1. The parties will complete Confidentiality Agreement.
2. Electricar will provide vehicle specificationS, including budgetary costs of components, to Zhonghua by mid-May.
3. The parties will mutually complete a business plan for the JVC by mid-April.

Each of the parties agrees that it will not disclose any information obtained from the other in the course of negotiations for any purpose other than for the establishment of the JVC. Furthermore, the two parties agree they shall not disclose such information to any third party.

#### **IV. C-E Translation** 句子中译英

1. We can make a series of recommendations on the basis of the above conclusion.
2. If you have any good idea or suggestions about my proposal, please tell me as soon possible.
3. The two sides agreed to establish an equity joint venture.
4. We can reach our goal if we prepare the project well with the support from the government.
5. The intended goal of the cooperation of the two parties is to upgrade the quality of the products and to enlarge the market both at home and abroad.

#### **V. E-C Translation** 句子英译中

1. 我们打算让伦敦总部的培训部门提供一些真实的商务英语资料。
2. 以上是计划实施的具体策略，以下则提供了开始实施计划的建议。
3. 我注意到我们的员工每天的缺席人数在非正常地增长。
4. 通过采取三大重要的步骤，我们应该能够把出差费和娱乐费降低 40%左右。
5. 双方的合作能使我们利用各自的条件，并把各自的优势结合在一起。

#### **VI. Fill in the blanks according to the Chinese provided** 根据所给中文填写建议书

To: General Manager

From: Head of the Research Group

Subject: Safe Electric Water Heater (SEWH) Program

We have engaged ourselves in the SEWH Program for two months and we are confident that our goals set up at the beginning of the program can be realized (计划开始时提出的目标可以实现). The design stage was completed and the prototype has been in trial manufacturing. However, the funds given to us are going to run out (可供我们使用的资金即将用完). We are in need of the second funding for HK\$10 000 in order to succeed in the program.

All results in our research have shown that this new type of electric water heater will be far more superior to the same in the market. Those who have seen it have agreed that the design is unique and said that it would sell well in the market (设计独特并认为

会在市场上畅销).

We propose the second funding simply because we have underestimated the design expenditures in relation to materials, and time, etc. We feel confident that the additional funds will surely be offset by products with promising market (额外投资一定会被市场前景良好的产品所抵消).

As unsafe water heaters have caused several accidents, it is imperative that we launch the device as early as possible.

If we are to succeed in the development stage, your approval of the additional funds is to be received by next Monday, 29th December, 2002, otherwise, our job will be forced to terminate for lack of funds (我们的工作将因缺乏资金而被迫停止).

**VII. Write a proposal by making use of the information given below** 根据所给信息编写建议书.200 字左右.

### **Proposal for increasing sale of our soft drinks**

#### **Introduction**

In view of the static sales of our soft drinks in the last few months, I have investigated the feasibility of dropping our brand of lemonade and orangeade from our range. I have communicated with the sales Director and the sales manager studied the figures on the pattern of distribution over the last three years.

- 1) Our sales for our mass market lines, lemonade and orangeade, have been falling although the market is forging ahead. Statistics show that during the last 6 months it dropped to 46%.
- 2) The mass market lines of our product have low profitability compared with the specialty lines. But the costs are roughly the same.
- 3) Retailers say our lemonade and orangeade are not selling well because our name is not as well-known as the big brand names like Coca-Cola.
- 4) On the other hand, our specialty lines have not dropped as much. The market share has remained stable.

#### **Recommendations**

The mass market lines should be dropped and we should concentrate on the specialty lines. The reasons are that it is difficult and costly to compete with big names and that the specialty lines are more profitable.

## **Unit 12**

### **I. Change the disordered words into a sentence** 连词成句

1. The arbitral award is final and binding upon both parties.
2. The carrying vessel chartered by the Seller shall be seaworthy and cargo worthy.

