

全国 2015 年 4 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. Some of the employees are indifferent \_\_\_\_\_ the security problem.  
A. with                      B. to                      C. from                      D. for
2. Completely \_\_\_\_\_, the president decided to reward all members in the team.  
A. satisfying                      B. satisfy  
C. satisfied                      D. being satisfied
3. They have learned a good lesson from \_\_\_\_\_ they have experienced.  
A. whether                      B. which                      C. how                      D. what
4. We require that the payment \_\_\_\_\_ L/C with partial shipment allowed.  
A. is                      B. be                      C. being                      D. been
5. The board \_\_\_\_\_ not to adopt the plan.  
A. have decided                      B. has decided  
C. are decided                      D. is decided
6. She's considering buying her father a birthday present, \_\_\_\_\_ a tie \_\_\_\_\_ a watch.  
A. neither... nor...                      B. neither... or...  
C. either... or...                      D. either... nor...
7. *New York Times* \_\_\_\_\_ popular with middle-class families now.  
A. is                      B. are                      C. was                      D. were

8. The people \_\_\_\_\_ home are near the shopping center are concerned about the project.  
A. which                      B. where                      C. that                      D. whose
9. He objects \_\_\_\_\_ for the unqualified goods.  
A. to paying                      B. to pay                      C. paying                      D. pay
10. All the information \_\_\_\_\_ taken into consideration.  
A. have been                      B. has been  
C. having been                      D. are
11. The president was \_\_\_\_\_ by his wife and daughters.  
A. company                      B. companied  
C. accompany                      D. accompanied
12. \_\_\_\_\_ took longer than we expected.  
A. Finding the right agent                      B. Find the right agent  
C. Found the right agent                      D. Being found the right agent
13. Our new copier is not only faster \_\_\_\_\_.  
A. but it is also less expensive                      B. but also it is less expensive  
C. but also less expensive                      D. it is but also less expensive
14. \_\_\_\_\_ there is something wrong with our assembly line, we have to delay some shipment.  
A. Owing to                      B. Due to  
C. Because of                      D. because
15. Because our equipment is outmoded, production is costly, and \_\_\_\_\_, we are forced to cut back.  
A. has slow orders                      B. orders are slow  
C. have slow orders                      D. slow orders
16. This type of fax machine is \_\_\_\_\_ that one imported from America in many aspects.  
A. superior to                      B. superior than  
C. superior with                      D. superior from
17. There are ten managers \_\_\_\_\_ there are only seven non-management staff.  
A. but                      B. however                      C. or                      D. so
18. If the company had paid less commission, profits \_\_\_\_\_ than last year.  
A. would be higher                      B. were higher  
C. would have been higher                      D. had been higher
19. A \_\_\_\_\_ leave was granted to Mr. Melton.  
A. ten days'                      B. ten day's  
C. ten-day's                      D. ten-day

20. Lisa and \_\_\_\_\_ will receive new job training next week.  
A. myself                      B. me                              C. I                                D. mine

## 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. I need some breads as I am really hungry now.
22. Each book and magazine are listed in the card catalog.
23. Have you decided whether accept their invitation?
24. It must be him who discovered the mistakes in the important contract.
25. Mr. Strong is responsible with hiring clerical personnel.
26. The women in the Labor Union expressed her opinions forcefully.
27. The management would start negotiations as soon as the employees return to work.
28. His explanation sounds reasonably to us.
29. Packed in a box, the secretary could not find the machine.
30. The managers of the company are all Ph. D. 's.

### 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. Lincoln and Edison / poverty / have risen / many great people / for example / from
32. that / should be doubled / spending / it was suggested / on TV advertising
33. get a full vacation / that / all the employees / must ensure / each department head
34. to export / automobiles / more high-tech products / such as / and computers / they have begun
35. is / setting / a successful / proper prices / crucial to / sales program
36. the contract / deliver / as soon as / we'll / is signed / the goods

37. to be rewarded / those / deserve / work hard / who
38. in/ both quality and price / compared with / this one / is inferior / other products
39. got to / she / when / had already left / her office / I
40. but to / the shipment / no choice / we / delay / have

**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. To finish the job on time; the project team worked overtime.
42. As a new driver—you should drive slowly.
43. This style of shoes was popular in the late 90s'.
44. At 10 am. we arrived at the railway station.
45. We didn't like the choice, however, we had to accept it.
46. "What a beautiful view." she exclaimed.
47. The bus broke down as a result, we were late for work.
48. Don't you think that's a great idea.
49. It is necessary to place a last minute order.
50. I don't know why he turned down the offer?

**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 Paul Wilkins, General Manager of the company. You have just learned that a Japanese Delegation is going to pay a visit on March 1. The next morning, a presentation is to be given by the senior staff in your company and a discussion will also be held between Japanese delegates and among the staff. Write a memo to tell the staff about the visit, encourage all the available staff to join and ask those interested to inform you of their arrival before February 24.

## Part Six: Letter Writing

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

52. 假设你刚刚得知你的业务伙伴托马斯先生(Mr. Thomas)被提升为 ABC 公司的总经理,

代表你公司给他写一封信表示祝贺,主要内容如下:

(1)表达得知消息的高兴心情并表示祝贺。

(2)对对方的成功表示赞誉,对对方的能力表示信心,并表达提供合作和帮助的意愿。

(3)对两家公司未来的关系表示祝愿和期望,同时希望二者间的业务往来越来越顺利。

(4)再次表示祝贺。