

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

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. 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 A, B, C and D. Choose the ONE that best completes the sentence. (在下列各题中选择一个最佳答案填空。) 20%

1. The capacity _____ savings is important to Asia.
A. to raise B. raising C. to rise D. rising
2. Complex equipment requires operators who are specialists; _____ we must train operators to become specialists.
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
4. The advertising manager wrote the brochure, had it _____ to customers.
A. printing and mailing B. printed and mailed
C. printed and mailing D. printing and mailed
5. _____ the correspondence, Andy found the lost document.
A. He filling B. To file
C. Filing D. Filed
6. The contract will be awarded to _____ submits the lowest bid.
A. whom B. whoever
C. whichever D. whomever

7. Environment is adapted _____ wants, and wants alter _____ circumstances.
A. with, in
B. to, for
C. for, with
D. to, with
8. The department head proposed that each salaried employee _____ a full vacation.
A. get
B. will get
C. gets
D. got
9. We would greatly appreciate _____ the \$400 owed us since January.
A. receive
B. to receive
C. receiving
D. received
10. He is experienced enough _____ the trap.
A. to understand
B. understanding
C. understand
D. understood
11. There was _____ about the financial crisis that everybody was converting their money into the US dollars.
A. a such panic
B. a serious panic
C. so a panic
D. such a panic
12. Had the company advertised overseas, it _____ more competitive last year.
A. would be
B. would have been
C. was
D. should be
13. By 1998 the company's revenues _____ \$100 million.
A. were reaching
B. have reached
C. reached
D. had reached
14. _____ was agreed that the advertising budget should be increased by 5%.
A. What
B. Which
C. He
D. It
15. It was because the applicant was too conceited _____ he failed in the interview.
A. that
B. so that
C. so
D. therefore
16. Please let us know the time _____ the ordered goods will be ready for shipment.
A. when
B. where
C. that
D. which
17. It is necessary that the stipulations of the relevant credit _____ in strict conformity with the terms stated in our L/C.
A. is
B. be
C. to be
D. are
18. _____ you didn't confirm the offer within its validity, we sold the goods to other clients.
A. When
B. Although
C. Since
D. Where
19. We felt sure that this new product _____ to customers at your end.
A. will appeal
B. would appeal
C. will appear
D. would appear

33. are to be reported / taken / the tenth each month / vacation days / by your employees / before
34. has shown / the sales brochure / a new employee / in preparing / imagination / unusual
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. me!

B. You think you are right don't you? 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.

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。