3. Under such circumstances the Seller, however, is still under the obligation to take all necessary measures to hasten the delivery of the goods.
4. The Sellers shall bear all expenses, risks of the commodity before it passes over the vessel's rail and is released from the tackle.
5. Neither party shall assign or otherwise transfer any of its rights or obligations under this Agreement without the express prior written consent of the other party.

## **II. Translate the following terms into Chinese** 短语英译中

1. 产品责任
2. 国际货物贸易
3. 舱位
4. 空舱费
5. 载货船
6. 代收货款
7. 空白抬头
8. 适用的法律
9. 装船口岸
10. 最低贷款利率, 最优惠贷款利率

## **III. Translate the following terms into English** 短语中译英

1. consideration
2. negotiation (of payment)
3. terms of delivery
4. presentation of the shipping documents
5. electronic transfer
6. arbitral award
7. Force Majeure
8. marketing strategy
9. excise
10. payable on demand

## **IV. Translate the following sentences into English** 句子中译英

1. In case the Buyers fail to arrange insurance in time due to the Sellers' failure to give advice of shipment promptly, all losses shall be borne by the Sellers.
2. The sellers shall not be held liable for failure to deliver the whole or a part of the goods under this Sales Confirmation in consequence of any Force Majeure accident.
3. All disputes arising out of the performance of, or relating to this contract, shall be settled amicably through negotiation.
4. The arbitral award of the Arbitration Committee shall be accepted as final and binding upon the parties hereto. And the arbitration expenses shall be borne by the losing party.
5. Party A hereby appoints Party B as its exclusive agent for the sale of all kinds of electric heaters in the territory of Russia.

**V. Translate the following sentences into Chinese** 句子英译中

1. 属于保险公司或轮船公司责任范围内的索赔，卖方不予接受。
2. 本合同用法文和英文两种文字书就，两种文本具有同等效力。
3. 公司在每一份产品责任险保单中应增添代理人为被保险人，如果撤销、变更或修改保单，公司应至少提前 30 天向代理人作出书面通知。
4. 卖方可多装或少装 5%，价格按原先约定的单价计算。
5. 代理人获得的客户购买产品的每一笔订单应以公司的接受为准，在公司接受前，对公司不构成约束力，除非公司接受。

**VI. Write out the following Sales Confirmation according to the Chinese given:**

根据所给的中文填写下列售货确认书

**Sales Confirmation**

No. 09-CT102

Sellers: American Electric Appliances Corporation, Boston, the U.S.A.

Buyers: Far East Trading Company, Ltd., Shanghai, China

Commodity: Sunflower electric heaters

Specifications: Catalog No. 220

Quantity: 150 units

Unit Price: US\$100.00 per unit CIFC2% Shanghai

Total Value: US\$15,000.00(Say United States Dollars Fifteen Thousand Only)

Packing: In reinforced cartons

Insurance: To be effected by Sellers against All Risks & War Risk for 110% of the invoice value

Port of Shipment: Boston, the U.S.A.

Port of Destination: Shanghai, China

Shipping Marks: At Sellers' option

Date of Delivery: During October, 2009

Terms of Payment: By irrevocable L/C at 45 days' sight

Done and signed at Boston, USA, on this 15<sup>th</sup> day of August, 2008.

**VII. Choose the best answer for each of the following sentences** 单项选择题

1. D 2. A 3. B 4. D 5. C 6. D 7. D 8. B 9. D 10. B

**Unit 13**

**I. Use formal or legal words instead of the words underlined in the following**

**sentences** 用正式/法律词汇代替下列句子中划线词汇

- 1) rights and obligations
- 2) executed
- 3) subsidies



- 4) assign
- 5) imposed
- 6) commence
- 7) in accordance with
- 8) title
- 9) interpret/construe
10. grant

**II. Fill in the blanks with words or phrases given below** 选词填空

1. disposal of
2. market, book,
3. sued, jurisdiction
4. in arrears with
5. is entitled to
6. shall observe
7. shall be borne
8. shall not be liable for
9. assign
10. assert any claims

