

一、名詞解釋

- 1.結尾敬語：complimentary close
- 2.交貨付現：cash on delivery
- 3.成本、保險費+運費：cost、insurance、freight
- 4.商業發票：commercial invoice
- 5.安全認證書：safety certificate
- 6.提醒付款信：reminder for payment
- 7.主題句：topic sentence
- 8.副本抄送：carbon copy notation
- 9.抱怨與索賠：complaint and claim
- 10.國際商會：international chamber of commerce

二、課文填充

- 1.我們應該開發我們的資源。

We should develop our resources.

- 2.ABC is a leading Taiwanese exporter of electronic components.

- 3.ABC 規劃在這個展覽會場推廣他們的新產品。

ACBis planning to promote their new product at this exhibition.

- 4.在此期間，你應該找個臨時的/短期的工作。

In the meantime ,you should find a temporary job.

- 5.隨信附上這個產品的美國及歐洲安全認證證書，提供您參考。

Attached please find the US and Europe safety certificates of this product for your reference.

- 6.因此，我們將預期您的價格一定會相當具競爭力。

As such ,we will expect that your price must be really competitive .

- 7.We would like to recommend you our model#018 as a great substitute .