

2010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. Steel filing cabinets are best for durability, _____, and fire resistance. 2-69

- A. easy of cleaning B. easy cleaning
C. ease of cleaning D. ease cleaning

答案: C

2. Every salesperson and every sales trainee _____ asked to sell twice as much next month. 1-15

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

答案: B

3. Madge corresponds _____ several distant friends. 1-42

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

答案: B

4. The goods will be shipped to Boston _____ October 15. 5-140

- A. no later on B. no latter than
C. no later as D. no later than

答案: D

5. If you did _____ in the interview, you will be hired by the company. 5-141

- A. well enough B. enough good
C. good enough D. enough well

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

答案: A

6. We have agreed to _____ a joint venture company in that state.

- A. put up B. set up
C. put forward D. set forth

答案: B

7. Neither of the men had signed _____ salary warrant.

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

答案: A

8. A total of 156 _____ of major corporations were surveyed. 1-7

- A. CEOS B. CEOs'
C. CEOs D. CEO'S

答案: C

9. I'm sure it is _____ who usually answers the phone. 1-33

- A. her B. she
C. they D. them

答案: B

10. _____ you have seen the machine in operation, you will be impressed by its trouble-free performance. 2-58

- A. As B. Although
C. Once D. Unless

答案: C

11. We are grateful for the promptness with _____ you supplied the financial statement we request. 2-59

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

答案: B

12. We received a crowd of enquiries _____.

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

A. later B. lately

C. latter D. late

答案: B

13. Before _____ the receipt, please check that the consignment is complete and undamaged. 1-19

A. signed B. sign

C. signing D. you signed

答案: C

14. We _____ received the letter of credit when your letter arrived.

A. have all ready B. have already

C. already D. had already

答案: D

15. To use containers does not require very strong packaging, _____ does it cost more. 2-54

A. either B. neither

C. nor D. so

答案: C

16. We look forward to receiving your prompt reply and _____ you soon. 2-69

A. meeting B. to meet

C. met D. meet

答案: A

17. Comparing figures from four sources, _____. 2-72

A. the error in the balance sheet was finally discovered

B. the error in the balance sheet finally discovered

C. we finally discovered the error in the balance sheet

D. we were finally discovered the error in the balance sheet

答案: C

18. The party _____ shall appoint three directors. 2-51

A. have 70% shareholding B. that have 70% shareholding

C. to have 70% shareholding D. having 70% shareholding

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

自考备考三件宝: 自考笔记、真题及答案、录音课件!

答案: D

19. A company can be set up by registration. This is by far the most usual way, and a great majority of companies _____ formed by registration. 1-16

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

答案: C

20. _____ a new product successfully, manufacturers often depend on advertising. 1-17

- A. Introducing B. To introduce
C. Introduced D. Having introduced

答案: B

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. Enclosed is a photo of our firm and I hope you'll like it as me do. 1-32

答案: me → I

22. There are hundreds stores selling the same type of product produced by your company. 答案:

hundreds → hundreds of

23. People from different place can do transactions on-line at many websites.

答案: place → places

24. It must have been them who reported the missing funds. 1-38

答案: them → they

25. We expect to import more goods manufacture by your company. 2-52

答案: manufacture → manufactured

26. According with your letter, the customer did not follow the opening instructions. 1-40

答案: with → to

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

27. Skilling at typing and shorthand, Kay was hired by the personnel director. 2-52

答案: skilling → skilled

28. It is essential for you to definitely tell us when are you able to deliver the ordered goods. 2-60

答案: are you → you are

29. We all know that Dale enjoys make business trips around the world. 2-49

答案: make → making

30. The contract will be awarded to who submits the lowest bid. 1-40

答案: who → whoever

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. from / is determined to / the firm / eating into the market / prevent / its competitors 2-50

答案: The firm is determined to prevent its competitors from eating into the market.

32. we would / receive the contract by July 31 / the building / by December 1 / we thought that / and that we would complete 3-96

答案: We thought that we would receive the contract by July 31 and that we would complete the building by December 1.

