全国 2014 年 10 月高等教育自学考试

外贸英语写作试题

课程代码:00097

请考生按规定用笔将所有试题的答案涂、写在答题纸上。

选择题部分

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1. 答题前,考生务必将自己的制	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. 每小题选出答案后,用 2B 铅笔把答题纸上对应题目的答案标号涂黑。	如需改动,用橡
皮擦干净后,再选涂其他答案标号。不能答在试题卷上。	

Part One: Questions 1-20

Directions: There are 20 sentences in this part. For each sentence there are four choices marked

	B, C and D. Choose the ONE that best o 答案填空。) 20%	completes the sentence.(在下列各题中选择一个最
	The capacity savings is importan	nt to Asia.
	A. to raise B. raising	C. to rise D. rising
2.	Complex equipment requires operator operators to become specialists.	rs who are specialists; we must train
	A. however	B. moreover
	C. nevertheless	D. thus
3.	Please place your order immediately, _	you will not be eligible for the discount.
	A. but	B. and
	C. or	D. so
ŀ.	The advertising manager wrote the broad	chure, had it to customers.
	A. printing and mailing	B. printed and mailed
	C. printed and mailing	D. printing and mailed
·	the correspondence, Andy found	d the lost document.
	A. He filling	B. To file
	C. Filing	D. Filed
·	The contract will be awarded to	submits the lowest bid.
	A. whom	B. whoever
	C. whichever	D. whomever
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7.	Environment is adapted	wants, and	wants alter	circumstances.
	A. with, in	В.	to, for	
	C. for, with	D.	to, with	
8.	The department head proposed	that each sa	laried employee	a full vacation.
	A. get B. will get	С.	gets	D. got
9.	We would greatly appreciate	the \$4	100 owed us sinc	e January.
	A. receive	В.	to receive	
	C. receiving	D.	received	
10.	He is experienced enough	the trap.		
	A. to understand	В.	understanding	
	C. understand	D.	understood	
11.	There was about the f	inancial crisi	s that everybody	was converting their money
	into the US dollars.			
	A. a such panic	В.	a serious panic	
	C. so a panic	D.	such a panic	
12.	Had the company advertised ov	verseas, it _	more comp	petitive last year.
	A. would be	В.	would have been	1
	C. was	D.	should be	
13.	By 1998 the company's revenu	ies S	\$100 million.	
	A. were reaching		have reached	
	C. reached	D.	had reached	
14.	was agreed that the ad	vertising bu	dget should be in	creased by 5%.
	A. What	В.	Which	
	C. He	D.	It	
15.	It was because the applicant w	as too conce	ited he fa	ailed in the interview.
	A. that	В.	so that	
	C. so	D.	therefore	
16.	Please let us know the time _	the or	dered goods will	be ready for shipment.
	A. when B. where	C.	that	D. which
17.	It is necessary that the stipulat	ions of the r	elevant credit	in strict conformity with
	the terms stated in our L/C .			
	A. is B. be	С.	to be	D. are
18.	you didn't confirm t	he offer wit	hin its validity,	we sold the goods to other
	clients.			
	A. When B. Althoug	h C.	Since	D. Where
19.	We felt sure that this new pro	duct	to customers at	your end.
	A. will appeal	В.	would appeal	
	C. will appear	D.	would appear	

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- 20. We _____ to the warehouse once a month to check the stock.
 - A. was used go

B. was used to go

C. used to go

D. used to going

非选择题部分

注意事项:

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。

Part Two: Questions 21-30

There is one mistake in each of the following questions. Detect and correct the mistakes. Write your corrections together with the mistakes on the answer sheet. (下列每句各有一个错误,找出错误并改正。请将错误及改正写在答题纸上。) 20%

Example: Who's taking care the dog while you're away?

taking care → taking care of

- 21. A hundred dollars are not too much to pay for a typewriter.
- 22. Surely it was them who left the package last night.
- 23. I asked for my uncle's council before making my investment.
- 24. The man in the front of me is president of the Global Company.
- 25. Our objectives are both to improve customer relations and increasing sales.
- 26. The house is not big enough for us, and furthermore, it is too far away the town.
- 27. The Salaries Section, which is consisted of ten staff, deals with salary and wage payment.
- 28. With a share in global merchandise trade of approximately 3.5 percent last year, Canada has grown to the eight larger exporter in the world.
- 29. That article is quite new to us and we are not sure on its quality.
- 30. Mr. Hill concluded a lot of business with our export corporations since his arrival at the fair.

