

正修科技大學 109 學年度四技甄選入學 國際企業系 第二階段指定項目梯次公告

❖ 甄試日期：109 年 6 月 14 日(日)

❖ 報到地點：管理學院大樓一樓

❖ 系辦電話：07-7358800 轉 5043 黃玉貞 小姐

❖ 系網：<http://it.csu.edu.tw>

❖ 注意事項：

1. 甄試當天請攜帶甄試通知單(已郵寄)與有照片之身份證件。

2. 若術科時間與本校其它系組衝突，請自行選擇優先的系組，並先告知較晚術科的系組以利調整時間。

❖ 系館位置圖



正修科技大學 校園地圖

Campus Map | Cheng Shiu University



正修科技大學 109 學年度四技甄選入學

國際企業系 術科實作參考試題

試題名稱：貿易文件謄打

試題說明及動作要求

(一) 試題說明：計時 15 分鐘，依文件完成度與準確度記分

(二) 操作要求：參考題庫如下，三題抽一題。

(三) 所需材料規格數量：由本校提供，考生無需準備

題目 1.

Dear Sir/Madam,

Thank you very much for your letter and catalog. We are glad to learn that you are interested in establishing business relations with us.

For your information, after studying your catalog carefully, we found that "LOVE" brand #L665 and #O443 bicycles are quite suitable for the Danish market. We would like to place an order for shipping in May, 2020.

Kindly please check and inform by return if you are able to supply and quote us your rock bottom prices for the items on the basis of CIF Copenhagen with details about packing, color assortment, insurance and terms of payment.

Your immediate and careful attention to this matter would be highly appreciated. We look forward to your favorable reply soon.

Best Regards.

BBB Co., Ltd.

題目 2.

Dear Sir/Madam,

We acknowledge with many thanks the receipt of your letter dated June 15, 2019.

As you requested, we are glad to enclose our latest catalogue along with our quotation on CFR Dubai based on your reference. Our products have been exporting globally for over 20 years, we have received orders from all over the world every year. Therefore, we believe that your business will be more profitable from selling our valuable products at your end. If you find any items interesting, please don't hesitate to contact us immediately, we assure you our best service at all times.

We are looking forward to establishing business relationship with you in the near future and hoping to hear from you soon.

Sincerely yours,

Sweet Heart Trading Co., Ltd.

題目 3.

Dear Sir/Madam,

In compliance with your esteemed enquiry for ladies' gloves, we are pleased to quote as follows:

Payment: Against a prime banker's confirmed, transferable, sight credit in favor of the seller and the L/C must reach seller within 30 days after conclusion of contract.

Shipment: Within 60 days after receipt of L/C, partial shipment allowed.

Insurance: Buyer's care.

Packing: To be packed in water-proof polybag, one pair in a polybag, then 12 pairs packed in a paper box, then 10 boxes packed in a carton.

Inspection: Inspection certificate of manufacturers will be considered as final, if the buyer desires other inspections, all additional charges shall be borne by the buyer.

Exchange risk: If any, for buyer's account.

Validity: Valid until Dec. 31, 2019, Taipei.

Taipei Trading Co., Ltd.

❖考生梯次表

第一梯次 請於 10:00 完成報到								
梯次 序號	報名序號	考生姓名	梯次 序號	報名序號	考生姓名	梯次 序號	報名序號	考生姓名
1	2110170005	薛○龍						
2	2110170009	黃○昀						
3	2110180002	顏○芸						
4	2110180004	劉○鳳						
5	2110190006	戴○霓						

❖考生梯次表

第二梯次 請於 13:00 完成報到								
梯次 序號	報名序號	考生姓名	梯次 序號	報名序號	考生姓名	梯次 序號	報名序號	考生姓名
1	2110170011	宋○						
2	2110170012	鄭○						
3	2110170013	廖○瑜						
4	2110170014	王○毅						
5	2110180007	呂○貞						