

# 第五屆貿易經營師認證考試

## 「國際貿易英文」測驗試題本

※請先確認您的准考證、答案本與座位標籤是否一致無誤。  
請於作答前詳讀並遵守下列注意事項！

### — 作答注意事項 —

考試時間：

- \* 測驗時間自 13:00 到 15:00，共 120 分鐘。

題型題數：

- \* 共計四大題，總分合計為 100 分。
- \* 採雙面印刷，共 4 頁。

注意事項：

- \* 應考人須持測驗准考證及貼有照片之身分證件入場應試。未攜帶測驗准考證者，應攜照片乙張先至試務中心申請補發。未攜帶身分證件者，須於測驗完畢後至試務中心辦理身分確認。
- \* 限用黑色或藍色原子筆或鋼筆作答，作答請書寫端正整潔以利評分，並請勿在答案卷上作任何與答題無關之註記，違者本科不予計分。
- \* 非應試用品尤其是英文電子辭典一律置於教室前後方地板上；行動電話必須關閉電源與鬧鈴或去除電池後亦置於教室前後方地板上。電話鈴或鬧鈴響者扣本科五分，電話震動者扣本科二分。
- \* 考試開始三十分鐘內不得離場，違者本科不予計分。
- \* 本科測驗一經離場，概不得以任何理由再進入試場。不得在試場附近逗留、高聲喧譁或宣讀答案，違者本科不予計分。

祝考試順利

## 國際貿易英文試題

共計四大題，總分計 100 分，務請依序作答。

### Question One (25%)

Case 1 – The following is the price list from TOP Machinery Manufacturing Corp.:

### **TOP Price list**

Valid from 2011-01-01 until further notice

To: Leo Wang / Giant Industry Inc.

TOP Machines:

| <u>Quantity</u> | <u>TP-1</u>     | <u>TP-2</u>      | <u>TP-3</u>      |
|-----------------|-----------------|------------------|------------------|
| 1-4 units       | US\$12,000/unit | US\$14,000/unit  | US\$18,000/unit  |
| 5-10 units      | US\$10,800/unit | US\$12,800/unit  | US\$16,800/unit  |
| 11-25 units     | US\$10,300/unit | US\$12,000/unit  | US\$15,600/unit  |
| 26-50 units     | US\$ 9,800/unit | US\$11,400/unit  | US\$ 14,500/unit |
| 51 units-up     | US\$ 9,300/unit | US\$10,800 /unit | US\$ 13,500/unit |

All prices are based on Ex Works (INCOTERMS 2010) our factory in Dallas.

Shipment: in 6 weeks after order confirmation and receipt of L/C.

Payment: by irrevocable L/C at sight in our favor.

Very truly yours,

TOP Machinery Manufacturing Corp.

Peter Young, Export Manager

### Questions

- 1-1. The buyer Giant spent US\$18,000 buying one unit of TP-3 in June, 2011 and is going to buy four more units of TP-3 now. Write a letter on behalf of the buyer Giant to the seller TOP requesting a favorable offer of the bracket of 5-10 units for the additional order of 4 units. (10%)
- 1-2. Write a letter on behalf of the seller TOP asking the buyer Giant to increase the order quantity to five units in order to get the special price discount; otherwise, the seller can only keep the above offer for the new order of 4 units due to exchange rate fluctuation. (10%)
- 1-3. Write a letter on behalf of the seller TOP to the buyer Giant accepting the order of 4 units based on the above unit price of 5-10 units but subject to shipment of all in one release. (5%)

## Reference Answers

### Question One (25%)

#### 1-1. (10%)

To: TOP Machinery Manufacturing Corp.

Attn: Peter Young/ Export Manager

Dear Peter,

We are going to buy four more units of your Machine TP-3.

We bought one unit of the same machine this June and now would like to add four units to this order making the total number 5. Please inform us if you can accept the price of USD16,800/unit for the additional 4 units according to your price list effective from Jan. 1, 2011.

We will confirm our order upon receiving your agreement.

Best regards,

Leo Wang / Giant Industry Inc.

#### 1-2. (10%)

To: Giant Industry Inc.

Attn: Leo Wang

Dear Leo,

We are glad that you are going to buy four more units of our Machine TP-3.

We regret to inform you that due to exchange rate fluctuation we have to uphold the price of US\$18,000/unit according to our price list effective from Jan. 1, 2011. However, we suggest that you increase the order quantity to 5 units if you hope to get the US\$16,800/unit price.

Please consider our offer. We look forward to your order confirmation.

Best regards,

Peter Young, Export Manager

TOP Machinery Manufacturing Corp.

#### 1-3. (5%)

To: Giant Industry Inc.

Attn: Leo Wang

Thanks for your e-mail. We are glad to know that you are going to buy four more units of our

Machine TP-3. Considering your good cooperation with us, we would accept this additional order based on the US\$16,800/unit price. Please note that the four units of the machines must be shipped in one lot.

Please confirm your order soon.

