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I. Translate the following phrases: 1. make a concession to sb 向某人让步 2. effect shipment 发货; 出运 3. firm offer 实盘 4. at one's earliest convenience 尽早 5. non-firm offer 虚盘 6. extend offer 展证 7. avail oneself of 利用机会... 8. upon receipt of 一收到...就 9. brisk demand 旺盛的需求 10. in compliance with 与...相一致 II. Fill in the blanks with appropriate prepositions: 1. at, for, in 2. from, on/for 3. for, to, by 4. on, to, within, from 5. to, of, being 6. of 7. at, in 8. from/ex 9. with, in 10. of, of 11. in, of 12. In, to, of 13. under, of 14. at, for 15. for III. Read the following sentences and make corrections of the inappropriate words and phrases: 1. in informing of informing, a an 2. at in 3. for in 4. (about for 5. in which from which 6. can come can we 7. will prove proves 8. question the question 9. that it can't be bridged to be bridged 10. that if IV. Complete the following sentences: 1. at which we have done many businesses with other clients. 2. stating the earliest time of shipment and terms of payment. 3. the quantity required. 4. subject to your reply reaching here within 5 days. 5. because of the frequent fluctuations of the market price. 6. to accept your counter-offer dated Sept. 10th. 7. the demand situation in your market. 8. that your ordered goods will be shipped punctually according to the contract stipulations. 9. that we will arrange everything necessary. 10. out line with market in our place. V.

Translate the following into English: 1. This offer is firm for 5 days. 2. Our offer is subject to change without notice. 3. If you think this offer is acceptable, please cable us in order that we can confirm. 4. As agreed, we will draw on you at sight against your purchase of a sample lot. 5. In order to start the concrete business between us, we are glad to make you a special offer, subject to our final confirmation. 6. If you insist on your price, we can not make you a suitable offer. 7. If you reduce the price of quotation sheet dated Sept. 3 by 3% , we are desirous of accepting your offer. 8. The price list you sent on 21 st is found in order but the listed terms of payment don ' t conform to our trade practice. 9. We very much regret that we are unable to satisfy your special requirements for the items of packing in our quotation sheet dated 30. 10. Although we are not in a position to satisfy your special requirements, we still send you another copy of our price list.

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