Part Three: Questions 31—40

Write logical sentences with the words and phrases given. (用所给的词和短语写出符合逻辑的句子。) 10%

- 31. at the end / to charge purchases / your credit card / of the month / pay your account / allows you / but you must
- 32. this month's reward / a secretary / only / received / who joined our staff / two months ago

before

34. has shown / the sales brochure / a new employee / in preparing / imagination / unusual

33. are to be reported / taken / the tenth each month / vacation days / by your employees /

- 35. are workable / is satisfactory / place substantial / if your prices / and the quality / we shall / orders with you
- 36. are / is / to be shipped / when / indicated / the goods / in the L/C
- 37. so much of / as I thought / he is not / he would be / a help
- 38. your request / to comply with / we regret / for a price / being unable / reduction
- 39. prepared to do / to initiating / with a view / extensive advertising / we are / business between us
- 40. new kinds of products / of customers / has developed / to meet / our company / different needs

Part Four: Questions 41-50

Each of the following sentences contains one punctuation error. One punctuation in each is either missing or misused. Detect the error and write the missing punctuation or your correction together with the word before the punctuation on the answer sheet. (下面每句都有一个标点符号错误,该用标点处未用标点或标点符号用错。改正错误或补写标点,并将其与前面的一个单词一起填写在答题纸上。) 10%

Example: A.	What a nice present you gave me.
В.	You think you are right don't you?

me!
right,

- 41. What nice weather we are having this week.
- 42. Its time for the appointment. He'll represent me.
- 43. "Are you sure you've finished," she asked.
- 44. In fact some newspapers make all their money from advertising.
- 45. When they can book the shipping space is not mentioned in their letter?
- 46. The director took a matter of fact attitude toward the whole thing.
- 47. In the first quarter, price rose 5 percent; in the second quarter, 3 percent, and in the third quarter, 7 percent.
- 48. "I don't think," Mrs. Steele dictated, "that you want your policy to lapse.
- 49. The factory arranged the production late, thus making the export corporation unable to deliver the goods in time
- 50. Almost all of our problems from generation gap to high divorce rate, are caused at least in part by failure to communicate.

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Part Five: Memo Writing

Write a memo in about 50 words. (写一份 50 个单词左右的备忘录。) 15%

51. You are Li Wei, Secretary of Administrative Office. Write a memo to all salesmen to tell them about the year-end sales meeting. The meeting will be held at 9:00 a.m. on Monday, Dec. 24, until 5:00 p.m. at the Head Office. Lunch will be provided. The agenda will be mailed by the end of November. If salesmen have any proposals, ask them to forward it to you by Nov. 25. If anyone is unable to attend, ask him to call 027—84364555 not later than Dec. 14.

Part Six: Letter Writing

Write a letter in 130-150 words. (写一封字数为 130-150 的信函。) 25%

- 52. 你是一家公司的业务员,对对方公司产品感兴趣,但认为对方报价太高,写信要求对方降低价格。主要内容如下:
 - (1)收到对方3月3日的报价及长短袜样品。
 - (2)对你方产品感兴趣,但你方出价太高,与当地市场不符,并使我方无利可图。欧洲市场上同类产品价格比你方低 10—15%。
 - (3)希望对方减价。
 - (4)我们愿意在我们市场及邻近地区推广你方产品,希望对我们要求认真考虑。