

一、名詞解釋 20%

1. 提醒付款信：reminder for payment transmission
2. 貨運承攬公司：forwarder
3. 試訂單：trial order
4. 服務產業：service sector
5. 保險相關事宜：insurance coverage

二、課文填空 80%

1. 此番的流行病以嚴重的傷害了全球供應鏈。

The pandemic has seriously damaged the global supply chain.

2. 許多製造商無法接受他們零件的採購所確認回來的交期。

Many manufacturers do not accept the confirmed lead-time for their purchase of components.

3. 雖然我們在降價議題上無法達到您的期望，但我們會盡最大努力為您提供服務。

Although we are not able to reach your expectation in the matter of price reduction, we will do our best to support you with our services.

4. 為我們的客戶提供優質的產品和滿意的服務會侵蝕我們的利潤。

Offering our customers with good quality products and satisfactory services eats up our profits.

5. 我們保證如期出貨。

We promise to deliver your goods as scheduled.

6. 我必須為我粗魯的行為道歉。

I have to apologize for my rude behavior.

7. 我要提醒你，今晚的晚宴 6：30 開始。

I want to remind you that the wedding banquet starts at 6:30 tonight .

8. 過去的兩週，我們嘗試跟您聯絡，但一直沒連繫上。

We have been trying to contact you for the past 2 weeks, but couldn't get a hold of you .

9. 大多數的飯店 2020 年的歲收急遽的衰退。

The revenue of 2020 for most hotels dropped dramatically.

10. 因為對電腦的需求一直是穩定的成長，我們相信市場將在短期內復原。

We believe that the market will recover shortly since the demand for computer is steadily increasing.