33. failing to meet / there is nothing / than / the sales target / more frustrating / for a businessman 1-25

答案: There is nothing more frustrating for a businessman than failing to meet the sales target.

34. remained / that of / the corresponding period / the turnover of the company / the same as / last year / in the second quarter 5-140

答案: The turnover of the company in the second quarter remained the same as that of the corresponding period last year.

35. came back / the secretary / when he / had corrected and retyped / from the lunch / the letter

答案: The secretary had corrected and retyped the letter when he came back from the lunch.

36. is / the world political situations / sensitive to / extremely / international trade

答案: International trade is extremely sensitive to the world political situations.

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

37. brought up again / two weeks ago / Bob said / topics discussed / were / yesterday

答案: Bob said topics discussed two weeks ago were brought up again yesterday.

38. are interested / proposed in-service training / many employees / in / the

答案: Many employees are interested in the proposed in-service training.

39. will / the bank / a monthly statement / or will send / of each transfer / you / notify you 2-55

答案: The bank will notify you of each transfer or will send you a monthly statement.

40. please / the date and time / are suitable / I have suggested / that / confirm

答案: Please confirm that the date and time I have suggested are suitable.

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. That is the correct form isn't it? 3-95

答案: That is the correct form isn't it?

42. Are you planning to leave before I return. 3-95

答案: Are you planning to leave before I return?

43. She left the company, because, she wanted to have a change of climate. 2-73

答案: She left the company, because she wanted to have a change of climate.

44. When it is necessary to place a last-minute order simply use our toll-free service. 3-81

答案: When it is necessary to place a last-minute order, simply use our toll-free service.

45. The recently posted sign read Unauthorized persons are prohibited. 3-88

答案: The recently posted sign read "Unauthorized persons are prohibited".

46. Communication is, of course, of vital importance to any business that wants to achieve efficiency. 4-110

本档资源由考试真题软件网 (down.examebook.com) 搜集整理二次制作!

答案: Communication is of course, of vital importance to any business that wants to achieve efficiency.

47. The auditors usually arrive unexpectedly but we'll be prepared no matter when they arrive.

4-106

答案: The auditors usually arrive unexpectedly, but we'll be prepared no matter when they arrive.

48. It is known to everybody that the more one buys the more one spends. 3-80

答案: It is known to everybody that the more one buys, the more one spends.

49. Could you tell me how many 5's you have got this semester? 1-7

答案: Could you tell me how many 5s you have got this semester?

50. She read the letter quickly, therefore, she did not find errors in it. 3-80

答案: She read the letter quickly therefore, she did not find errors in it.

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 a manager of administration office of a company. The board of directors have decided to renew the Fitness Center. Write a memo to tell all the employees:

- the decision of the Board on the Fitness Center,
- how long this project will last, and
- welcome employees to provide suggestions to their representatives on the type of equipment that will be made available.

答案:

To: All Employees

From: The manager of administration office

Subject: Fitness Center Renewed

Date: (Today's date)

The board of directors approved the idea for renewing the Fitness Center at its meeting yesterday. Work on the Fitness Center will begin right now and should be completed within 90 days. An employee representative from each division will be appointed to determine the type of

equipment that will be made available in the centre. Your representative on the task force will contact you soon for your suggestions about activities and equipment.

Part Six: Letter Writing

Write a letter in 130-150 words. (写一封字数为 130-150 的信函。) 25% 11-349

52. 根据下列信息写一封应聘销售经理的书信, 字数在 130—150 之间。

- 1) 从 3 月 12 日的人民日报上获悉贵公司招聘销售经理一名。鉴于本人的知识基础及工作经验, 深信定能胜任此职。
- 2) 本人毕业于中华大学商业管理专业, 学过商业管理、市场营销、财务、会计以及统计和计算机等。已在一家家电公司工作三年, 初任销售员, 后任销售部经理, 因业绩出色, 屡受奖励。
- 3) 希望面谈, 以便贵公司了解我的知识和工作经验, 并盼与我书面或电话联系。

答案:

Dear sirs,

I am very much interested in the position for a sales manager which you advertised in the March 12 issue of People's Daily. Given my solid foundation of knowledge and work experience, I am confident in doing this job well.

