

第七屆貿易經營師認證考試

「國際貿易英文」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：

- * 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：

- * 應考人須持准考證及貼有照片之身分證件入場應試。未攜帶准考證者，應攜照片乙張先至試務中心申請補發。未攜帶身分證件者，須於應試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，並請勿在答案本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並去除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。
- * 本試題不得以任何理由攜帶出場，違者本科不予計分。
- * 本科考試一經離場，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

Question One (25%)

Case 1-The buyer delays payment.

ABC Exports (the seller) found out on October 11 that XYZ Imports (the buyer) did not settle an outstanding balance of USD8,500.00 on its July statement of account, which was to be cleared no later than August 10. In other words, the payment has been overdue for more than 60 days.

Having dealt for years with the buyer on open account terms against monthly statement, ABC Exports (the seller) also found out that this was the first time there was a delay in settlement.

Questions

- 1-1. As the marketing director for ABC Exports, write a short paragraph to politely remind XYZ Imports of the outstanding account, urging payment asking about the situation and, if necessary, offering assistance. (10%)
- 1-2. As the import manager of XYZ Imports, write a short reply to explain the reasons for your delay in payment and ask for a 14-day grace period for payment. Please give the reason to persuade ABC Exports to grant your request. (15%)

Reference Answers

1-1.

Our accounts department has informed me that your July statement of account has long been overdue with an outstanding balance of US\$8,500.00. Since our records show that this was the first time your payment was delayed, I suspect that either a remittance process problem or something unusual occurred. Please remit this payment immediately or at least let me know what has happened and if we can be of any assistance.

1-2.

We are sorry for our failure to clear our July statement on time as we have always done. This chiefly occurred because the payment for one of our major cash shipments, which was to be made by a local customer of ours, has not yet been collected as we expected. Fortunately, the matter is now in hand and we have been guaranteed payment within 14 days from today. We will, therefore, definitely have the outstanding payment of UD\$8,500.00 remitted to you in 14 days or hopefully earlier. We offer our sincere apology for any inconvenience you might have incurred and would appreciate your full understanding.

Question Two (25%)

Case 2-The following is a letter requesting price reduction for an order to be placed:

Our Ref.:0810/13

August 10, 2013

Mr. David Lin

Manager

ABC Co., Ltd.

13, Sec.1, Nanking East Road

Taipei, Taiwan

Dear Mr. Lin:

We have received your letter of August 2, 2013 including your offer for cabinet lamps.

Upon receipt, we contacted our customers with samples, and due to growing market demand, they expressed great interest in your cabinet lamps. Unfortunately, we are in no position to accept your offer, as your prices appear to be high. One of our big customers told us that some Korean makers offered articles of similar quality at prices from 10% to 15% below yours. As your quotation hinders us from securing orders, we feel that it needs adjustment.

The quality of your products is certainly satisfactory in every respect, but your prices are much higher than those of other makers. If you can grant us a 10% discount we will be sure to order 9,600 sets of Item No. 101.

We hope you will accept our counter offer and thereby benefit from our market.

Sincerely yours,
Worldwide Trading Corp.

Michael Bush

President

MB/yl

Questions

- 2-1. Write a letter on behalf of the seller to accept the buyer's price reduction request, including the following assumptions as well as those of your own: (15%)
- (a)The seller insists that the price is reasonable for a product of that quality.
 - (b)The seller has cut down the production costs to the absolute minimum.
 - (c)The seller makes the price concession partly due to his long business association with the buyer.
 - (d)A certain price reduction is given only for orders exceeding a certain amount and received by the seller within a certain period.
- 2-2. Write a letter on behalf of the seller declining the buyer's counter offer, including the following assumptions and those of your own: (10%)
- (a)The seller's previous offer was based on the material costs of one year ago.
 - (b)The recent drastic material cost increase has forced the seller to raise prices.
 - (c)The seller has made a very special offer to the buyer.
 - (d)The seller urges the buyer to place orders early, lest the material costs should rise further.

Reference Answers

2-1.

Your Ref.:0810/13
Our Ref.:0817-2/13

August 17, 2013
Mr. Michael Bush
President
Worldwide Trading Corp.
1011 Broadway
New York, N.Y. 10033
U.S.A.

Dear Mr. Bush :

We are glad to hear that you have approved our sample, despite your view that our prices were too high.