Best regards,

Peter Young, Export Manager  
TOP Machinery Manufacturing Corp.

## Question Two (25%)

**Case 2** – The following is a covering letter of an order:

| Dear Elaine,   |                 |   |                                     |               |
|--|-----------------|---|-------------------------------------|---------------|
| We are attaching our formal order for 100 sets of Tablet PC. As we need the goods on display for the hot season before Mother's Day, please confirm that you can ship them by the required date. If they are not delivered within the confirmed date, we reserve the right to refuse them. |                 |   |                                     |               |
| Best regards,  |                 |   |                                     |               |
| James Motomura / Purchasing Manager<br>Leader Co., Ltd,  |                 |   |                                     |               |
| <b>Purchase Order</b>  |                 | <b>LEADER CO., LTD.</b>   |                                     |               |
| <b>Vendor</b><br>VISION CORPORATION<br>6F, NO. 192, SEC. 1, NEI-HU ROAD<br>TAIPEI, TAIWAN<br>TEL : 886-2-2799-1688<br>FAX : 886-2-2799-9999  |                 | 6-11-5 SHIRAKAWA KOUTOU-KU<br>135-0021 TOKYO<br>JAPAN<br>TEL 81 3 3630 2171<br>FAX 81 3 3630 4433<br>E-MAIL purchasing@leader.co.jp<br>WEB www.leader.com |                                     |               |
| P/O Number   | : 110210        | Order Date  | : JANUARY 27, 2011                  |               |
| Delivery Terms   | : FOB Guangzhou | Delivery Date   | : MARCH 15, 2011                    |               |
| Shipment   | : vessel        | Payment Terms   | : by T/T immediately after B/L date |               |
| Item No.   | Description     | Q'ty  | Unit Price                          | Amount        |
| LDR-M2C  | Tablet PC, GPS  | 100 sets  | US\$295.00/set                      | US\$29,500.00 |

## Questions

2-1. In the last few months the minimum wage in Guangzhou was raised from ¥900 to ¥1,300 per month causing an increase in the manufacturing costs. The U.S. dollar has devalued by

10% in the interim. Write on behalf of the seller to confirm the order at the original price and ask for acceptance of the new price for future orders. (5%)

2-2. The damaged toolings have forced the seller to dishonor the shipment date promised. Write a letter on behalf of the seller to apologize and explain what remedial measures you are taking. (10%)

2-3. After the catastrophic earthquake and tsunami struck Japan, the buyer has experienced setbacks in the business. Write a letter on behalf of James Motomura to explain your difficulties and ask for payment extension. (10%)

## Reference Answers

### Question Two (25%)

#### 2-1. (5%)

Dear James,

Thank you very much for your order of January 27<sup>th</sup> for 100 sets of Tablet PC.

I am sure you are aware that the minimum wage in Guangzhou has increased from RMB900/month to RMB1,300/month in the last few months. The U.S. dollar has also devalued by 10% in the interim. As things stand, it is no longer possible for us to accept the prices we quoted five months ago and we must adjust the prices to have our real costs reflected. Attached are our newest price lists for your acknowledgement.

To render you our exclusive support, we are willing to produce P/O 110210 at the original price but must stress that the new prices shall apply for future orders. Attached please find our sales confirmation No. 20110128 for your acknowledgement. Please kindly send back one copy of our S/C with your signature and confirm your acceptance of the new price lists by return e-mail.

Best regards,

Elaine Lee, Manager  
Vision Corporation

#### 2-2. (10%)

Dear James,

In an attempt to put your order on the earliest available vessel, we have been working day and night with three shifts in rotation at our factory. Due to overuse, the toolings were unexpectedly heavily damaged. To resume production, our factory has to modify the toolings, and the tooling modification will take at least one month.

Under the above circumstances, we regret to inform you that we would not be able to complete your order on schedule. As we understand that these goods should be on display for the hot season before Mother's Day, we would recommend to you a substitute of very similar quality but at a better price. We have abundant stocks of it for immediate shipment. If you accept our proposal, we may deliver the articles within your specified time.

We apologize for any inconvenience caused and look forward to hearing from you soon.

Best regards,

Elaine Lee, Manager  
Vision Corporation

**2-3. (10%)**

Dear Elaine,

We have received your statement reminding us that our payment of US\$29,500.00 for P/O 110210 was long overdue.

After the catastrophic earthquake and tsunami struck Japan, we have experienced setbacks in our business. The slow payment of our customers' accounts has caused great burden to our cash flow. We have made every endeavor in collection and intended to pay this debt earlier but still could not effect the payments regularly as money is coming in rather slowly.

Under the above circumstances, we sincerely hope you may grant us a two-month extension to finish settling the account. Our payment schedule will be as follows:

- US\$ 10,000 immediately
- US\$ 10,000 mid-May
- Balance late June

We apologize for the inconvenience caused and would appreciate it if you could comply with our request for extension to June 30<sup>th</sup>.

Best regards,

James Motomura  
Leader Co., Ltd.