**III. Change the disordered words into a sentence** 连词成句

1. All costs and risks arising in connection with delivery and assembly of the leased object shall be for the lessee's account.
2. The lessee shall not in any way remove the leased object from the location specified hereinbefore without the lessor's permission.
3. If the Tenants overpay, the Landlord will reimburse them for the amount overpaid.
4. If legal action is sought by either party, attorney's fees and costs may be borne by the party lost in the legal action.
5. The Tenant hereby states that any work or repairs that need to be done will be handled by competent professionals.

**IV. Translate the following phrases into Chinese** 短语英译中

1. 门锁规定
2. 保证金
3. 法律义务
4. 拒付支票
5. 对投资减免税
6. 拒付支票
7. 签发书面通知
8. 市场价值
9. 严重违约
10. 租金计算基础

**V. Translate the following phrases into English** 短语中译英

1. personal property
2. third party liability insurance
3. book value
4. metric system
5. outstanding rentals
6. concluding provisions
7. place of performance
8. leasing trade
9. real estate
10. finance lease

**VI. Translate the following sentences into English** 句子中译英

1. After expiry of the term of lease, the lessee may either extend the leasing agreement or purchase the leased machine and equipment. In either case, he can continue to use them at a lower rental or get the leased object by paying a lower price.
2. During the term of lease, the leased object shall be used by Party B, who shall be responsible for its daily maintenance and upkeep so as to keep it in good serviceable condition and shall bear all the expenses thus incurred.
3. During the term of lease, Party B shall not ( or is not allowed to ) sell, assign, sublease or mortgage the leased equipment or take any other actions that will infringe on the ownership of the leased equipment.
4. During the term of lease, the ownership of the leased equipment is vested in Party A. Party B only has the right to use the said equipment, not the right of ownership.
5. The Lessor shall not be liable for delayed delivery unless the Lessee can prove the Lessor himself is to blame for such delayed delivery.

**VII. Translate the following sentences into Chinese** 句子英译中

1. 如果在签署租赁协议与出租人收到承租人表示接受租赁物件的通知期间,货币与资本市场的利率发生涨跌,出租人保留相应调整租金的权利。
2. 如果租赁物件未交付或未被接受、承租人必须免除使出租人承担其在租赁协议中的责任,并偿还出租人一切与租赁协议有关的已支付或尚需支付的费用。
3. 如果租赁物件是与某地块或某建筑物固定在一起的,这只是一个临时的措施,一旦本租赁协议终止,租赁物件将拆离该地块或该建筑物。
4. 未获出租人的书面许可、承租人不得改造租赁物件或致使租赁物件发生改变,对功能性部件所作的必要改动除外。所有附件一经安装在租赁物件上即成为出租人的财产。
5. 任何估计会超过 50 美元的修缮,都必须在收到房东的许可后方可开工。

**VIII. Choose the best answer for each of the following sentences** 单项选择题

1. B 2. C 3. B 4. A 5. C 6. B 7. B 8. D 9. A 10. B

**Unit 14**

**I. Fill in the blanks with the words or phrases given below** 选词填空

1. on probation, service
2. being unable to
3. set out
4. upon agreement
5. should default, against
6. valid, resolved
7. hereto
8. interfere in
9. dismiss, negligent
10. assigns

**II. Change the disordered words into a sentence** 连词成句

1. In case Party B's personnel get injured in an accident caused by alcoholic liquor, Party B shall be responsible for the medical treatment.
2. If Party B fails to complete the project on schedule, the penalty shall be 10% per day of the amount of the remaining quantities of the project.
3. All disputes in connection with this contract or the execution thereof shall be settled by negotiations between the two parties.
4. Every year Party B's personnel shall have a maximum of 15 days' sick leave with full pay, subject to the certificates issued by Party A's doctor.
5. In witness whereof both parties have hereunto set their hands and seals the day and year first above written.

