

2009年7月高等教育自学考试全国统一命题考试

外贸英语写作 试卷

(课程代码 00097)

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. More graduates with MBA are available _____. 5-140

- A. as ever before B. than ever before
C. as before ever D. than before ever

答案: B

2. _____ Mr. Sims works with customers, he writes many letters. 2-58

- A. Since B. Although
C. Unless D. While

答案: A

3. Our secretaries seem _____ to meet important visitors. 1-23

- A. confidently B. confidence
C. confident D. confidential

答案: C

4. We prefer to buy from you, because you do business with all countries, big or small, _____ equal basis.

- A. on B. for
C. in D. with

答案: A

5. As you know the growing demand for the above commodities has doubtlessly resulted _____ increased prices. 5-144

- A. for B. in
C. with D. from

答案: B

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6. We are disappointed to note that up to the present we have not received your L/C which _____ us before June 1.

- A. shall reach B. must have reached
C. should have reached D. will reach

答案: C

7. _____ the case, this contract has been considered void from this date. 2-51

- A. Such being B. Because
C. Since D. Due to

答案: A

8. The buyer demands that the seller _____ the goods within a week.

- A. ships B. to ship
C. be shipping D. should ship

答案: D

9. Barbra was a member of the group _____ visited us. 2-59

- A. which B. that
C. whom D. to whom

答案: B

10. You and I _____ the only members of the committee who oppose the plan. 1-14

- A. are B. were
C. am D. was

答案: A

11. Our objectives are to increase production, reduce costs, _____ the quality of our work. 2-69

- A. and improving B. improved
C. and improve D. and improved

答案: C

12. Our two CPAs both asked for _____ in June. 1-5

- A. leaves of absences B. leaves of absence
C. leave of absences D. leave of absence

答案: B

13. _____ by the speeches, they asked that the meeting be adjourned. 1-18

- A. Being bored B. Bored

C. Having been bored D. Boring

答案: B

14. We don't need a new stove _____ a new refrigerator. 2-54

A. or B. nor

C. either D. neither

答案: A

15. It was on page 4 _____ I noticed an error.

A. where B. which

C. while D. that

答案: D

16. The contract, _____ stipulations have been negotiated over the past six months, is to be signed this week. 2-59

A. that B. which

C. whom D. whose

答案: D

17. Your credit cards _____ by the time you reported the loss.

A. were recovered B. have been recovered

C. recovered D. had been recovered

答案: D

18. _____ you wish to make enquiries concerning our financial standing, you may refer to the ABC Bank.

A. Would B. Should

C. Could D. Shall

答案: B

19. The goods arrived _____.

A. in the good condition B. in good conditions

C. in good condition D. in the good conditions

答案: C

20. This offer is firm, subject to your reply _____ us before May 30. 2-51

A. arrives B. reaches

C. arrive D. reaching

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答案: D

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. We will place more orders with you if our customers find a satisfaction with you. 1-8

答案: Delete "a".

22. Several senior officials spoke to the press on condition that they will not be named in the story.

答案: will → should

23. His ask for a pay rise was considered premature. 1-19

答案: ask → asking

24. Your price is not so competitive like ours. 1-24

答案: like → as

25. The secretary feels badly about the mistake. 1-31

答案: badly → bad

26. Between the people I have interviewed, I have discovered some conflicting ideas. 1-44

答案: Between → Among

27. Any pages with corrections that are visible to the eye must be retyped. 2-75

答案: Delete "to the eye".

28. One of every two new businesses fail within two years. 1-15

答案: fail → fails

29. The management of the company not only are confident of their objectives, but also competent in achieving their objectives. 2-62

答案: not only are → are not only

30. Having completed twenty years of service, a gold watch was presented to Mr. Brown. 2-53

答案: a gold watch was presented to Mr. Brown → Mr. Brown was presented a gold watch

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%

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31. the government is / more taxes / spending more money / many / are paying / because

答案: Many are paying more taxes because the government is spending more money.

32. the article / were being sold / cost / some products / stated that / below

答案: The article stated that some products were being sold below cost.

33. I spoke / had changed / accepting the job / her mind / before / to her / Jean / about

答案: Jean had changed her mind about accepting the job before I spoke to her.

34. the company / until / had been using / they / typewriters / installed computers

答案: They had been using typewriters until the company installed computers.

