## <<新编国际贸易函电>>

#### 图书基本信息

书名:<<新编国际贸易函电>>

13位ISBN编号: 9787118080469

10位ISBN编号:7118080462

出版时间:2012-4

出版时间:国防工业出版社

作者:安然

页数:184

字数:201000

版权说明:本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:http://www.tushu007.com

# <<新编国际贸易函电>>

#### 内容概要

本书共分13章。

第1章系统介绍了外贸函电写作的基本知识;第2章至第11章遵循外贸业务流程,依次介绍了建立商务关系、询盘、报盘、还盘、成交、支付、投诉索赔等内容;第12章介绍了其他国际贸易方式;第13章介绍了商业合同等内容。

《新编国际贸易函电》可作为大专院校经济贸易、英语、海洋经济等专业的教材使用,也可供从事外贸业务的工作者参考使用。

本书由安然、孙继红编著。

## <<新编国际贸易函电>>

#### 书籍目录

#### Chapter One An Introduction to Foreign Trade Correspondence

- 1.1 An Overview of Foreign Trade Correspondence
- 1.2 Criteria for Effective Foreign Trade Correspondence
- 1.2.1 Coideration
- 1.2.2 Clarity
- 1.2.3 Conciseness
- 1.2.4 Concreteness
- 1.2.5 Correctness
- 1.2.6 Completeness
- 1.2.7 Courtesy
- 1.3 Cotruction of Effective Sentences and Paragraphs
- 1.3.1 Cotruction of Effective Sentences
- 1.3.2 Cotruction of Effective Paragraph
- 1.4 Structure of Foreign Trade Correspondence

#### Chapter Two Establishing Business Relatio

- 2.1 Correspondence Writing
- 2.1.1 Introduction
- 2.1.2 Request for the Establishment of Business Relatio
- 2.1.3 Self-Introduction
- 2.1.4 Traferring Business Relatio
- 2.2 Language Handbook
- 2.2.1 Useful Words and Expressio
- 2.2.2 Useful Sentences
- 2.2.3 Writing Exercises

### Chapter Three Inquiries and Replies

- 3.1 Correspondence Writing
- 3.1.1 Introduction
- 3.1.2 General Inquiry
- 3.1.3 Reply to the General Inquiry
- 3.1.4 Specific Inquiry
- 3.2 Language Handbook
- 3.2.1 Useful Words and Expressio
- 3.2.2 Useful Sentences
- 3.2.3 Writing Exercises

#### Chapter Four Offe

- 4.1 Correspondence Writing
- 4.1.1 Introduction
- 4.1.2 Voluntary Offer
- 4.1.3 Firm Offer
- 4.1.4 Non-Firm Offer
- 4.1.5 Offer as Requested
- 4.2 Language Handbook
- 4.2.1 Useful Words and Expressio
- 4.2.2 Useful Sentences
- 4.2.3 Writing Exercises

## <<新编国际贸易函电>>

#### Chapter Five Counter-Offe and Declining Orde

- 5.1 Correspondence Writing
- 5.1.1 Introduction
- 5.1.2 Making CounterOffe
- 5.1.3 Advising to Accept the Offer
- 5.1.4 Declining Price Reduction
- 5.1.5 Concession on Price
- 5.1.6 Declining Orde
- 5.2 Language Handbook
- 5.2.1 Useful Words and Expressio
- 5.2.2 Useful Sentences
- 5.2.3 Writing Exercises

#### Chapter Six Conclusion of Business and Declining Orde

- 6.1 Correspondence Writing
- 6.1.1 Introduction
- 6.1.2 Placing an Order
- 6.1.3 Confirming an Order
- 6.1.4 Placing a Repeat Order and Reply
- 6.1.5 Sending a Sales Contract / Confirmation
- 6.1.6 Counter-Signature I~tter
- 6.1.7 Declining Orde
- 6.2 Language Handbook
- 6.2.1 Useful Words and Expressio
- 6.2.2 Useful Sentences
- 6.2.3 Writing Exercises

