

2011年4月高等教育自学考试全国统一命题考试

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. Selling appliances and _____ them keep him busy. 2-54

- A. to repair B. repaired
C. repairing D. repair

答案: C

2. Customers are very angry _____ the delay of the ordered goods. 1-43

- A. with B. at
C. to D. from

答案: B

3. The television set that I ordered two months ago arrived today badly _____. 2-47

- A. breaking B. broke
C. damaging D. damaged

答案: D

4. The foreign partner did not fulfill our order, _____. 2-55

- A. so did it intend to B. nor did it intend to
C. nor it intended to D. so it intended to

答案: B

5. _____ it is wise to invest in the new project is being discussed. 2-58

- A. Whether B. If
C. Weather D. What

答案: A

6. We regret _____ you that our research department will no longer provide services. 2-50

- A. informed B. inform
C. to inform D. informing

答案: C

7. A resolution on employee representation is _____ for a vote tomorrow afternoon. 4-122

- A. presented B. to present
C. presenting D. to be presented

答案: D

8. In socialist and capitalist economies _____, increasing numbers of highly qualified workers are unable to find jobs that require their skills and training. 4-128

- A. alike B. like

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C. likely D. liking

答案: A

9. The turnover of the company in the second quarter was _____ that of the corresponding period last year. 5-140

A. the same as B. as much than

C. more as D. the same with

答案: A

10. It is not advisable that one _____ beyond one's means. 5-142

A. lived B. is living

C. lives D. live

答案: D

11. _____, the more likely you may come to a right solution. 1-25

A. You more thoroughly consider a problem

B. Most thoroughly a problem you consider

C. The most thoroughly you consider a problem

D. The more thoroughly you consider a problem

答案: D

12. Doctors recommend that everyone exercise every day, particularly those who spend many hours _____ sedentary work. 2-49

A. to do B. doing

C. do D. done

答案: B

13. If Mr. Li _____ Managing Director, the company would have been collapsed. 5-147

A. would be B. were

C. is D. had been

答案: D

14. We have till now _____ as many as 30 anti-dumping suits against foreign exporters. 5-158

A. aroused B. rose

C. raised D. risen

答案: C

15. _____ you mentioned in your letter in connection with the question of agency has had our attention. 2-58

A. What B. That

C. When D. Which

答案: A

16. We wish to know the port _____ the transshipment will be made. 2-60

A. which B. at that

C. where D. when

答案: C

17. The company is making a market investigation in order to obtain _____ as possible. 1-4

A. as many information B. as many informations

C. as much information D. as much informations

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答案: C

18. _____ generalists, business also needs specialists. 4-127

- A. Beside B. Besides
C. Except D. Except for

答案: B

19. The computer will _____ in this department. 1-13

- A. remain permanently B. remain permanent
C. remind permanently D. remind permanent

答案: A

20. The engine of your car needs _____.

- A. to clean B. clean
C. cleaning D. cleaned

答案: C

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. Countries that neglect an education will be severely restrained in economic development. 1-8

答案: an education → education

22. The shelves of merchandise are so arranged as to attract housewives. 1-9

答案: shelves → shelves

23. No one made more profit in that transaction than him. 1-37

答案: him → he

24. The machine is cost-effective because it has higher productivity, greater versatility and easier to use. 2-55

答案: easier → is easier

25. Office stationery may be very expensive depend on the quality of paper and printing prices. 1-9

答案: Depend → depending

26. The home-made machine is superior than the imported one in many aspects. 5-141

答案: than → to

27. Our trading partner is very tough in the negotiation that it is unlikely to reach an agreement soon. 5-144

答案: very → so

28. Despite there are ten managers, only the Managing Director has the decision-making power. 5-148

答案: Despite → although

29. It is well know that Chinese table-cloths are exquisitely made and moderately priced.

答案: know → known

30. Which articles are more marketable in those countries are important to us.

答案: are→ is

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. and to boost / products of / it is important / marketing promotions / high quality / both to maintain 2-62

答案: It is important both to maintain products of high quality and to boost marketing promotions.

32. by a product / from its manufacturer / any person / is injured / may recover damages / who 2-77

答案: Any person who is injured by a product may recover damages from its manufacturer.

33. our correspondence / paper shortage / forced us / has / to limit 4-118

答案: Paper shortage has forced us to limit our correspondence.

34. met / sales territories / to discuss / the distribution of / the regional managers 4-130

答案: The regional managers met to discuss the distribution of sales territories.

