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Status Inquiries and Replies Section 1: How to Write Status Inquiries and Replies
1) Indicate clearly the intention of the letter
2) Refer to access of the financial enquiry
3) Express thanks for the help
4) Assure the addressee that everything will be kept in confidence.
Sample 1:

Status Inquiries
Dear Sir, The Maryland Inc. The subject company is now offering to represent us in the sale of our Sewing Machines, and has referred us to your bank for detailed information about its credit standing, business capacity and character. We shall appreciate it if you will give us your frank opinion on these points regarding the company. Any information you may give us will be treated strictly in confidence. We assure you of our reciprocating your courtesy at any time.
Yours respectfully,

Answer the Following Questions
1. What does the writer say in the first paragraph?
2. What promises does the writer make about the information the addressee might give?

Words and Expressions
1. offer: propose e.g. She offered a few ideas to improve the plan.
2. represent: act in place of... as an agent does e.g. Do you have anybody represent you in the sale of that product in Europe?
3. refer sb to sb else: ask sb to go to sb else for information e.g. I am happy to refer you to the following people who can tell you about my work and character.
4. standing: position, status, reputation e.g. This company 's financial standing is known.
5. credit: trust in one 's integrity in money matters and one

's ability to meet payments when due.g. Their credit is good.

Sample 2: Replies to Status Inquiries

Private amp. Co. made an arrangement with their creditors in December 19... Their liabilities were £ 5,000, with assets £ 4,000. The creditors agreed to a composition of 60p in the pound. A first dividend of 20p was paid after six months and a second dividend of 20p three month later, but nothing further. The business is said to be making no progress at the present time, and we would advise you to exercise extreme caution in your dealings with this firm. ” We have also made independent inquiries respecting the firm, and the result was practically a corroboration of our agents report.It would, therefore, appear inadvisable to enter into any credit transaction with these people.You are welcome to this information free of charge, and we are pleased to have been of service to you in the matter. Yours sincerely.

Answer the Following Questions

1. What does the writer say in the opening?
2. What does the writer say in the closing?

Words and Expressions

1. arrangement: settleme.g. They have made an arrangement with their creditors.
2. liabilities: debtse.g. Their liabilities are US\$1,000,000.00. while their assets are less than that sum.
3. dividend: a part paymente.g. They only get a dividend of 40 pence in the pound.
4. credit: transaction deal on credite.g. Do you do credit transactions?
5. free of charge: without being chargede.g. The sample is free of charge.

Exercise

1. Translate the following letter into Chinese.

Confidential

Dear Sirs

We would like you to enquire into the financial and credit status of a firm in Milan on our behalf.The firm is Santo Domino & Co., distributors of spare parts for cars. Their

bank is the Banco di Italino, of 73 Via Milano. We would like to know their general financial reliability. In particular, their trade with us will involve a sum of USD50,000 initially, and perhaps a monthly credit of USD5,000 will be required. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com