1. Do you like swimming and playing golf?
2. Please answer the telephone with a pleasant, courteous manner.
3. These foods are not only nutritious but also inexpensive.

II. Change the disordered sentences to make a complete letter

Dear Sir,

of national advertising. We would be very appreciative if you would provide us with your rates. Yours sincerely

1. Would you please let us know if the items are still available?

you first.

4.

on Friday, September 12, 2008
at 10 am
at Garden Hotel

R.S.V.P

VI. Write a letter of invitation with given words and phrases ţ̃

Dear Mrs. Law

I take great pleasure in inviting you to an exclusive exhibition of the works of the German painter, Roland Geissel. The exhibition will take place between 2.00 pm and 5.30 pm on October 15, 2008 at the grand Hotel.

After the exhibition, there will be a reception in the Lotus Room at which the painter will be present.

Yours sincerely
Carol Castro

VII. Write a letter of decline with the given information ЛЬЮ ą̈ ţ̃ У ھ
: .

Dear Mr. and Mrs. Zhang

Л Ъ л ˘ τ м ˛ ˇ ˆ æ ο τ ˚ k ¸ Â
τ æ ο τ ˝ ˙ ą ў ˥ ˛ ˜ ¸ ¥ æ ο τ ą Ґ Ґ

to know that I appreciate your willingness to help out in times of need and to assure

I was talking with a client yesterday, and I thought you might be interested in the conversation. I know one of the sales peopl

The South Paint Co. Ltd.

the author is unknown.
9. Our new car is not only more user-friendl

V. E-C Translation 丬 è

A. Safer

II. The following are some suggestions, together with some reasons. Find the reason for each suggestion, and link them logically.

ЛЬЮ У` :¦:¦ è ŭ Ո- ˜Ω , ѝ ыъ

ѕѕ ҷ У .

1. As demand for our tourism products is extremely heavy at the moment, it is proposed that production be stepped up.
2. The company is in danger of being sued for infringement of copyrights laws. Therefore, a change of staff attitude is recommended. A more professional attitude will need to be encouraged through training.

Immediately after this LOI is executed, the parties intend to complete the following events:

1. The parties will complete Confidentiality Agreement.
2. Electricar will provide vehicle specifications, including budgetary costs of components, to Zhonghua by mid-May.
3. The parties will mutually complete a business plan for the JVC by mid-April.

Each of the parties agrees that it will not disclose any information obtained from the other in the course of negotiations for any purpose other than for the establishment of the JVC. Furthermore, the two parties agree they shall not disclose such information to any third party.

IV. C-E Translation

3. Under such circumstances the Seller, however, is still under the obligation to take all necessary measures to obtain the delivery of the goods.
4. The Sellers shall bear all expenses, risks of the commodity before it passes over the vessel's rail and is released from the tackle.
5. Neither party shall assign or otherwise transfer any of its rights or obligations under this Agreement without the express prior written consent of the other party.

II. Translate the following terms into Chinese

1.
2.

<3805052

4˜ assign
5˜ imposed
6˜ commence
7˜ in according with
8˜ title
9˜ interpret/construe
10. grant

II. Fill in the blanks with words or phrases given below

poal

book,

V. Translate the following phrases into English è

property h
third party liability in6(sur)41(ace h)]TJ 5 EMDC //P <</MCID30 >>BDC BT /T10 1 Tf -0.0030 T

3. In case the construction machinery and building materials are damaged or lost owing to the negligence of Party B, Party B shall replenish them at its own cost.
4. This Contract is drawn up (written) in duplicate in the Arabic and English languages. In case of difference in the interpretation of any provisions in this Contract, the English text shall prevail.
5. During the execution of the Works, Party B shall obey the decisions by Party A's consulting engineer and offer convenience to him for his examination, supervision and check of the Works on the site.

VI. Translate the following sentences into Chinese

5. ﻟ
6. ˘
7. ˜Ω
8. ñ
9.
10. ˀẠ ك

III. Translate the following terms into English è

1. factor of production
2. technical know-how
3. rights and obligations
4. technical specifications
5. infringement
6. fair value
7. legal action
8. registered capital
9. bankruptcy
10. technology transfer

IV. Translate the following sentences into English ﻟ è

1. The Licensee shall make every effort to ensure that the Licensed Products manufactured and sold by the Licensee are in conformity with the Licensor's quality standards.
2. WHEREAS, the Licensor owns patents and technical know-how in connection with the design, manufacture and sale of personal computers;
   WHEREAS, the Licensee desires to use the design, manufacture and sell personal computers by using the Licensor's patents and technical knowputeDecFiswputeDecFiswpu7t(ID

ą˘ ل k ل ل k è ы ą Â

4. ل ل ل ع ك G ˘ ك G ى ل جم ~ ą̈

à ⁸ Ո ر ŏ ң ҏ ’ ر 1.5%Â

5. ~ ۷ ك ╒˘ ~ · ¡ У ۱ У ل ˘ a ~ ۱ ~

Ю · ¡ ¯ Ո ҥ ҡ ┗ Â

VI. Choose the best answer for each of the following sentences ´

Unit 17

I. Change the disordered words into a sentence ۱

1. All Tenders shall remain valid for a period of ninety days from the last day for the dC0veryh ofreeder,chwedyto(qu)Tj 13 Tc 0 Tw 3.751 0 Td(thoseInstructionsdntoBidnder.((edonly

6. performance of contract
7. invitation to tender/call for tenders/call for bids
8. award of tender
9. civil engineering
10. sealed tenders/bids

IV. Translate the following sentences into English 1 è

1. All tenders will be opened in public in the presence of the representatives of tenderers at 8:00 A.M. on July 31, 2008.
2. The Employer hereby covenants to pay the