### Question Three (25%)

**Case 3** – The buyer sent the following letter to the seller:

Our Ref.:0920-1/11  
September 20, 2011

Mr. David Lin  
Manager  
ABC Co., Ltd.  
13, Sec.1, Nanking East Road  
Taipei, Taiwan

Dear Mr. Lin:

#### Bad Packing of Order No. 145

We have taken delivery of 10,000 sets of the order of portable lamps shipped by S.S. “Ever Green.” We regret to inform you that the order shipped to us arrived in an unsatisfactory condition.

Of the 20 cartons of the portable lamps delivered here on August 25, we found upon examination that 10% of the color boxes were broken and nearly 15% were seriously scratched. The damage appears to have been mainly caused by inadequate packing.

Due to this deficiency, a great deal of the goods were damaged to an extent compelling us to dispose of them at reduced prices. Would you please let us know if you would take the damaged lamps back or allow us to sell them at a 15% discount?

Please ensure that this kind of problem will not reoccur. Thank you for your cooperation. We are awaiting your prompt reply.

Sincerely yours,

Worldwide Trading Corp.

Michael Clinton, President

### Questions

- 3-1. Write a reply letter to accept the buyer’s claim as the seller, using your own assumptions.  
(10%)
- 3-2. Write a reply letter to decline the buyer’s claim as the seller, using your own assumptions.  
(15%)

## Reference Answers

### Question Three (25%)

#### 3-1. (10%)

Dear Mr. Clinton:

We regret to hear about the damage to our shipment (Order No. 145).

Our previous shipping record would clearly indicate to you that this type of problem is rather unusual. Having checked with our production department, we found that the damaged shipment you informed us about was due to a faulty process. We assure you that this sort of mishap will not reoccur and that our future shipments will meet your complete satisfaction.

We are terribly sorry for the inconvenience caused to you. If you keep the goods, we shall offer you a 10% allowance off the invoice value.

Thank you for your patience in this matter. We look forward to your ongoing cooperation.

Sincerely yours,

David Lin, Manager  
ABC Co., Ltd.

#### 3-2. (15%)

Dear Mr. Clinton:

As soon as we received your letter of September 20, 2011 concerning your order No.145, we immediately consulted our files and records.

We have closely examined the whole production process and loading procedure of your order No.145 and found nothing wrong. We can assure you that the goods were in good condition when they were shipped on board the vessel, as the Bill of Lading issued by “Ever Green” was clean.

Under these circumstances, we believe you will agree that we are not to be expected to grant you a discount or accept the goods if returned.

This information has been provided to you in good faith. We wish to be of any possible assistance to you.

Sincerely yours,

David Lin, Manager  
ABC Co., Ltd.



## Question Four (25%)

Case 4 – The following is an advertisement on the internet:

**Hi-Tech Rubber Products** ISO9000(EN29000) & ISO 13485:2003 since 2009

**Features:**

- Can be bonded with plastic / metal
- Laser-etched backlighting
- Long life cycles
- Environment-friendly, disinfected, can be scrubbed down per appropriate standards

**Applications:**

- Control panels
- Mobile phones
- Global positioning systems
- Calculators

We are the manufacturer of various rubber products widely applied in a broad range of applications and markets.

E-Mail Address: [georgewu@hitech.com.tw](mailto:georgewu@hitech.com.tw)

## Questions

- 4-1. The Japanese distributor ABC Co. is interested in distributing Hi-Tech Rubber Products in Japan. Write a letter on behalf of ABC Co. to Hi-Tech showing their interest, introducing their advantages and also asking Hi-Tech's terms and conditions for exclusive distributorship. (10%)
- 4-2. Write a letter on behalf of Hi-Tech to the Japanese distributor, ABC Co. itemizing the details you would like to know about their plan to sell your products and asking ABC Co. to provide their company profile for consideration. (15%)

## Reference Answers

### Question Four (25%)

#### 4-1. (10%)

To: George Wu / Hi-Tech Rubber

Dear Mr. Wu,

We are a well-experienced distributor interested in distributing in Japan your Hi-Tech Rubber Products, which you advertised on the internet.

Having had more than 10 years' experience in distributing similar products in Japan, we well know the market situation here and maintain very good relationship with many local buyers. We also have very good sales channels and many experienced sales persons. So, we have confidence in fine

promotion and distribution of your products in Japan.

Please consider the above and kindly let us know your terms and conditions for exclusive distributorship.

Best regards,

Xxxxx

ABC Co.

**4-2. (15%)**

To: ABC Co.

Dear xxx,

Thank you for your e-mail dated xxx showing your interest in distributing our Hi-Tech Rubber Products in Japan. Before granting you exclusive distributorship in Japan, we would like to be informed about the following:

1. How large is the market you forecast? What is the minimum sales amount you could promise?
2. What are your sales programs, sales methods and sales channels?
3. What commission rate do you request?

Please submit to us your company profile showing your company organization and financial status.

We look forward to your reply.

Best regards,

George Wu/ Hi-Tech Rubber