

全国 2016 年 10 月高等教育自学考试

英语写作试题

课程代码:00603

请考生按规定用笔将所有试题的答案写在答题纸上。

注意事项:

1. 答题前,考生务必将自己的考试课程名称、姓名、准考证号用黑色字迹的签字笔或钢笔填写在答题纸规定的位置上。
2. 用黑色字迹的签字笔或钢笔将答案写在答题纸上,不能答在试题卷上。

I. Supply the missing paragraph. (20 points)

The following passage is incomplete with one paragraph missing. Study the passage carefully and write the missing paragraph in about 100 words. Make sure that your tone and diction are in unity with the passage provided.

The Various Skills and Responsibilities of Executive Secretaries

After observing the daily activities of three different executive secretaries, I have come to realize that these secretaries must possess a wide variety of skills to do their jobs effectively. Among their most essential skills are the ability to communicate, an acute sense of organization, and an intimate knowledge of different types of office equipment.

Communication skills include both oral and written communication, for executive secretaries must represent their supervisors in many different business situations. Orally, they are required to speak effectively on the telephone, which means using proper words and an effective tone. They must also be able to greet and converse intelligently with each of their supervisor's clients and transmit his or her instructions accurately and concisely. Their written skills comprise a detailed knowledge of the rules of grammar and a familiarization with sentence structure. Duties in this area would include taking notes at meetings and translating rough notes into accurate and readable prose. It is obvious, then, that executive secretaries must master a broad range of oral and written communication skills before they can represent their supervisors properly.

Another important skill that executive secretaries must have is a keen sense of organization. The day-to-day responsibilities that test this skill would be arranging transportation and accommodations for their supervisor's out-of-town

visitors, keeping his or her appointment calendar up to date, and arranging staff meetings and conferences, both inside and outside the building. But perhaps their most important skill, which comes under the general heading of organization, is the ability to set priorities. Since they are given a number of various duties, some requiring immediate action, they must make judgments that provide for their supervisors' time restrictions. In this way they ensure that their supervisors do not waste time dealing with unessential information.

Finally, because modern business offices use the latest audio-visual and electronic equipment, executive secretaries must have "hands-on" knowledge of this equipment. Making overheads, setting up projectors, and using photocopiers are some obvious examples, but they must also be familiar with video display equipment and word processors. Their skills in accessing and transmitting information effectively will depend on their keeping up with the latest information technology which, in turn, will increase productivity and lower costs.

II. Write an outline. (20 points)

Read the following passage carefully and compose a "sentence outline" for it.

What Technology Has Done to Us

I am not a patient person. As I was waiting for the elevator the other day, I must have looked at my watch 25 times in one minute. Living in a world of fast-moving technology, I am used to instant reactions. I push a button, the elevator should open, right? Ah, this is what technology has done to me.

So, why do we use technological devices so much? It saves time and is convenient. With the Internet, we can receive and send information, communicate with friends and buy various items all instantly by the click of a mouse. In fact, our patience level has changed drastically all because of faster connections.

While this technology does make it more convenient to receive information, sometimes I wonder if all this is too convenient. We take advantage of the speed so much that if the Internet is not working or the fax machine is not sending properly, our world seems to shut down temporarily. We simply find it difficult to function without access to our e-mail or updated news. In fact, technology can often make us lazy. I cannot possibly spend the time to mail a letter in the

acclaimed snail mail. "Fax it. E-mail it," the world cries. Society seems to revolve around time as it never did before.

This speed of communication has caused us to be so impatient that we have grown apart from each other. Our society can practically thrive without physical contact. Many people have all the required devices already in their homes: a computer, Internet access, a phone and a fax machine. Does anyone else think it is scary that a person does not need to even leave his or her bedroom to have full contact with anyone in the world? I think it decreases our value of face-to-face human contact as a whole. Why visit someone who lives 40 minutes away when you can e-mail them or chat online? It saves time, yet nothing can replace having face-to-face conversation with someone.

What about those who have limited access to the Internet or other technology? They seem to get lost. Sometimes, when I am too busy to check my e-mail or have no access, I miss out on important information and events that have already taken place without my knowledge. The common thought seems to be that if you have an e-mail address, you must check it every hour, right? Sadly, this idea is becoming truth.

While technology is an essential part of our thriving society, it should be less emphasized as the only way to communicate efficiently. Instead, accuracy should be the priority. While the Internet and fax machines are faster, efficiency can have its drawbacks. They do not always promise accurate information in sending. For example, these devices might not be the best way to submit important documents, such as college applications. Also, with the Internet, valuable information, such as credit card information, can fall into the wrong hands without being detected.

While completely abandoning these communication devices is not feasible, society needs to be more patient with the inefficiencies of human-made inventions and of course with human connections.

III. Compose an essay. (60 points)

A role model is someone who inspires us in our life and makes us want to be better. Write a 300-word expository essay about the qualities of your role model.