**III. Translate the following phrases into Chinese** 短语英译中

1. 出差津贴
2. 承担费用
3. 居住证
4. 劳合社保险公司
5. 总部
6. 有待偿还的债务
7. 法律法规
8. 最终的,并有约束力的
9. 带薪年休
10. 劳务

**IV. Translate the following phrases into English** 短语中译英

1. without prior notice
2. breach of contract
3. accumulate experience
4. labor force
5. mobilization fee
6. probation period
7. an integral part

8. overtime work
9. authorized representatives
10. settlement of disputes

**V. Translate the following sentences into English** 句子中译英

1. The personnel of Party B shall abide by the laws and regulations prevailing in Iraq, respect the local customs and traditions and not take part in local political activities in Iraq.
2. The employer shall respect Party B's personnel's customs and their dignity and not interfere in their spare time (off-duty) activities.
3. The personnel of Party B will undergo a probationary period of 90 days. If one is found unsuitable for his post, he will be sent back to China. Party B shall send another suitable person in his place and bear the expenses thus incurred.
4. Party B's personnel shall be entitled to 20 days leave with full pay of the contract wages when they have completed one year's service in Iraq. Those whose service is less than one year cannot enjoy this treatment.
5. The interpretation and implementation of this contract must be in line with the existing laws and regulations of the People's Republic of China.

**VI. Translate the following sentences into Chinese** 句子英译中

1. 乙方代表应负责安排其人员履行其职责，包括但不限于监督他们人员的内部事务。
2. 如果发现任何人员不能胜任或不适合做指定的工作，雇主可指派他们做其他工作。
3. 如果业主在本合同项下应付的款项逾期六个月不付，中国国际经济合作公司可以向他发出付款通知，如果七天后还不付，该公司有权终止本合同。
4. 工作人员应有三个月的试用期，从服务期开始算。
5. 如果人员的疾病或受伤不是工作所引起的，中国国际经济合作公司应将病人送回中国，并承担到北京的机票费用。

**VII. Choose the best answer for each of the following sentences** 单项选择题

1. B 2. A 3. D 4. A 5. C 6. C 7. A 8. C 9. A 10. A

## Unit 15

**I. Fill in the blanks with the words or phrases given below** 选词填空

1. default, shall be entitled to, incurred
2. execute, comply with
3. effective, execution, governed, construed
4. at monthly intervals, set out
5. for, bonus, thereof
6. take effect
7. equally authentic
8. prevail
9. making available

10. failing which

**II. Change the disordered words into a sentence** 连词成句

1. This contract shall, in all respects, be construed and enforced in accordance with the laws of England.
2. In the event of any discrepancy or conflict between the said two versions, the Chinese version shall prevail.
3. Party B shall undertake to go through the necessary formalities for their going from and incoming to China.
4. Party B shall give adequate protection to all the works under this project and the machinery and materials provided by Party A.
5. The retention shall be returned to Party B after completion of the final check and acceptance of the whole project.

**III. Translate the following phrases into Chinese** 短语英译中

1. 土木工程
2. 水利
3. 外国直接投资
4. 适用的法律
5. 维修
6. 自然灾害
7. 损耗
8. 顾问工程师
9. 交钥匙工程
10. 位置图

**IV. Translate the following phrases into English** 短语中译英

1. on schedule
2. construction engineering project
3. equality and mutual benefit
4. confidential information
5. L/G
6. arbitral award
7. monthly statement
8. check and acceptance
9. force majeure
10. spare parts

**V. Translate the following sentences into English** 句子中译英

1. If the execution of the Works is to be stopped owing to some causes, the term of the Contract shall be extended in the same length as that of stoppage.
2. As requested by Party A, in order to complete the Works earlier, Party B may employ additional labor, the expenses of which shall be reimbursed by Party A against the bill presented by Party B.