Given the design and quality of our products, we deem our prices reasonable. Please note that we already cut down our production costs to the absolute minimum to meet your market demand. Comparing the quality of our products with that of other sources should surely convince you that our offer is justified.

Having done business with each other for many years, we hope we can keep a long-term business relationship with you. We are therefore willing to grant you a special 5% discount for all orders that exceed USD20,000 and are received by us within two weeks. We believe you would find this new offer satisfactory and that it will bring you a lot of business.

We look forward to receiving your order soon.

Sincerely yours,
ABC Co., Ltd.

David Lin
Manager
DL/jl

2-2.

Dear Sirs,

We have received your e-mail of May 2 and regret that we are in no position to meet your target prices.

As our previous offer was based on the material costs of one year ago, our profit margin has become close to none after the recent drastic material cost increase. In order to help you maintain your competitive edge in the market, we have already explored every possibility to make you special offers. Unfortunately, the unexpected substantial cost increase leaves us no room for price concession.

We are very confident that you will find a ready sale for our excellent quality goods and urge you to place orders before the stocks are exhausted.

Since the material costs may rise further, as soon as our present stocks run out, we shall have to revise our prices and it would then take two months to make shipments. Therefore, it is timely for you to place your order now. We look forward to hearing from you soon.

Sincerely yours,
ABC Co., Ltd.

David Lin
Manager
DL/jl

Question Three (25%)

Case 3 -The buyer issues the following order and an L/C to the seller:

Pacific Ocean Co., Ltd. 110 Wood Land, Houston, USA <u>PURCHASE ORDER</u>				
To: Asia Telecommunication Mfg. Sifang Rd.,Kunshan City, China			P/O Number. <u>PAC-25A</u> Date: <u>September 1, 2013</u>	
Model No.	Description	Quantity	Unit Price	Total Amount
VP-101	Video phones	2,000 sets	<u>FOB Shanghai</u> US\$100.-/set	US\$ 200,000
Total Amount: US\$200,000				
Payment : by irrevocable and transferable L/C at sight				
Shipment: by October 30, 2013 from Shanghai by sea freight to New York				
Packing: one set in a box and 10 boxes in an export carton (GW: 10kgs per carton)				
The Buyer: Pacific Ocean Co., Ltd. The Seller: Asia Telecommunication Mfg.				

The following clauses are shown on the Buyer's L/C No. B5E200100:

43P: PARTIAL SHIPMENTS: PROHIBITED

43F: PORT OF DISCHARGE: NEW YORK, USA

45A: TRADE TERMS: FOB SHANGHAI

46A: (1)FULL SET CLEAN ON BOARD BILL OF LADING ISSUED TO ORDER BLANK ENDORSED MARKED
FREIGHT COLLECT AND THIS CREDIT NUMBER NOTIFY APPLICANT

(2)SHIPPING ADVICE : BENEFICIARY SHALL SEND THE APPLICANT SHIPPING DETAILS
CONTAINING L/C NUMBER, P/O NUMBER, DESCRIPTION OF GOODS, NAME OF VESSEL, ETD,
ETA, INVOICE VALUE, TOTAL GW, AND B/L NUMBER BY FAX WITHIN 48 HOURS AFTER
SHIPMENT AND CONFIRM HAVING DIRECTLY AIRMAILED A FULL SET OF NON-NEGOTIABLE
SHIPPING DOCUMENTS ON THE SAME DAY

Questions

- 3-1. On October 15, 2013, the seller received an e-mail from the buyer asking the seller to split the shipment of 2,000 sets into two: 1,900 sets by sea freight to New York and 100 sets by air freight to Houston. Write a letter to the buyer on behalf the seller asking the buyer to amend the necessary clauses on the L/C and listing additional charges that may be incurred due to the 100 sets designated for air shipment, constituting less than the minimum shipping quantity. (15%)
- 3-2. Issue the applicant a shipping advice for the sea shipment of 1,900 sets according to the terms stipulated in the above L/C after shipment is made via APL PS2 V-11, ETD Shanghai October 28, 2013 and ETA New York November 30, 2013 under B/L No. APLES22000. (10%)

Reference Answers

3-1.

To: Pacific Ocean Co., Ltd.