35. for 110% of / to be covered / against All Risks / insurance is / by the seller / the invoice value

答案: Insurance is to be covered by the seller against All Risks for 110% of the invoice value.

36. that we / concession in price / it has been / any further / cannot make / made clear

答案: It has been made clear that we cannot make any further concession in price.

37. that most workers / financial rewards / it was / offering / were in favor of / an incentive scheme

答案: It was an incentive scheme offering financial rewards that most workers were in favor of.

38. you understand / to leave the company / my position / although / I am sure / I am reluctant

答案: Although I am reluctant to leave the company, I am sure you understand my position.

39. is omitted / in the communication / if / misunderstanding / an important detail / may occur 2-46

答案: If an important detail is omitted, misunderstanding may occur in the communication.

40. in a job / for further studies too / wants to / but she / Karen is interested / go abroad 2-55

答案: Karen is interested in a job but she wants to go abroad for further studies too.

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%

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

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

41. A ten day leave was granted to Mr. Selmer. 1-30

答案: A ten-day leave was granted to Mr. Selmer.

42. This work order must be completed by Friday; therefore you may have to work late Thursday.

2-61

答案: This work order must be completed by Friday; therefore, you may have to work late Thursday.

43. The ability to communicate is essential, the ability to communicate on the job is critical. 3-82

答案: The ability to communicate is essential; the ability to communicate on the job is critical.

44. I don't know where Mr. Lacey is? 3-95

答案: I don't know where Mr. Lacey is.

45. Friday, July 1; Friday, July 8; and Friday, July 15, are all possible dates for conducting the balloting. 3-98

答案: Friday, July 1; Friday, July 8; and Friday, July 15—are all possible dates for conducting the balloting.

46. Radio Times carries details of all B.B.C. TV and radio programmes. 7-241

答案: Radio Times carries details of all BBC TV and radio programmes.

47. Our usual terms of payment are by letter of credit available by sight draft. 2-79

答案: Our usual terms of payment are by letter of credit available by sight draft.

48. What do you know about the specifications of the trip scissors.

答案: What do you know about the specifications of the trip scissors?

49. These womens' garments are newly designed and quite in style. 3-85

答案: These women's garments are newly designed and quite in style.

50. Stallions yield the highest prices; but mares can also be extremely expensive. 3-101

答案: Stallions yield the highest prices, but mares can also be extremely expensive.

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 Jim White, the president of the company. You've just received a letter from AB Company praising a clerk, Sun Green, for his good work. The sales manager of AB Company Mr. William said Sun Green is efficient and friendly and he enjoys doing business with Sun. Write a memo to Sun Green to congratulate him and thank him for working hard, and invite him to lunch next week.

答案:

To: Sun Green

From: Jim White, President

Date: (Today's date)

Subject: A Tribute to Your Good Work

We've just receive a letter praising your good work from AB Company. Its Sales Manager Mr. Williams said you are efficient and friendly and that he enjoys doing business with you.

I know you have been working hard to make a positive impression on all our customs. It's especially clear working with AB Company!

We are proud of your accomplishment and I would like to take you out to lunch next week. Congratulations again! Keep up the good work.

Part Six: Letter Writing

Write a letter in 130-150 words. (写一封字数为 130-150 的信函。) 25% 9-283

52. 假设你是某公司的总经理, 出访美国即将回国。向接待你的公司代表史密斯先生写一封感谢信, 主要内容如下:

- 1) 对贵公司访问即将结束, 很快就要返回中国。
- 2) 感谢对方在你逗留期间给予的热情款待。
- 3) 访问富有成效, 并将有利于今后在贸易方面的合作。
- 4) 盼望在不久后有幸在中国欢迎对方, 以便进一步发展关系。
- 5) 祝愿对方身体健康, 工作成功。

答案:

Dear Mr. Smith,

My visit to your company is drawing to a close and I am leaving for China shortly. On the eve of my departure, it's my pleasure to write to you to express my appreciation for the hospitality you accorded to me during my stay here. I think that this visit is very much fruitful and I am confident that this visit will be helpful to the further strengthening of our cooperation in the field of trade.

I am looking forward to the pleasure of greeting you in China in the near future, so that both sides could examine once again how we might work more closely together in order to push the relationship between us a step forward.

Meanwhile, I wish you good health and every success in your work.

Sincerely yours,
John White

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