3. In case the construction machinery and building materials are damaged or lost owing to the negligence of Party B, Party B shall replenish them at its own cost.
4. This Contract is drawn up (written) in duplicate in the Arabic and English languages. In case of difference in the interpretation of any provisions in this Contract, the English text shall prevail.
5. During the execution of the Works, Party B shall obey the decisions by Party A's consulting engineer and offer convenience to him for his examination, supervision and check of the Works on the site.

**VI. Translate the following sentences into Chinese** 句子英译中

1. 如果乙方认为由于不可抗力原因导致无法在规定的建造期内完成该工程,那么乙方应通知甲方。
2. 在工程完成后,(乙方)在扣除正常的损耗后,应根据交接单的记录,将机械设备完好地交还给甲方。
3. 甲方应在收到通知后的一周内给出指令,否则甲方应自己承担责任。
4. 每期支付的款项根据乙方提交给甲方的每月报表中已完成的工程量和合同单价来计算。
5. 保函金额应根据预付款偿付额比例作相应扣除。

**VII. Choose the best answer for each of the following sentences** 单项选择题

1. B 2. C 3. A 4. D 5. A 6. B 7. C 8. C 9. C 10. A

## Unit 16

**I. Change the disordered words into a sentence** 连词成句

1. All taxes to be levied under the laws of Thailand in respect of royalties paid by the Licensee to the Licensor shall be for the Licensee's account.
2. The Licensor hereby grants to the Licensee the non-exclusive right to sell the Products manufactured under this Agreement in the territory of Egypt.
3. The Licensor shall provide the Licensee with the necessary technical specifications for manufacturing and testing the Licensed Products, established in accordance with the relevant technical know-how.
4. The Licensor shall reserve the right to send experts at a time acceptable to both the Licensor and the Licensee to the Licensee's factory and offices for a thorough check on the Licensee's operations.
5. The Licensor hereby agrees to transfer to the Licensee the technical information and know-how concerning improvements made by the Licensor during the term of this Agreement in the design, construction, manufacture and testing of the Products.

**II. Translate the following terms into Chinese** 短语英译中

1. 知识产权
2. 独家权利
3. 协议有效期
4. (技术) 转让费

5. 明确同意
6. 技术资料, 技术文献
7. 关税
8. 性能标准
9. 成套设备
10. 注册商标

### **III. Translate the following terms into English** 短语中译英

1. factor of production
2. technical know-how
3. rights and obligations
4. technical specifications
5. infringement
6. fair value
7. legal action
8. registered capital
9. bankruptcy
10. technology transfer

### **IV. Translate the following sentences into English** 句子中译英

1. The Licensee shall make every effort to ensure that the Licensed Products manufactured and sold by the Licensee are in conformity with the Licensor's quality standards.
2. WHEREAS, the Licensor owns patents and technical know-how in connection with the design, manufacture and sale of personal computers;  
WHEREAS, the Licensee desires to design, manufacture and sell personal computers by using the Licensor's patents and technical know-how;  
NOW, THEREFORE, the parties hereto agree as follows:
3. The Licensor shall pay taxes in accordance with the laws of the People's Republic of China on its income obtained in the performance of this Agreement in the territory of the People's Republic of China.
4. The Licensee shall pay to the Licensor a royalty of 2% of the net sales of all the Licensed Products manufactured and sold by the Licensee for the duration of this Contract.
5. The Licensee undertakes to keep confidential the licensed technical know-how and undertakes not to disclose it to any third party except the Licensee's own employees owing to the necessity of work.