#### Chapter Seven Payment

- 7.1 Correspondence Writing
  - 7.1.1 Introduction
  - 7.1.2 Asking for Easier Payment Terms
  - 7.1.3 Proposing to Pay by D/A
  - 7.1.4 Asking for D/P Terms
  - 7.1.5 Modifying Terms of Payment
- 7.2 Language Handbook
- 7.2.1 Useful Words and Expressio
- 7.2.2 Useful Sentences
- 7.2.3 Writing Exercises

#### Chapter Eight Establishment of and Amendment to L/C

- 8.1 Correspondence Writing
- 8.1.1 Introduction
- 8.1.2 Urging Establishment of L/C
- 8.1.3 Informing of the Establishment of L/C
- 8.1.4 Asking for L/C Amendment to Comply with S/C
- 8.1.5 Asking for L/C Amendment to Allow Partial Shipment and

#### **Trahipment**

- 8.1.6 Asking for Exteion of L/C
- 8.2 Language Handbook
- 8.2.1 Useful Words and Expressio

## <<新编国际贸易函电>>

822	Useful	Sentences
0.2.2	Osciul	

#### 8.2.3 Writing Exercises

#### Chapter Nine Packing and Shipment

- 9.1 Correspondence Writing
- 9.1.1 Introduction
- 9.1.2 Packing Requirement
- 9.1.3 Advising Packing Arrangement
- 9.1.4 Modifying Terms of Packing
- 9.1.5 Arrangement of Traport
- 9.1.6 Shipping Marks
- 9.1.7 Shipping Itructio
- 9.1.8 Asking for Trahipment and Partial Shipment
- 9.1.9 Urging Shipment
- 9.1.10 Shipping Advice
- 9.2 Language Handbook
- 9.2.1 Useful Words and Expressio
- 9.2.2 Useful Sentences
- 9.2.3 Writing Exercises

#### Chapter Ten Iurance

- 10.1 Correspondence Writing
- 10.1.1 Introduction
- 10.1.2 Asking the Exporter to Cover Iurance
- 10.1.3 Effecting lurance for the Importer
- 10.1.4 Asking the Importer to Cover Iurance
- 10.1.5 Request for Additional Iurance
- 10.1.6 The Requirement to Increase the Rate of Iurance
- 10.2 Language Handbook
- 10.2.1 Useful Words and Expressio
- 10.2.2 Useful Sentences
- 10.2.3 Writing Exercises

#### Chapter Eleven Complaints and Claims

- 11.1 Correspondence Writing
- 11.1.1 Introduction
- 11.1.2 Complaints of Wrong Dispatch
- 11.1.3 Complaints of Short Delivery
- 11.1.4 Claim for Improper Packing
- 11.1.5 Claim for Inferior Quality
- 11.1.6 Acceptance of Claim
- 11.1.7 Declining the Claim
- 11.2 Language Handbook
- 11.2.1 Useful Words and Expressio
- 11.2.2 Useful Sentences
- 11.2.3 Writing Exercises

#### Chapter Twelve Modes of Foreign Trade

- 12.1 Correspondence Writing
  - 12.1.1 Introduction
- 12.1.2 Agency

# <<新编国际贸易函电>>

- 12.1.3 Invitation to Tender and Bidding
- 12.1.4 Processing Trade
- 12.1.5 Leasing Trade
- 12.1.6 Compeation Trade
- 12.2 Language Handbook
- 12.2.1 Useful Words and Expressio
- 12.2.2 Useful Sentences
- 12.2.3 Writing Exercises

#### Chapter Thirteen International Trade Contracts

- 13.1 Correspondence Writing
- 13.1.1 Introductio
- 13.1.2 Structure of a Contract
- 13.1.3 Sales Contract
- 13.1.4 Purchase Contract
- 13.2 Language Handbook
- 13.2.1 Useful Words and Expressio
- 13.2.2 Useful Sentences
- 13.2.3 Writing Exercises

**Bibliography** 

# <<新编国际贸易函电>>

#### 版权说明

本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:http://www.tushu007.com