**2021年专升本《外贸函电》考试大纲**

一、考试对象

本考试适用于报考英语专业的学生。

二、考试范围

Unit 1 The Communication Ways Between Traders

Task 1. Writing a Business Letter in English

Task 2. Others

Unit 2 Establishing Business Relations

Unit 3 Terms and Conditions of a Contract

Task 1. Name of Commodity, Quality and Quantity

Task 2. Packing

Task 3. Price

Task 4. Shipment

Task 5. Insurance

Task 6. Payment

Unit 4 Negotiating a Contract

Task 1. Inquiry and Replies

Task 2. Offer

Task 3. Counter-offer

Task 4. Acceptance

Unit 5 Making out a Contract

Unit 6 Fulfilling a Contract

Task 1. Preparing for the Goods

Task 2. Operating an L/C

Task 3. Delivering the Goods

Task 4. Settling of Disputes

三、参考教材

1.江峰，邹建华主编.《新编外贸英语函电与实训》 第3版. 江西高校出版社

2.郑淑媛,周淑华主编.《外贸英语函电》. 北京出版社