### **V. Translate the following sentences into Chinese** 句子英译中

1. 许可方特此同意按照本协议第3条至第6条规定的条款和条件向被许可方提供根据制造计划组装和生产许可产品所需的技术资料、专有技术及技术帮助。
2. 许可方特此授予被许可方使用许可方提供的技术诀窍及技术规格在巴基斯坦境内制造和营销本协议附件1所列产品的独家权利。
3. 该报表应提供按本协议规定应支付提成费的由被许可方组装、制造和销售的产品的详细

情况，同时应提供许可方可能要求提供的其他信息。

4. 被许可方应向许可方支付商标使用费，商标使用费应为被许可方在本协议有效期内所组装、制造和销售的全部产品净销售额的 1.5%。
5. 本协议对双方均有约束力，本协议任何一方未经另一方的同意，不得转让本协议及本协议项下的任何权利和义务。

## **VI. Choose the best answer for each of the following sentences** 单项选择题

1. B 2. D 3. C 4. C 5. D 6. A 7. B 8. D 9. C 10. D

## **Unit 17**

### **I. Change the disordered words into a sentence** 连词成句

1. All Tenders shall remain valid for a period of ninety days from the last day for the delivery of Tenders, referred to in these Instructions to Bidders.
2. Tenders for the supply of the aforementioned technology, equipment and materials will be entertained only if they are submitted by parties considered qualified to tender.
3. We hereby irrevocably undertake to pay you upon your first written demand an amount up to US\$20,000.00, for which a claim is being made against you.
4. The undersigned hereby now invites sealed bids from eligible bidders for furnishing the necessary labour, equipment and services for the construction and completion of the XY Railway Project.
5. The bidder shall indicate in the Bid Schedule of Prices attached to the Bidding Documents the unit prices and Total Bid Prices of the Goods it proposes to supply under the Contract.

### **II. Translate the following terms into Chinese** 短语英译中

1. 投标
2. 招标文件
3. 合格承包商
4. 价格波动
5. 履约保证金
6. 评标
7. 投标编制费用
8. 预审合格的投标人
9. 合同条件
10. 图样，图纸

### **III. Translate the following terms into English** 短语中译英

1. tender notice
2. open tender
3. tender form/form of tender
4. instructions to tenderers
5. special terms/provisions



6. performance of contract
7. invitation to tender/call for tenders/call for bids
8. award of tender
9. civil engineering
10. sealed tenders/bids

**IV. Translate the following sentences into English** 句子中译英

1. All tenders will be opened in public in the presence of the representatives of tenderers at 8:00 A.M. on July 31, 2008.
2. The Employer hereby covenants to pay the Contractor, in consideration of the construction, completion and maintenance of the Project, the contract price at the times and in a manner prescribed in the Contract.
3. Tenders received after the deadline for delivery of tenders or not accompanied by a bid bond will not be considered.
4. Entrusted by Shanghai Huangpu Construction & Engineering Corporation, Shanghai International Tendering Company now invites sealed bids from all reputed manufacturers and suppliers in eligible source countries for the supply of 1,200 tons of high-quality of steel.
5. IN WITNESS WHEREOF the parties hereto have hereunder set their hands and seal the day, month and year first above written in the presence of Mr. Smith.

**V. Translate the following sentences into Chinese** 句子英译中

1. 我们特此毫无保留、毫无异议地接受和同意该合同的一般条款和条件。
2. 汇丰银行将与我们一起负 50 万美元的连带责任。
3. 本合同于 2008 年 3 月 4 日由中国南海石油公司（下称“雇主”）为一方与法国石油公司（下称“承包人”）为另一方共同拟定，兹立本合同为证如下：
4. 所有投标必须在 2008 年 9 月 11 日前送抵本通告签字人的办公室，同时信封上应注明标号。
5. 本合同应为科威特合同，并以科威特法律为准。

**VI. Choose the best answer for each of the following sentences** 单项选择题

1. C    2. A    3. D    4. C    5. B    6. C    7. B    8. B    9. D    10. C

**VII. Write an English notice of tender, based on the following information given in Chinese** 根据所给的中文用英语写一则招标公告

**Shanghai Underground Train System Development Company**

**Tender Notice for Line 20 Project**

**(Tender No.: SUTSDC-0803)**

Shanghai Underground Train System Development Company (SUTSDC) now invites

sealed bids from all eligible bidders both at home and from abroad for the supply of the following equipment for the Line 20 Project, which will be financed by the City Development Fund:

