

## 全国 2010 年 4 月自学考试外贸英语写作试题

课程代码: 00097

请将答案填在答题纸相应位置上

### 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 \_\_\_\_\_ will have a rotating honorary chairman. 1-5

- A. Board of Directors
- B. Boards of Director
- C. boards of director
- D. Board Directors

答案: A

2. Only one of the job applicants can keyboard as fast as \_\_\_\_\_. 1-32

- A. mine
- B. myself
- C. I
- D. me

答案: C

3. Because of the construction decline, \_\_\_\_\_ housing is available. 5-140

- A. fewer
- B. less
- C. least
- D. more

答案: B

4. Checking accounts differ \_\_\_\_\_ saving accounts. (1-42)

- A. with
- B. on
- C. between
- D. from

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答案: D

5. After inspection of the above shipment, they found 6 cases \_\_\_\_\_. 2-51

- A. loss B. missing  
C. missed D. losing

答案: B

6. It might have been \_\_\_\_\_ who made the bid. 1-33

- A. himself B. his  
C. him D. he

答案: D

7. \_\_\_\_\_ must be done to solve this problem. 1-34

- A. Everything B. Something  
C. Some thing D. Anything

答案: B

8. She is unhappy with \_\_\_\_\_ of the order. 1-19

- A. your handle B. your handling  
C. you handle D. you handling

答案: B

9. A committee of four men and five women \_\_\_\_\_ to be appointed in this week's meeting. 1-3

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

答案: C

10. The President has asked for budget cuts, and Congress has indicated \_\_\_\_\_ willingness to legislate some of them.

- A. its B. their  
C. it's D. his

答案: A

11. The outer packing of the black tea in small wooden cases looks \_\_\_\_\_. 1-13

- A. attractive B. attractively  
C. beauty D. beautifully

答案: A

12. \_\_\_\_\_ you have entered your new office building, you probably would like to refurbish it.

2-58

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A. Now that B. So that

C. For D. Because

答案: A

13. In addition to setting the price of a product, business firms must decide \_\_\_\_\_ to offer special discount and credit terms to their customers. 2-60

A. if B. which

C. whatever D. whether

答案: D

14. I think your sister is old enough to know \_\_\_\_\_ to spend all her money on fancy goods. 5-140

A. better than B. than

C. other than D. rather than

答案: A

15. I have received \_\_\_\_\_ professional training. 1-27

A. three-month B. three-months

C. a three-month D. three-month's

答案: C

16. \_\_\_\_\_ our general agent, you would also have to look after the advertising.

A. Be B. For

C. To be D. As

答案: D

17. Although \_\_\_\_\_ primarily to promote trade relations, these agreements also foster technological cooperation. 2-52

A. designed B. they are to be designed

C. it is designed D. they are being designed

答案: A

18. The importer will submit references if these \_\_\_\_\_ given in the preliminary negotiations. 5-146

A. are not B. had not been

C. has not been D. were not

答案: D

19. The goods are urgently needed. We \_\_\_\_\_ hope you will deliver them immediately. 2-55

A. in the case B. so

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C. therefore D. for

答案: C

20. We appreciate your suggestion \_\_\_\_\_ establish agency relationship between our two banks.

2-50

A. that B. for

C. we D. to

答案: D

### Part Two: Questions 21-30

**There is one mistake in each of the following sentences. 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. The computer, which is a very useful tool, is more and more dispensable in both our work and our life.

答案: dispensable → indispensable

22. Comparing with the same type of products of other companies, your product is the best. 2-72

答案: Comparing → compared

23. Nowadays surfing on the net is become a necessary part of our everyday life.

答案: is become → is becoming

24. I wish I could speak English as fluent as native speakers do. 1-23

答案: fluent → fluently

25. "I've got used to do E-commerce on the net," he said to me proudly.

答案: Do → doing

26. Surely it was them who left the package last night. 1-37

答案: them → they

27. Our age, as we all know, is a information age.

答案: a → an

28. The contract, which stipulations have been negotiated over the past six months, is to be signed again. 1-59

答案: which → whose

29. This letter is accompanied by a questionnaire and a self-addressed envelope. 1-44

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答案: by→ with

30. Writing for Business Week, the TV networks were commended by the editor for their coverage of economics. **2-72**

答案: the TV networks were commended by the editor→the editor commended the TV networks

### Part Three: Questions 31-40

Write logical sentences with the words and phrases given. (用所给的词和词组写出符合逻辑的句子。) 10%

31. generally expect / to have / we / in today's workplace / good computer skills / all employees

答案: We generally expect all employees to have good computer skills in today's workplace.

