

<<外贸英文函电>>

图书基本信息

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作者：傅龙海，杜启遂 编

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### 内容概要

《全国高职高专教育规划教材：外贸英文函电》是以全新的理念与思路编写的外贸英文函电教材。它以一个GPS导航天线的案例为背景，以我方某一公司与外方某一公司进行的贸易为主线，真实地展现对外贸易的整个流程及英文函电在各个业务环节中的应用。

《全国高职高专教育规划教材：外贸英文函电》共分十章，除第一章外，每章均包含：情景提要、信函实例、课文注释、生词与词语、课后练习、实际操作、常用语句等，体现了写作技能与业务操作技能紧密结合的特色。

本书提供数字课程的学习，欢迎读者登录经管理实一体化课程平台，获取相关教学资源，进行自主学习及交流活动，同时完成在线实训项目。

## 书籍目录

Chapter Layout and Format of Business Letters Practice Supplement Electronic Communication Chapter  
 Establishment of Business Relations Lesson One Initiating Business Practice Chapter Enquiries, Offers and  
 Acceptance Lesson Two An Enquiry Lesson Three ( A ) A Non—firm Offer ( B ) A Firm Offer Lesson Four  
 Counter—offer Lesson Five Acceptance Practice Chapter Orders and Confirmations Lesson Six ( A ) An  
 Order for Antennae ( B ) A Reply Practice Chapter Packing Lesson Seven Packing Requirements Practice  
 Supplement On Packing Chapter L / C Establishment, Amendment and Extension Lesson Eight ( A  
 ) Urging Establishment of an L / C ( B ) A Reply Lesson Nine Asking for L / C Amendment Lesson Ten Asking  
 for Extension of an L / C Practice Chapter Insurance Lesson Eleven Request for Broader Coverage Practice  
 Supplement On Insurance Chapter Shipment Lesson Twelve ( A ) Asking for Earlier Delivery ( B ) A  
 Reply Lesson Thirteen Shipping Advice Practice Chapter Payment Terms ( Non—L / C Payment ) Lesson  
 Fourteen ( A ) Proposing to Change Payment Terms ( B ) T / T Payment ( C ) Reply from the Buyer Practice  
 Chapter Complaints, Claims and Adjustments Lesson Fifteen ( A ) Claim for Inferior Quality ( B ) A  
 Reply to the Claim ( C ) Asking for Prompt Settlement ( D ) Settlement of the Claim Practice

## 章节摘录

1. We come to know your name and address through... 从.....处我们得知贵方行名与地址。

2. We are indebted to Messrs... for your name and address and should be pleased to open up business relations with your firm in the line of... 承.....公司告知贵公司行名与地址, 我们很高兴与贵公司在.....方面建立业务关系。

3. We owe your name and address to... in New York. 从纽约.....处, 我们得知贵公司行名与地址。

4. Having had your name and address from the Commercial Counsellor ' s Office of the Em-bassy of the People ' s Republic of China in... , we now avail ourselves of this opportunity to write to you and see if we can establish business relationship by a start of some practical transactions. 从中华人民共和国驻.....大使馆商务参赞处获悉你公司的行名与地址, 现借此机会与你们通信, 意在达成一些实际交易为开端, 以建立业务关系。

5. Your company has been recommended to us by... as prospective buyers of Chinese Canned Meat. As the item falls within the scope of our business activities , we shall be pleased to enter into business relations with you.

承.....介绍, 我们得知贵公司想购买一批中国肉类罐头。  
由于此商品属我公司经营范围, 我们很乐意与你们建立业务关系。

6. We wish to introduce ourselves as a state-operated corporation dealing exclusively in light industrial products. 现向你们自我介绍, 我们是国有公司, 专门经营轻工产品。

7. Through the courtesy of Mr... , we are given to understand that you are one of the lead—ing importers of electric goods in your area and that you are interested in trading with us in this line. For your selection , we are sending you our catalogue and sample books. 通过.....先生, 我们得知你们是你地区主要的电器进口商之一, 并意欲与我方在这方面做贸易, 现寄上目录本及样品本供你方选择。

8. Our lines are mainly chemicals. 我们的主要业务是化工产品。

9. We are willing to enter into business relations with your firm on the basis of equality , mutual benefit and exchange of needed goods. 我们愿在平等互利、互通有无的基础上与贵公司建立业务关系。

10. Your letter of... addressed to our head office has been passed on to us for attention and reply. 你方...月.....日致我总公司函已转给我们办理并答复。

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编辑推荐

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