

แบบประเมินหลังการเรียน

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1 Please translate the following in Thai

1. We are offering a free trial period of 30 days, so that you may compare it to the applications you are currently using.

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2. With reference to your letter, we are pleased to confirm our interest in dealing with your company.

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3. We are interested in buying/ importing from your company in the future, could you please provide further details for this request.

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- 4 Please confirm that you can send/ supply us the mentioned products by the required date.

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5. We thank you prompt delivery of our order no. 4743, but we regret to tell you that many packages were found to be damaged.

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6. We are pleased to inform you that the mistake has been rectified.

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7. Please could you confirm the details of our claim that we had made, concerning order 44-089.

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8. We hope that the arrangements we have made are satisfactory and we look forward to receive orders from you in the future.

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9. We are enclosing a cheque for \$ 800 which please credit.

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10. I am replying to your letter of 5th September in which you ask for an extension of credit on your account for two to three months.

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2. Reading comprehension on letter

Dear Sir,

We appreciated your expression of interest in being a sales agent for our irrigation products in your country.

We trust you will understand that since we have had no personal or direct business relationship previously, it is our condition that we ask for information regarding your company. Could you please provide details for the following: -

1. Complete address for your company including email, web site, fax, cable or telex, etc.
2. List of the Board of Directors and the company hierarchy and the pertaining positions.
3. The location of your Head Office and branches, and the areas in which they cover.
4. Corporate structure.
5. Company history.
6. Bank and business or trade references that you have been associated with for more than the last three years.
7. Proposed ideas to market our products in your country including; market surveys, prospective clientele, potential area expansion.
8. Evaluation of the political, financial and commercial climate of your country and the direct effect these have on sales.

Any data that you wish to add to the above will only enhance our consideration of your request. While the list of our inquiry is in depth, we are certain that you trust that we require this information to process your proposal, as it is a basic requirement in the discussion of distributorship. We will of course, hold your information in the strictest confidence and will not dissolve this information to any third party unless you request us to do so.

We await your reply and hope that we can start a long and successful business relationship.

Yours faithfully,

Questions to the above inquiry letter

1. Why is the writer requesting information?

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2. What does the letter writer’s company deal in ?

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3. What is the letter reader requested to do ?

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4. Is the letter courteous ?

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5. Is the request for information that the reader can reasonably be expected to give?

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[illegible]

4. Reply to this letter

Ramsey Printer Ltd.

74-76 Paramatta Rd., Concord, NSW 2137, Australia

Tel: 61 2 9744 0538 Fax: 61 2 9744 0540

www.ramsey.com ramsey@printer.com.au

July 23, 2005

Hughes.com Ltd.
18-24 North Road
Middlesbrough
Cleveland
England

For the attention of the Manager

Dear Sir,

We would like to inquire whether you supply a high resolution color laser printer suitable for our publishing needs. We publish a wide range of printed material, including brochures and travel magazines, and require a machine that produces high-quality color pictures, yet is both efficient and economical.

Please send us particulars of any models that you can recommend for our purposes and can readily supply from your current stock.

Yours faithfully,

Elliot Nisberton

Elliot Nisberton
Manager

5. Choose the wrong underlined word

1. ^A Sending a ^B confirmed letter is ^C requested before we can arrange ^D dispatch delivery of your order.
2. As we ^A require the shipment to be delivered ^B urgent, we seek ^C written ^D confirmation that this request can be achieved.
3. As the product is ^A out of stock, we can ^B offer your company an alternative product, ^C which is similar as the product you have ^D ordered.
4. If the shipping instructions ^A are not carried out directly and carefully, then we ^B can not longer be ^C liable for any ^D errors incurred.
5. I ^A am inquiring into the supply of 45 x XJ 564 Canon Copiers ^B that it were out of ^C stock in our ^D preceding order.
6. A ^A quickly reply ^B would be most ^C appreciated, as this order is a matter of some ^D urgency.
7. ^A Please confirm the delivery of the shipment ^B to let us ^C know that it ^D have arrived.
8. We have discovered ^A a new technique in the development ^B to refining oil ^C from crude standard to a ^D retail petroleum standard.
9. ^A Trying to extract information and advice ^B from other firms in this industry ^C are a complex and time-consuming ^D task.
10. We can ^A assure you, that we cannot use ^B this sheepskins in the ^C manufacturing ^D of our garments.

Answer

1..... 2 3 4 5 6..... 7..... 8..... 9..... 10.....

6. Please write the phonetic alphabets spelling of international business communication

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