



Коммерческий перевод (первый иностранный (английский) язык).

- 1 Изучите материал учебника со стр. 7 по стр. 23 и выполните следующий тест, выбрав один правильный ответ: Which part of the English business letter (among these three ones) is odd?
- 2 Which part of the English business letter comes after the Body of the Letter?
- 3 Which form of writing the date is hardly ever used?
- 4 Which punctuation mark comes after the Greeting as part of the business letter in Great Britain?
- 5 Which of the following phrases is used to confirm the receipt of a letter, a fax, an email, etc.?
- 6 Which expression is used to refer to the previous correspondence?
- 7 Which of the following phrases is used to express a polite business request?
- 8 Which expression is used to answer a polite business request?
- 9 Which expression is used to apologize?
- 10 Which of the following phrases is used to correct mistakes?
- 11 Изучите материал учебника со стр. 34 по стр. 41 и выполните следующий тест, выбрав один правильный ответ: What are lots of business transactions opened with?
- 12 Which of the following characteristics of business enquiries is correct?
- 13 What may detailed enquiries express requests for?
- 14 May the size of the future order be referred to in detailed enquiries?
- 15 What does the seller usually do in case of large-scale selling?
- 16 Should enquiries be confirmed by a letter if they are made by e-mail?





- 17) Which of the following expressions has the same meaning with «to grant a rebate»?
- 18) Which type of request do these words correspond to: «...and therefore we request you kindly to send the enclosed enquiry to him»?
- 19) Which term should be inserted into the phrase of the enquiry: «We should be very ... if you would kindly let us have by return of mail your prices for the various types of motor cycles you can offer, together with the delivery dates»?
- 20) Which term should be inserted into the phrase of the enquiry: «We have a general ... in buying various items of machine tools from you...»?
- 21) Изучите материал учебника со стр. 42 по стр. 52 и выполните следующий тест, выбрав один правильный ответ: Do many firms try to answer enquiries the very day they are received, giving them precedence over all other letters?
- 22) What do firms do if drawing up the requested offer takes several days?
- 23) What is the second category of offers besides the firm (binding) offer?
- 24) Which term should be inserted into the expression most commonly used in replies to enquiry: «We acknowledge with thanks ... of your enquiry of...for...»?
- 25) Which term should be inserted into the expression most commonly used in replies to enquiry: «We are ... the manufacturers of...and will advise you immediately upon receipt of their reply»?
- 26) Which term should be inserted into the expression specifying the nature of the offer: «This offer is ... until December 31st,...»?
- 27) Which term should be inserted into the expression specifying the nature of the offer: «This offer is ... for immediate acceptance...»?
- 28) Which term should be inserted into the expression specifying the nature of the offer: «This offer is valid for... by telegram arriving before tomorrow noon»?
- 29) Which term should be inserted into the expression of General Conditions of Sale (Reverse Side of the Offer): «No order shall be binding on the Sellers until... by them in writing»?
- 30) Изучите материал учебника со стр. 53 по стр. 64 и выполните следующий тест, выбрав один правильный ответ: If the customer deems the price too high what can he/she do?





- 31) If the customer deems the price too high what can the exporter/seller do?
- 32) When discussing prices and terms is strong language in or out of place?
- 33) Which term should be inserted into the phrase of the discussion concerning the price: «Please let us know whether you can ... this price»?
- 34) Which term should be inserted into the phrase of the discussion concerning the price: «We suggest that you should revise your ... »?
- 35) Which term should be inserted into the expression of the discussion concerning the price: «We ... not being able to accept your offer as other firms have offered us better prices and more favorable terms»?
- 36) Which term should be inserted into the expression of the discussion concerning the price: «If you are in the ... to quote us lower prices and improve your terms, we may revert to the matter again?»
- 37) Which term should be inserted into the expression of the discussion concerning the price: «We are surprised to hear that you consider our prices to be higher than those of our... ?»
- 38) Which term is to be inserted into the expression of the discussion concerning the price: «Having carefully examined the matter, we have found... to reduce the prices to...?»
- 39) Which term is to be inserted into the expression of the discussion concerning the price: «We are ... to learn that...?»
- 40) Изучите материал учебника со стр. 65 по стр. 77 и выполните следующий тест, выбрав один правильный ответ: Can it happen that in some trades definite quantities of goods are booked before orders are sent?
- 41) Does the buyer in some cases make out an order before the seller has confirmed the booking?
- 42) When are trial orders placed?
- 43) Is it customary to place repeat orders for identical goods in all branches?
- 44) What information do order-sheets that many companies use contain?
- 45) Which term should be inserted into the phrase most commonly used in connection with placing orders: «We ... to order 250 bags of Coffee Extra at USD...?»





- 46 Which term should be inserted into the phrase most commonly used in connection with placing orders: «Enclosed please find order № 75 for...We shall be pleased to receive your... ?»
- 47 Which term is to be inserted into the phrase most commonly used in connection with placing orders: «As per your offer of the...we have pleasure in... with you an order for...?»
- 48 Which term is to be inserted into the phrase most commonly used in connection with placing orders: «We agree to your terms and give you herewith a trial... for...»?
- 49 Which term is to be inserted into the phrase most commonly used in connection with placing orders: «We rely upon you to ... us with first-class articles»?
- 50 Изучите материал учебника со стр. 78 по стр. 88 и выполните следующий тест, выбрав один правильный ответ: How often do trade companies rely on the help of an agent or representative who is thoroughly conversant with the market conditions in a foreign country?
- 51 Should an agent have a wide circle of customers or good connection with authorities?
- 52 When do companies grant an agent a full agency?
- 53 What does the amount of the commission paid to the agent depend on?
- 54 Which term is to be inserted into the expression used in the letters written to ask a firm or an individual to represent you: «Please advise if you are interested inus»?
- 55 Which term is to be inserted into the expression used in the letters written to ask a firm or an individual to represent you: «Enclosed you will find all the details of agency...»?
- 56 Which term is to be inserted into the expression used when accepting the agency: «We were very pleased to receive your letter of... offering us the.....for your product(s).»?
- 57 Which term is to be inserted into the expression used in the letters of appointment of agency: «We have now received replies from the...you gave in your letter of....»?
- 58 Which term is to be inserted into the expression used in the letters of appointment of agency: «A commission of 5 percent will be paid for all... made through you»?