Package 1: Digitalized Exchange System

Package 2: Digitalized Primary Group Transmission System

Package 3: Train Dispatching Radio Communications System

Interested eligible bidders may obtain the bidding documents from the office of the Technology & Procurement Department of SUTSDC in Room 305(Telephone No.: 021-90000001) between 8:30-11:30 a.m.(Beijing time) from September 5-15, 2008 upon non-refundable payment of RMB420.00 or USD60.00 per package. If purchases of the bidding documents are to be made by mail, please add another RMB210.00 or USD30.00 per package for express mail service.

All bids must be accompanied by a bid bond and must be delivered by 10:00 a.m.(Beijing time) on November 3, 2008 to the office of the Technology & Procurement Department of SUTSDC.

Bids will be opened in public in the Conference Hall of SUTSDC at 2:00 p.m. (Beijing time) on November 4, 2008.

## Shanghai Underground Train System Development Company

Address: 1 Huangpujiang Road, Shanghai

Telephone: 021-90000001

Fax: 021-90000003/4

e-mail: shanghaimetro1122.com

Zip code: 201111

## Unit 18

### I. Change the disordered words into a sentence 连词成句

- 1) Duties on goods under category B will be reduced gradually over an eight-year period.
- 2) In the remaining time before the final offer is wrapped up, there should be maximum consultation with those sectors which are likely to be particularly affected.
- 3) China shall establish a mechanism under which individuals and enterprises can bring to the attention of the national authorities cases of non-uniform application of the trade regime.
- 4) This report shall also provide the information listed in Article 3 of the Agreement on Import Licensing Procedures.
- 5) Notice of the decision on appeal shall be given to the appellant and the reasons

for such decision shall be provided in writing.

## **II. E-C Translation** 短语英译中

- 1) 贸易自由化与便利化
- 2) 技术法规
- 3) 标准和合格评定程序
- 4) 任意地, 武断地
- 5) 大幅度削减关税
- 6) 非关税措施
- 7) 非歧视原则
- 8) 对等
- 9) 相互减让
- 10) 市场准入

## **III. C-E Translation** 短语中译英

- 1) transitional arrangement
- 2) supplemental agreements
- 3) free trade zone
- 4) trade in services
- 5) anti-circumvention
- 6) technical barriers to trade
- 7) domestic subsidy
- 8) expiration of contract
- 9) trade and payment agreement
- 10) in duplicate

## **IV. Translate the following sentences into English** 句子中译英

- 1) China shall complete all necessary legislative procedures to implement these provisions during the transitional period.
- 2) The WTO Member shall provide written notice of the decision to apply a measure, including the reasons for such measure and its scope and duration.
- 3) The duration of the provisional measure shall not exceed 200 days during which the pertinent requirements of paragraphs 1, 2 and 5 shall be met.
- 4) All such prohibitions, quantitative restrictions and other measures shall be phased out or dealt with in accordance with mutually agreed terms and timetables as specified in the said Annex.
- 5) This Protocol shall enter into force on the thirtieth day following the day of its acceptance.

## **V. Translate the following sentences into Chinese** 句子英译中

- 1) 在例外情况下, 可在收到请求后 45 天内作出答复。
- 2) 中国应在官方刊物上公布实行国家定价的货物和服务的清单及其变更情况。
- 3) 无论如何, (a) 项 (ii) 条的规定应在加入之日后 15 年终止。
- 4) 本条的适用应在加入之日后 12 年终止。

5) 减让表中所列减让和承诺的实施期应按有关减让表相关部分列明的时间执行。

**VI. Choose the best answer for each of the following sentences** 单项选择题

1. B 2. A 3. D 4. C 5. D 6. C 7. B 8. A 9. C 10. D