

考前冲刺《外贸函电》(节选)(3) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/153/2021_2022__E8_80_83_E5_89_8D_E5_86_B2_E5_c67_153041.htm 复习重点1. 经营范围

课文中用法: As this item falls (be, lie) within the scope (sphere) of our business activities, (lines) 棉布属于我公司经营范围。替代

用法: The item you inquired for comes within the frame of our business activities. 你们所询的商品正属于我们的业务经营范围

。 We handle the import business of textiles. 我公司经营纺织品的进口业务。 We deal in Chinese textiles. 我们经营中国纺织品

。 We are engaged in the exportation of chemicals. 我们经营化工产品的出口。 This shop trades in paper and stationery. 这商店经营文具纸张。

We are in the cotton piece goods business. (line) 我们经营棉织品。 Cotton Piece Goods are our line. 棉布是我公司经营的产品。

Cotton Piece Goods are our main exports. 棉布是我们的主要进口商品。 2. 建立业务关系课文中用法: to enter into direct business relations with you 与你公司建立直接的业务关系

。 注意: relations 必用复数; business 可用 trade 替代。 与某某建立业务联系, 一般用法: to establish business relations with...

...; to enter into business activities with.....; to build up business relations with.....; to make business contact with.....。 与谁建立业务联系用 with, 如: 与你公司(你们, 潜在顾客等)建立联系 to establish business relations with your company (your firm, your corporation, prospective dealers.)。 建立什么样的关系: to establish direct (直接的) [pleasant (愉快的), friendly (友好的), good (良好的), mutually beneficial (互利的)] relations with

.....。在什么基础上建立业务关系：on the basis of..... 如
：We are willing to enter into business relations with your firm on
the basis of equality, mutual benefit and exchanging what one has for
what one needs.我们愿在平等互利、互通有无的基础上与你公
司建立业务联系。促进业务联系：to promote business relations
；加强业务联系：to strengthen (enhance) business relations.3.
general ideaA general idea 概况。（对应于详细情况：in details
, Full details, all the details, important details, detail information）
。4. AvailableAvailable 形容词available放在它所修饰的名词前或
后都可以，如：Available quantity 或quantity available 可供数量
。在外贸书信中放在后面比较普通，如：Do you have any
sample available? 你们能给我们寄样品吗？5. Quotationquotation
做“报价”解时，常与动词make, send, give 等连用：Please
make (send, give) us your lowest quotation.另外，还可以用let us
have 的结构：Please let us have your lowest quotation. “quotation
”后面常跟介词for，然后接所报的商品，在少数情况下，买
方提及卖方的报价时用of。向对方请求报价时，必用for:
Please make us your lowest quotation for Chinese Folding Fans.请报
中国折扇最低价。提到对方报来的价，即已形成了的报价
用of: Your quotation of Chinese Folding Fans is too high to be
acceptable.你方中国折扇报价太高，不能接受。6. 结尾语We
look forward to your favourable reply. 盼佳音。通常我们以“盼
早复”“盼佳音”等来结束此类信件。 100Test 下载频道开通
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