

6 семестр К/р № 1

0801, 08

ВТОРОЙ ВАРИАНТ

I. Деловая переписка. Перепишите текст следующего делового письма. Переведите его письменно.

Dear Sirs,

We are interested in the sweaters that we have seen here on your stand at the "Menswear Exhibition".

We are big importers of men's wear and we are looking for a manufacturer who can supply us with a wide range of sweaters for men. As we usually place large orders, we expect a quantity discount, and our terms of payment are for collection.

If you are agree to these conditions and you can meet orders of over 1000 sweaters at one time, please send us your current catalogue and price-list.

We hope to hear from you soon.

Yours sincerely.

II. Деловая поездка. Прочитайте реплики собеседников А. и В. Перепишите диалог, расставив реплики В. по смыслу. Переведите диалог письменно.

A.- Your passport, please. How long are you planning to stay in the country?

B.-...

A.- Sure. The receiving party will take care of it. Well, bags on the table and your customs-form, please.

B.-...

A.- 23 kilos. I'm sorry, but you'll have to pay an excess baggage charge.

B.-...

A.- Yes, sir, that's \$10. Thank you. Have you got anything to declare? It is forbidden to bring more than two bottles of alcohol and two blocks of cigarettes to England.

B.-...

A.- All right. It's duty free. Here is your form. please.

Реплики В.: 1. - Oh! It's only three kilos overweight. 2.- Only one block of cigarettes. 3.- Three weeks. Could I prolong my entrance visa in case of necessity? 4.- How much do they weight?

III. Деловые переговоры. Прочитайте реплики собеседников А. и В. Перепишите диалог, расставив реплики В. по смыслу. Переведите диалог письменно.

A.- What are your terms of payment?

B.-...

A.- That's our usual practice with Russian firms. What documents will you send for payment?

B.-...

A.- I think we can accept these terms of payment. And where will the equipment be insured?

Деловой англ. язык

B.-...

A.- Very good. Now we're ready to sign the contract

B.-...

Реплики B.: 1.- That's nice to hear. 2.- A full set of shipping documents, as usual. 3.- We'd like you to open a letter of credit with the Bank of Russia. 4.- We usually insure the equipment with Ingosstrakh.

IV. Составление контракта. Перепишите следующие пункты Контракта. Переведите их письменно.

ARTICLE 5 Sanctions

5.1 If the Letter of Credit is delayed or/and opened for an improper amount the Buyer will pay the Seller a penalty at the rate of 0,5% of the Letter of Credit amount

If the opening of the Letter of Credit is delayed for more than 5 days, the Seller has the right to cancel the delivery of the lot of the Goods to be paid for from the Letter of Credit.

5.5 The penalty is estimated as 0,5% of the cost of delayed Goods for every complete week of delay, but it should not exceed 3% of the cost of the actually delayed Goods.

V. Прочитайте следующий текст. Выпишите английское предложение, отвечающее на вопрос: Почему деловые встречи более эффективны чем деловая переписка?

BUSINESS AND SOCIAL CONTACTS

Distance is no obstacle nowadays and personal contacts have become the most efficient means of promoting a better understanding in all spheres of human activity. Foreign trade is no exception.

Normally, businessmen keep in touch through correspondence or telephone calls, but there's no denying the fact that major problems can be solved more effectively through a personal meeting. Both parties have equal opportunities to hear out their counterpart's arguments and come to an agreement on the business in hand. Since a business trip is always limited in time, a businessman makes appropriate arrangements prior to his departure or immediately on arrival. Among other things he can make an appointment by phone or by cable. It is customary for businessman to draw up a tentative program of the points they would like to take up during the forthcoming meeting.

These tips may come in handy for a businessman in trip:

It is essential to be punctual in business. If you cannot keep the appointment you should notify your counterpart in advance and fix a new date.

On a formal occasion (talks, a working lunch, a reception) a businessman is expected to wear a suit and tie. Informal occasion (a sightseeing tour, an outing, a visit to a private home) do not call for formal clothe; one should be dressed casually.

VI. Подготовьте письменный перевод текста для защиты на собеседовании.