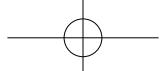


CONTENTS

CONTENTS

| | | |
|---------------|---|-----|
| Unit 1 | General Introduction | 1 |
| | 概述 | |
| Unit 2 | Letters of Establishing Business Relations..... | 25 |
| | 建立业务关系 | |
| Unit 3 | Letters of Credit and Status Inquiry | 41 |
| | 资信查询 | |
| Unit 4 | Letters of Inquiry and Reply | 57 |
| | 询盘与回复 | |
| Unit 5 | Sales Letters | 77 |
| | 促销 | |
| Unit 6 | Offer and Counter-offer Letters..... | 97 |
| | 发盘与还盘 | |
| Unit 7 | Order and Confirmation Letters | 117 |
| | 订购与确认订购 | |
| Unit 8 | Letters of Payment | 141 |
| | 支付 | |



| | | |
|--------------------------------|--|-----|
| Unit 9 | Letters of Packing | 161 |
| | 包装 | |
| Unit 10 | Shipping Letters | 177 |
| | 装运 | |
| Unit 11 | Letters of Marine Insurance | 193 |
| | 海运保险 | |
| Unit 12 | Claim and Adjustment Letters..... | 209 |
| | 索赔与理赔 | |
| Suggested Answers | | 227 |
| Appendix | Useful Expressions in Business English | 247 |
| | 商务英语常用语句 | |
| References | | 266 |