Dear Sirs,

Regarding your P/O Number PAC-25A, we received your e-mail dated October 15, 2013 asking us to split into two the shipment of 2,000 sets: 1,900 sets by sea freight to New York and 100 sets by air freight to Houston. To facilitate our L/C negotiation, please kindly amend your L/C as follows:

1.PARTIAL SHIPMENTS: ALLOWED

2.PORT OR AIRPORT OF DISCHARGE: SEA SHIPMENT TO NEW YORK AND AIR SHIPMENT TO HOUSTON

3.TRADE TERMS: FCA SHANGHAI

4.FULL SET CLEAN ON BOARD BILLS OF LADING OR AIR WAYBILL (for the air shipment of 100 sets)

Also, please kindly be advised that the 100 sets designated for air shipment constitute less than the minimum shipping quantity. Therefore, there will be some additional charges, such as the customs brokerage, documentation fee and handling charge amounting to the total of USD xxx. Please add this sum to the L/C amount or pay it separately by T/T.

Please confirm the above and amend the aforementioned terms on L/C as soon as possible, as the goods are ready for dispatch on or about October 28, 2013. As you requested the partial shipments, please also pay the L/C amendment charge at your end.

Best regards,

XXXXXX

Asia Telecommunication Mfg.

3-2.

Fax to: Pacific Ocean Co., Ltd.

October 30, 2013

Dear Sirs,

Re: Shipping Advice

We are glad to inform you that we have dispatched the following goods to you:

L/C No. : B5E200100

P/O Number : PAC-25A

Description of Goods: 1,900 sets of Video Phone Model No. VP-101

NAME OF VESSEL: APL PS2 V-11

ETD Shanghai : October 28, 2013

ETA New York : November 30, 2013

INVOICE VALUE: USD190,000

TOTAL GW: 1,900 kgs.

B/L No. APLES22000

Please be advised that we also directly airmailed you today a full set of non-negotiable shipping documents. We hope the above shipment will reach you in good condition. We thank you for your order and look forward to your renewed custom.

Best regards,

Xxxxx

Asia Telecommunication Mfg.

Question Four (25%)

Case 4 – The buyer sent the following complaint letter to the seller:

To: German Pharmaceutical Factory

August 30, 2013

Attn: Mr. Homer Pete

Dear Homer,

Our warehouse people found that more than 75% of the pills imported from you two months ago under our order No. MD-123 were stained. They have just informed us that they insist on returning the whole shipment.

The pictures and the inspection report attached clearly indicate that the whole shipment cannot be used. We can return to you the whole shipment freight collect for inspection or, if you like, you can also send someone here to check the defective items. Your inferior quality made us lose a lot of money in import duties, brokerage, inland freight, etc. Please confirm your consent for replacing the whole shipment or advise us an alternative way for compensation.

Best regards,

Bill Wu

Taiwan Medicine Import Co.

Questions

- 4-1. Reply to the above letter on behalf of the seller refusing to make the replacement, since the agreement between the buyer and the seller states that “Any claim by Buyer shall reach Seller within 21 days after arrival of the goods at the destination.” Also, mention that all the shipping samples kept in Germany are still in perfect condition, so the stains might be due to improper storage in the buyer’s warehouse or because of high humidity in Taiwan. (15%)
- 4-2. Write a negotiation letter on behalf of the buyer asking the seller either to replace the whole shipment or refund at least 50% of the purchase price. Stress that the buyer’s warehouse is always in perfect storage condition and that there was no storage problem in any previous shipments. (10%)

Reference Answers

4-1.

Dear Bill,

We are sorry to learn from your letter of August 30, 2013 about the stained pills in your order No. MD-123. We immediately checked the shipping samples kept here and found that all of them had no

stains and were in perfect condition. The stains might be caused by improper storage in your warehouse or by high humidity in Taiwan.

According to the agreement between us, “Any claim by Buyer shall reach Seller within 21 days after arrival of the goods at the destination.” However, we received your complaint letter two months after the shipment reached you.

We regret that we are unable to accept your claim in this instance.

Best regards,
Homer Pete

4-2.

Dear Homer,

We regret that in your letter of xxx you refused to replace the shipment of our order No. MD-123.

As you can see from the pictures and the inspection report we sent to you, the whole shipment is unusable. Double-checking the storage condition in our warehouse proved it to be as normal as usual. Also, there was no storage problem in previous shipments. We thus think no storage issue exists.

Therefore, we insist that you either replace the whole shipment or refund us at least 50% of the purchase price. Please confirm your acceptance by return.

Best regards,
Bill Wu