全国 2018 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	星名称、姓名、准考证与	号用黑色字迹的签字笔或钢	笔			
填写在答题纸规定							
	· -	· 题纸上对应题目的答	案标号涂黑。如需改动,用	橡			
	除其他答案标号。不能答			1~0			
及添了中周,行选6	N.共鸣分录你 7。 71°能行						
— 单顶选择题.木	大颗土 20 小颗 每小颗	1 分 世 20 分 左每/	小题列出的备选项中只有一:	不			
			码涂黑。错涂、多涂或未涂:				
无分。	5水时,何何共处山,开作		时你杰。 相你、夕你以外你.	اسل			
		:JJ					
	ted by were consi		D 1 1				
		C. she and I	D. she and me				
	he one we have s						
A. whoever		C. whom	D. who				
3. The training sect	ion of this company consi	sts ten staff.					
A. of	B. in	C. for	D. with				
4. The news I heard	l from my family	quite good.					
A. being	B. was	C. were	D. are				
5. Did you go on m	any ski trips this year?						
No,							
A. not much	B. quite less	C. very little	D. very few				
6. Around the world	l, there may bea	a million earthquakes i	n a single year.				
A. as many as	B. so many as	C. as much as	D. so much as				
7the car se	the car seems to be his main hobby.						
A. Wash	B. Washing	C. Washed	D. To wash				

C. slower B. more slow A. more slowly D. much slowly 浙 00097# 外贸英语写作试题 第 1 页(共 4 页)

8. Andrew does the work _____ than Paul.

9.	you take your	medicine, you	will	l feel.				
A. The sooner··· better			B. Sooner··· the better					
(C. Sooner··· better			D. The sooner··· the better				
10.	0. George knew he could improve the way of marketing.							
	A. how that	B. which	C.	how	D. how to			
11.	1. All the report should be complete, concise, and							
	A. accurate		В.	accuracy				
	C. writing accurately			D. written accurate				
12.	2. You can get the loan you offer good security.							
	A. unless	B. if	C.	but	D. and			
13.	3. Mr. Baron is anxious the big project.							
	A. of winning	B. winning	C.	win	D. to win			
14.	14. I know he spends as much time reading books as							
	A. exercises		В.	doing exercises				
	C. do exercises		D. does exercises					
15.	5. You were supposed to stay in your seats, keep your eyes on your work, to anyone.							
	A. but could not talk		B. could not talk					
	C. and not to speak			D. but not speak				
16.	6, Andrew felt relieved.							
	A. To complete the interview		B. Completed the interview					
	C. The interview was	completed	D. Having completed the interview					
17.	"Do you have my pas	sport, Joe?"						
	"Yes, I have	right here."						
	A. one	B. one passport	C.	it	D. this			
18.	3. I'm helping to organize the political convention. I'm in charge of welcoming the							
	A. out-of-town visitors		B. visitors from out-of-town					
	C. visitors out-of-town		D. out town visitors					
19.	9. We thank you for your enquiry our newly designed office furniture.							
	A. at	B. with	C.	about	D. to			
20.	O. Microscopes make small things appear larger than							
	A. they are really	B. they really are	C.	really are	D. are really			
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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。

二、改错:本大题共10小题,每小题2分,共20分。

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。

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

taking care → taking care of

- 21. This car costs twice as more as the other one.
- 22. The main purpose of the United Nations, broad speaking, is to maintain peace and security.
- 23. Everyone have to arrive at 8:00 in the morning.
- 24. Both the jewels and the money is mine.
- 25. If you were I, would you lend him the money?
- 26. We find it impossible to comply to the latest safety regulations.
- 27. These papers are either on the table nor in the file cabinet.
- 28. The newspaper publishes in Los Angeles carried the story of the famous CEO.
- 29. The personnel office will determine their list of qualifications for new employees.
- 30. The branches of a company are sometimes called subsidiarys.
- 三、造句:本大题共10小题,每小题1分,共10分。

用所给的词和短语写出符合逻辑的句子。

- 31. your complaint / I / happened / have investigated / and finally discovered / what
- 32. that / it is essential / come to / our factory / one of the engineers / two weeks / for a period of
- 33. in / urgent need of / few stocks / the products / we are / as we / have
- 34. international business / succeed in / you have to/ if / work hard / you want to / and investment
- 35. would / we / be grateful / an invitation / could send us / to the exhibition / if you
- 36. we hope / as soon as possible / our suggestion / into serious consideration / a reply / and give us / you take
- 37. have spent / to finish / a lot of time / they / the project / and money
- 38. is / the best advantage / available to you / of online shopping / the wide range of / choices
- 39. impressed / particularly /I was / a lecture / on internet advertising / by
- 40. with you / want to / I / make an appointment / to discuss / in detail / the matter
- 四、标点改错:本大题共10小题,每小题1分,共10分。

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。

Example: A. What a nice present you gave me. me!

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

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- 41. Do you market your product through a retailer or do you sell directly to the consumers.
- 42. As you know I plan to ask him to come and do a workshop for our staff here.
- 43. Our order was for paper, ribbons and envelopes but you sent only paper and envelops.
- 44. At the beginning of the meeting, the sales manager first reviewed this years sales record.
- 45. Tom said "We are a small company running on a purely local service."
- 47. The managing director will have a face—to face talk with his employees.
- 48. It is important to communicate effectively in business nowadays!
- 49. At one time—perhaps 30 or 40 years ago a manager could expect his workers to stand up and give him a courteous greeting.
- 50. Owing to the bad health of my father I have to leave this city and return to my hometown.

五、备忘录写作:本大题 15 分。

按要求写一份 50 个单词左右的备忘录。

46. I think we need to buy a large, steel cabinet.

51. You are the managing director of a large delivery company. An important customer has complained about the service of your company.

Write a memo to your company's Customer Service Manager:

- · saying who the important customer is,
- · telling him that the complaint is about the bad damage of the goods on arrival,
- · asking the service department to investigate and give the customer a reply without delay.

六、信函写作:本大题 25 分。

按要求写一封字数为 130-150 的信函。 52. 你公司生产各类办公家具,最近收到客户来信,询问新款文件柜。请写一封应求推销信,

- 内容如下:
 - (1) 确认收到来信,感谢对方询问该产品。
 - (2) 介绍该产品的特点为使用简单、存档方便、节省空间、价格合理,所以非常畅销。
 - (3) 交货迅速。如及时下订单,更能给予5%的折扣。
 - (4) 库存不多,望早日订货,以便能为对方提供满意服务。