



Part I. Give the full, expanded forms and their Chinese equivalents for the following English acronyms. (20%)

1. OECD
2. EU
3. ISO
4. WHO
5. ASEAN

Part II. Please translate the following extract into Chinese. (30%)

Mandate

Defines and limits your authority.

Discretion is a heavy but avoidable responsibility. If you exceed your mandate your deal can be repudiated.

Employees limit the discretion of their representatives by mandating them not to accept any proposal without their approval, and not to accept anything less than the mandated demand. This is often a ploy to enhance commitment rather than an immovable stance.

How can you handle a mandate demand? Not by conceding it, unless you want to receive more mandate demands. If you believe it is a commitment ploy, do not challenge the commitment; they might demonstrate how strongly they feel committed. If the mandate is the true wish of the employees, treat their feelings firmly, though gently, and with a regard to your interests.

Not all mandate demands survive the first refusal.



Part III. Please translation the following messages to English (25%)

1. 貴公司必須負擔由於貴公司交貨延誤所引起的所有額外成本。
2. 本公司非常榮幸能夠成為貴公司在台灣的產品經銷商。
3. 公司的人力資源部門將與外來的管理顧問公司合作以推出新的工作獎勵措施。
4. 面試者應備妥所有必需的文件以利查覈。
5. 我們的新產品具有獨步業界的高科技功能。

Part IV. Your supervisor gave you a brief instruction in Chinese as follows. Please re-organize them into a concise, understandable and polite letter in English. (25%)

你寫信告訴對方說我們一定會配合重做有瑕疵的貨，但是損失不可以只由我們負擔啊！他們也有錯啊！大家有誠意的話就各付一半，這樣生意才做得下去，反正就是跟他們說大家各付一半，那麼這件事情就解決了。