35. celebrating / this year / our fiftieth anniversary / we / will be / later

答案: We will be celebrating our fiftieth anniversary later this year.

36. be kept / a safe place / important documents / should / all / in 无痕迹

答案: All important documents should be kept in a safe place.

37. several hours / a report / writing / often requires / of hard work

答案: Writing a report often requires several hours of hard work.

38. have / sitting / we / a lot of work / to be done / on our desks

答案: We have a lot of work sitting on our desks to be done.

39. efficient / is much more / my secretary / anyone else / than / I know

答案: My secretary is much more efficient than anyone else I know.

40. that / everyone / away / an apple a day / the doctor / has heard / will keep

答案: Everyone has heard that an apple a day will keep the doctor away.

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. Do you market your product through a retailer or do you sell directly to the consumer. 3-79

答案: Do you market your product through a retailer or do you sell directly to the consumer?

42. Hans was offended, no, infuriated is more precise. 3-86

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答案: Hans was offended---no, infuriated is more precise.

43. The bank's current business hours will be extended in the near future. 3-87

答案: The bank's current business hours will be extended in the near future.

44. Bill asked whether I was taking my vacation in May or October? 3-95

答案: Bill asked whether I was taking my vacation in May or October.

45. Some investors use thoroughbred horses as tax shelters, these investors "write off" the expenses of maintaining the horses. 3-100

答案: Some investors use thoroughbred horses as tax shelters; these investors "write off" the expenses of maintaining the horses.

46. We like these courses very much, because they help us to broaden our vision. 3-81

答案: We like these courses very much, because, they help us to broaden our vision.

47. Present day morals are not acceptable to some senior citizens. 1-30

答案: Present-day morals are not acceptable to some senior citizens.

48. I am of course, determined to perform my duties in the best possible manner. 11-529

答案: I am, of course, determined to perform my duties in the best possible manner.

49. The job description lists these duties; answering the telephone, making appointments, and collecting report data. 2-76

答案: The job description lists these duties: answering the telephone, making appointments, and collecting report data.

50. We bought a lovely dog, She was named Lolita. 3-79

答案: We bought a lovely dog. She was named Lolita.

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% 6-175

51. You are Mr. Jack Johnson, General Manager of a company. Recently you have received several complaints from customers saying that some of them received the goods they had ordered with wrong invoice, and some were sent the correct invoice with the wrong goods. You are very concerned about it because this has never happened before. Write a memo to all workers in Dispatch Department to ask them

- to give their full attention to their work
- if they have any difficulties or problems with their jobs, they may speak to the Dispatch Department Manager, Mrs. Mary Foley.

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答案:

To: All workers in Dispatch Department

From: Mr. Jack Johnson, General Manager

Date: (Today's date)

Subject: Be Careful About Dispatching Goods

Several complaint have been received from customers who have been sent the correct orders with the wrong invoices or the wrong orders with the correct invoice. Please take extra care to ensure that both orders and invoices are correct. If anyone has a problem, they should speak to Mrs. Mary Foley who will be able to assist them; I am concerned as this problem has never happened in the past and hope that it will not happen again in the future.

Part Six: Letter Writing

Write a letter in 130-150 words. (写一封字数为 130-150 的信函。) 25% 11-366

52. 应麦克 (Mike) 先生请求, 写一封推荐信, 提供有关应聘麦克先生公司办公室主任一职的李强的一些情况。内容包括以下各点:

- 1) 李强在 2003 年至 2005 年期间任我的秘书, 后去一所大学进修办公室管理课程。
- 2) 李强写作能力很强, 能熟练地进行文字处理, 并且组织能力出色, 总能有效地完成各项工作。
- 3) 李强交际能力强, 个性开朗, 易与人合作。
- 4) 经二年进修, 一定大有长进。
- 5) 如需其它信息, 请与我联系。

答案:

Dear Mr. Mike:

I am happy to provide the information you requested on Mr. Li Qiang, who has applied for the position of office manager with your company: Li Qiang worked as my secretary from 2003 until 2005, when he left to study office management courses in a university.

Li Qiang had very good writing ability and was skilled in using word processing programs. And what's more, with his superb organizational skills, he always effectively completed all the tasks assigned to him.

His human relations were also superior. He was outgoing and cooperative; therefore, he got along quite well with others.

I believe that after two years' study, his knowledge and ability in the office management field must have been greatly improved.

Please contact me if you need more information.

Yours sincerely,

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