

中华人民共和国第二届职业技能大赛甘肃省选拔赛  
货运代理项目竞赛试题(样卷)

Project of Freight Forwarding  
Module A Customer Consultation

**Competition Time:**  
**3 Hours**

## **INTRODUCTION**

Module A is quotation. The main examination skill is to offer a quotation to the customer in freight forwarding business. You should offer a quotation to customer based on the size and type of container, shipping date, route, port, costs, etc..

## **DESCRIPTION OF PROJECT AND TASKS**

There are four tasks in this module, you should submit the results within the specified time.

The five tasks are:

1. To complet custome consultation
2. To determine the type and quantity of container according to the cargo characteristics and transportation requirements and calculate the related costs and make a quotation.
3. To select the optimal shipping company according to the material given
4. To calculate the related costs and make a quotation

## **INSTRUCTIONS TO THE COMPETITOR**

In Folder **【 MA 】** has two subfolders **【 MA\_01\_MATERIAL PACKAGE 】** and **【MA\_02\_ANSWER SHEET】** , Please read the material in the folder **【MA\_01\_MATERIAL PACKAGE】** ,and complete the answer in the folder **【MA\_02\_ANSWER SHEET】** . Your real name is not allowed in the mail, or it is an invalid answer.

## **TASK1 CUSTOMER CONSULTATION**

Open the file **【 T1 WRITING AN ENGLISH MAIL 】** in the folder **【MA\_02\_ANSWER SHEET】** , and then complete it. Please store all ANSWER files under the ANSWER2 file. When you finish, save MA\_02\_ANSWER SHEET to ANSWER2 files.

## **TASK2 SELECT CONTAINER**

Please calculate the cargo quantity and container quantity, find the best way to vaning. Open the file **【T2 SELECT CONTAINER】** in the folder **【MA\_02\_ANSWER SHEET】** , and then complete it. When you finish, save and print a paper edition with the signature.

## **TASK3 SELECT SHIPPING COMPANY**

According to the customer requirements, please choose an appropriate shipping date and an optimal shipping company, and then briefly describe the reasons for choosing. Opening the folder **【MA\_02\_ANSWER SHEET】** and complete the file **【T3 SELECT SHIPPING COMPANY】** .When you finish, save and print a paper edition with the signature.

## **TASK4 MAKE QUOTATION**

Please write an English quotation reply in name of Scott to the file **【EMAIL FROM FUJIAN GLOBAL FENGHUA TRADE CO., LTD】** under the folder **【MA\_01\_MATERIAL PACKAGE】** and save it in the folder **【MA\_02\_ANSWER SHEET】** . When you finish, save and print a paper edition with your signature.

**Project of Freight Forwarding**  
**Module B Air Freight Operation**

**Competition Time:**  
**3 Hours**

## **INTRODUCTION**

Module B is mainly to examine the freight forwarder's skills in air freight quotation and handle abnormal cases.

## **DESCRIPTION OF PROJECT AND TASKS**

In this part, there are 4 tasks need to be completed and submitted within the test time. They are:

1. Please read the DOCUMENT "Mail\_ex\_airfreight\_inquiry", and write an English email to reply the customer.
2. To make the air documents.
3. To handle abnormal cases.
4. To make a PPT in English to present your company's advantages to manager of Beijing Winners Cosmetics Co., Ltd

## **INSTRUCTIONS TO THE COMPETITOR**

The folder [MB] contains 2 folders, **【MB\_01\_MATERIAL PACKAGE】** and **【MB\_02\_ANSWER SHEET】**. Please read the given material of **【MB\_01\_MATERIAL PACKAGE】** and complete the answer in **【MB\_02\_ANSWER SHEET】**. The specific requirements are as follows:

### **TASK1 AIR FREIGHT QUOTATION**

Please read the DOCUMENT "Mail\_ex\_airfreight\_inquiry" and calculate the costs by using the information received from the customer. In the DOCUMENT "T1\_calculation & Mail quotation", write an English E-mail to reply to the customer in terms of Betty, the freight agent of CHINA SEAWEALTH FREIGHT FORWARDING CO.,LTD

Real name is not allowed in the mail, or it is an invalid answer. When you finish, save and print a paper edition with your signature.

### **TASK2 MAKE DOCUMENTS**

Please read the DOCUMENT "Mail\_ex\_AWB-issuing" and fill out the AWB in the

DOCUMENT “T2\_blank AWB ” according to the given information in terms of Betty, the freight agent of CHINA SEAWALTH FREIGHT FORWARDING CO.,LTD. Real name is not allowed in the mail, or it is an invalid answer. When you finish, save and print a paper edition with your signature.

### **TASK3 HANDLE ABNORMAL CASES**

In the DOCUMENT "T3\_Exception handling", write an English email to handle exception handling. Please store all ANSWER files under the ANSWER1 file. When you finish, save 【 MB\_02\_ANSWER SHEET 】 to ANSWER1 files.

### **TASK4 MEET CUSTOMER**

After you read the related materials in 【MB\_01\_MATERIRAL PACAKGE】 , please make an English PowerPoint to show you company’s advantages. And then please present it in oral English in three minutes to the manager of Beijing Winners Cosmetics Co., Ltd