32. how well / are eager to / is performing / find out / the sales representatives / the promotion team. **2-63**

答案: The sales representatives are eager to find out how well the promotion team is performing.

33. will have / with exchange rate / you visit / in any of the 8 countries / you and your staff / no trouble

答案: You and your staff will have no trouble with exchange rate in any of the 8 countries you visit.

34. import tax / permits goods / with little or no / to enter this country / the open-door policy **1-30**

答案: The open-door policy permits goods to enter this country with little or no import tax.

35. a free bestseller / will send / join now / if you / the Time Book Club / you

答案: If you join now, the Time Book Club will send you a free bestseller.

36. like the WTO / to regulate the economic / international economic bodies / and trade development / the world / needs

答案: The world needs international economic bodies like the WTO to regulate the economic and trade development.

37. the enclosed draft / be able to review / you will / the next two weeks / within / I hope

答案: I hope you will be able to review the enclosed draft within the next two weeks.

38. have been employed / in an effort / different methods / the energy problem / by different countries / to solve

答案: Different methods have been employed by different countries in an effort to solve the energy problem.

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39. the group / similar investments / in other parts / according to / is making / a recent report / of the world

答案: According to a recent report the group is making similar investments in other parts of the world.

40. during a given time period / the imports / of a specified commodity / or exports / a quota limits

答案: A quota limits the imports or exports of a specified commodity during a given time period.

#### 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. I doubt that he can answer your question 3-95

答案: I doubt that he can answer your question.

42. In short employees must work hard and creatively. 5-137

答案: In short , employees must work hard and creatively.

43. We are considering Boise, Idaho or Phoenix Arizona as a possible site for our factory. 3-80

答案: We are considering Boise, Idaho or Phoenix , Arizona as a possible site for our factory.

44. Everybody knows that, we have a very challenging sales quota to fulfill this year.

答案: Everybody knows that we have a very challenging sales quota to fulfill this year.

45. The aircraft exhibition will be open seven days a week from 9 am to 6 p.m. 2-48

答案: The aircraft exhibition will be open seven days a week from 9 a.m. to 6 p.m.

46. The machines arrived today, we plan to install them next week. 2-45

答案: The machines arrived today we plan to install them next week.

47. If you desire additional information please sign and return the enclosed card. 2-45

答案: If you desire additional information, please sign and return the enclosed card.

48. Although, he joined the firm only last year, he is already senior to me. 1-26

答案: Although he joined the firm only last year, he is already senior to me.

49. The rent is reasonable, moreover, the location is perfect. 3-82

答案: The rent is reasonable; moreover, the location is perfect.

50. They have been working for hours without a moments rest. 3-84

答案: They have been working for hours without a moment's rest.

### 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 the Personnel Manager of a company, and have been approached by your IT Department to recruit three new members of staff. Write a memo to Miss Kate Bush, the Manager of the IT Department,

·informing her you have received over 100 applications and have selected 10 candidates for interview,

·telling her you will write to the candidates inviting them for interview, and

·asking her to tell you the time and the place of the interview.

答案:

To: Miss Kate Bush

From: (Your name, Personal Manager)

Subject: IT department job interview

Date: (Today's date)

I have received over 100 applications for the three new positions in the IT department and have put together a short list of 10 candidates. I will shortly write to the candidates inviting them for the interview. Please let me know when and where you would like the interview to take place so that I can inform the candidates when I write to them.

### Part Six: Letter Writing

Write a letter in 130-150 words. (写一封字数为 130-150 的信函。) 25% 12-401

52. 根据下列信息写一封希望与一家外国公司建立业务关系的书信, 字数在 130-150 之间

- 1) 从网上获悉贵公司求购丝绸服装。
- 2) 我们公司是最大的丝绸服装出口公司之一, 愿在平等互惠的基础上建立业务关系。
- 3) 我们公司的丝绸服装采用高档纯丝作原料, 按传统工艺制作而成, 给人以雍容华贵之感, 令人爱不释手。现附上商品目录和价格单供贵公司参阅。
- 4) 希望贵公司来函询盘。

答案:

To whom it may concern,

We have learned on the internet that you are in the market for silk garments.

Here we are introducing ourselves as one of china's leading exporters of the same line of business. And we would like to establish business relations with you in the basis of equality and mutual benefit.

Our silk garments are made of super pure silk materials and in the traditional skills. They are magnificent and have wide popular appeal, and therefore, have long enjoyed a great fame both at home and abroad. We enclose a catalogue and a price list for your reference and trust some of these items will be of interest to you, and we would appreciate it very much if you could email us your inquiries.

We are looking forward to your favorable reply.

Sincerely yours,

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