

全国 2015 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. Our EMBA course normally attracts 200,000 students all over the country every year, _____ up to 80% will be adult students.
A. for whom B. with which C. of whom D. in which
2. Mr. Steward and _____ analyzed the possibilities.
A. us B. our C. ours D. we
3. The problems we are facing today are very similar _____ those you met with five years ago.
A. with B. to C. for D. on
4. He performs _____ in our company.
A. better much than other employees B. much better than other employees
C. better much than all employees D. much better than all employees
5. If there were fewer management staff, more work _____.
A. will be done B. would be done
C. had been done D. was done
6. We'll have to finish the assigned work, _____ long it takes.
A. however B. whatever C. how D. despite

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. They'll tell you all the informations you want to know.
22. The group chose two representatives, Tom and I.
23. What that country needs are more jobs and lower taxes.
24. Not know what to do, the manager showed his indecision.
25. Both industry or agriculture are making great strides in the country.
26. His suggestion was that a special board was set up to examine the problem.
27. Mr. Clinton will soon take up the chairmanship as the former chairman died of heart attack three days ago.
28. The manager couldn't understand why did they turn down the proposal.
29. The secretary reminded the president with the meeting.
30. Mary found a note on her desk that was read "Retype the contract as soon as possible."

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. we don't want to / that / we regret / participate now / to inform you
32. not appropriate / the terms of payment / at present / it is / to discuss
33. you bought / is identical with / this copy / the ones / last week
34. has / ten managers / only the Managing Director / although / there are / the decision-making power
35. course / low staff attendance / canceled / the training / was / owing to
36. stay away from / doing business / with a bad financial standing / we should / the enterprises / while
37. much less expensive / the Internet / and / international research / much easier / makes
38. wrote / Susan / it / who / can't be / the article
39. in his company / have / great changes / in the past ten years / taken place
40. to stop it / should / being damaged / we / some measures / have taken

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. The personnel manager said: "We only hire people with rich experience."
42. She had a great time in her three day stay in Paris.
43. Will you attend the meeting; or will you send a substitute?
44. The typist gave him the market report
45. We investors of course, expect to make at least a minimal profit.
46. They will visit three cities this time; London, Paris and Rome.
47. Congratulations. You have won the first prize.
48. She talked to Dr Evans before she made a decision.
49. They live on the first floor, we live on the second.
50. Susan doesn't mind if I laugh, does she.

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 Martin Parker, the president of the company. You have invited Professor John Clinton of Harvard University to give a talk in your company on March 5. Write a memo to William White, the Office Manager of the company,
- informing him that the talk will be from 9 a. m. to 12 a. m. and the professor will need a slide projector and video
 - asking him to arrange accommodation for Professor Clinton on March 5
 - telling him to send a formal invitation to Professor Clinton

Part Six: Letter Writing

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

52. 假设你是 ABC 公司的一名销售代表,你想出国攻读研究生学位,请给公司总经理怀特先生 (Mr. White)写封辞职信,主要内容如下:
- 1)明确提出辞职,并回顾在该公司工作期间的收获和感受。
 - 2)说明辞职是因为想出国攻读硕士学位,并希望于 8 月 28 日前离职。
 - 3)对总经理和同仁表示感谢,表达对公司的留恋心情以及未来返回公司工作的期望,并对所引起的不便表示歉意。