- 59 Which term is to be inserted into the expression used in the letters of appointment of agency: «Two copies of the draft agency.... are also enclosed»?
- 60 Изучите материал учебника со стр. 88 по стр. 100 и выполните следующий тест, выбрав один правильный ответ: What is a contract?
- 61 Every international contract has several standard parts which are obligatory, doesn't it?
- 62 Does the subject matter of the contract include the total amount of money involved?
- 63 Which item among the ones given below is not included into the detailed description of goods?
- 64 Does every international contract include arbitration as a necessary part?
- 65 Do all contracts consist of numbered clauses?
- 66 Which translation of the phrase «именуемое в дальнейшем Покупатель» is correct?
- 67 Which translation of the phrase of the Subject Matter of Contract «именуемое в дальнейшем Покупатель» is correct?
- 68 Which translation of the phrase «Ни одна из сторон по настоящему контракту» is correct?
- 69 Which translation of the phrase «Местом заключения настоящего контракта является г. Москва, Россия » is correct?
- 70 Does it occur that the performance of the contracts is not altogether smooth?
- 71 What is a special clause in contracts usually devoted to?
- 72 Which translation of the phrase of General Conditions of Delivery «the title to the goods» is correct?
- 73 Which translation of the phrase of General Conditions of Delivery «Продавец несет все расходы» is correct?
- 74 Which translation of the collocation «contract proper» is correct?
- 75 Which translation of the phrase General Conditions of Delivery «передать Покупателю имеющийся опыт» is exact?





- 76 Which translation of the phrase of General Conditions of Delivery (Arbitration) «Решение арбитража является окончательным » is exact?
- 77 Which translation of the collocation of General Conditions of Delivery (General Provisions) «передать исполнение настоящего контракта третьим лицам» is correct?
- 78 Which translation of the phrase «контракт теряет силу» is correct?
- 79 Is an angry and abusive tone acceptable in writing complaints?
- 80 What is one the most difficult tasks that a correspondent can face with?
- 81 Which terms are to be inserted into the expression most frequently used in the letters of complaint: «The control straps are...and the seals are...»?
- 82 Which term is to be inserted into the expression most frequently used in the letters of complaint: «We would...you to explain this discrepancy and correct this error»?
- 83 Which term is to be inserted into the expression most frequently used in the letters of complaint: «Unless this order arrives here by...we shall have...the delivery»?
- 84 Which terms are to be inserted into the expression most frequently used in the letters of complaint: «Please...that you fully understand this letter and that you will follow our...in future»?
- 85 Which translation of the expression most frequently used acknowledging a complaint «We have now taken the matter up with...» is correct?
- 86 Which terms are to be inserted into the expression most frequently used acknowledging a complaint: «We have...your complaint to...and will inform you immediately we...what the matter is»?
- 87 Which term is to be inserted into the expression most frequently used in the letters of complaint: «Please accept our...for this delay»?
- 88 Which translation of the expression most frequently used acknowledging a complaint «Please accept our apologies for the inconvenience caused » is exact?
- 89 Which term is to be inserted into the expression used in banking correspondence: «We should like to open...in your bank»?
- 90 Which translation of the expression most frequently used in banking correspondence «...to apply for a loan from our bank» is correct?





- 91) Which term is to be inserted into the expression used in banking correspondence: «We shall be grateful to receive your... that you will be making payment of...»?
- 92) Which translation of the expression most frequently used in banking correspondence «...will be pleased to grant you the loan on the following terms » is exact?
- 93) Which term is to be inserted into the expression used in banking correspondence: «In accordance with...please remit to us»?
- 94) Which translation of the expression «We advise that the sum of...is due... (date) » most frequently used in banking correspondence is exact?
- 95) Which term is to be inserted into the expression used in banking correspondence: «Please state your Moscow correspondent on whom we may....ourselves»?
- 96) Which term is to be inserted into the expression used in banking correspondence: «Please inform us at whose request... was cancelled»?
- 97) Which translation of the collocation «схема погашения долга» most frequently used in banking correspondence is exact?
- 98) Which translation of the collocation «возместить нам наши расходы» most frequently used in banking correspondence is exact?
- 99) Изучите материал учебника на страницах 7-22, 34-41, 42-52, 53-64, 65-77, 78-87, 88-100, 101-120, 121-131, 132-142 и выполните следующий тест, выбрав один правильный ответ: Which part of the English business letter comes after the Body of the Letter?
- 100) Which type of request do these words correspond to «and therefore we request you kindly to send the enclosed enquiry to him»?
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- 108) Which term is to be inserted into the expression used in the letters of appointment of agency: «Two copies of the draft agency...are also enclosed»?
- 109) Which translation of the phrase «Частичная отгрузка товаров не разрешается» is correct?
- 110) Which translation of the phrase «Продавец несет все расходы» is correct?
- 111) Which translation of the expression «...to apply for a loan from our bank» most frequently used in banking correspondence is correct?