I majored in Business Administration at Zhonghua University where I studied various subjects such as Business Management, Marketing, Financing, Accounting as well as Statistics and Computers.

First as a sales clerk and later a sales manager, I have worked for datong household appliances company in the past five years, during which I have been praised and rewarded several times for my excellence in my job.

I would appreciate it very much if you could offer me an opportunity to meet you in person to talk on my knowledge and work experience.

Please write or phone me at your convenience.

Sincerely yours,

绝密★启用前

编号: 031

2010年7月高等教育自学考试全国统一命题考试

外贸英语写作试题答案及评分参考

(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. C | 2. B | 3. B | 4. D | 5. A |
| 6. B | 7. A | 8. C | 9. B | 10. C |
| 11. B | 12. B | 13. C | 14. D | 15. C |
| 16. A | 17. C | 18. D | 19. C | 20. B |

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%

评分标准:

- (1) 本部分共 10 小题, 每题为 2 分, 共 20 分。
- (2) 凡能指出错误并正确改正者, 每题得 2 分。
- (3) 能指出错误但未能正确改正者, 每题得 1 分。
- (4) 其余均不得分。
- (5) 每题均无 0.5 分计分。

21. me → I
22. hundreds → hundreds of
23. place → places
24. them → they
25. manufacture → manufactured
26. with → to
27. Skilling → Skilled
28. are you → you are
29. make → making
30. who → whoever/the one who

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%

评分标准:

- (1) 本部分共 10 小题, 每题为 1 分, 共 10 分。

外贸英语写作试题答案及评分参考第 1 页 (共 3 页)

自考备考三件宝: 自考笔记、真题及答案、录音课件!

- (2) 凡能写出符合逻辑的句子者, 每题得 1 分。
(3) 每题均无 0.5 分计分。
31. The firm is determined to prevent its competitors from eating into the market.
 32. We thought that we would receive the contract by July 31 and that we would complete the building by December 1.
 33. There is nothing more frustrating for a businessman than failing to meet the sales target.
 34. The turnover of the company in the second quarter remained the same as that of the corresponding period last year.
 35. The secretary had corrected and retyped the letter when he came back from the lunch.
 36. International trade is extremely sensitive to the world political situations.
 37. Bob said topics discussed two weeks ago were brought up again yesterday.
 38. Many employees are interested in the proposed in-service training.
 39. The bank will notify you of each transfer or will send you a monthly statement.
 40. Please confirm that the date and time I have suggested are suitable.

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%

评分标准:

- (1) 本部分共 10 小题, 每题为 1 分, 共 10 分。
- (2) 凡能改正错误者, 每题均得 1 分, 其余均不得分。
- (3) 每题均无 0.5 分计分。

41. form → form,
42. return. → return?
43. ,because, → because
44. order → order,
45. Unauthorized persons are prohibited → "Unauthorized persons are prohibited"
46. is → is,
47. unexpectedly → unexpectedly,
48. buys → buys,
49. 5's → 5s
50. quickly, → quickly

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. 评分标准:

- (1) 内容不完整, 语言错误严重者, 得 4-8 分。
- (2) 内容完整, 要点明确, 无重大语法错误者得 9-11 分。

外贸英语写作试题答案及评分参考第 2 页 (共 3 页)

自考备考三件宝: 自考笔记、真题及答案、录音课件!

(3)能灵活运用外贸英语的句型与表达法,避免重复使用已有的词语及表达方式,得12—14分。满分酌情考虑。

To: All Employees
From: The manager of administration office
Subject: Fitness Center Renewed
Date: (Today's date)

The board of directors approved the idea for renewing the Fitness Center at its meeting yesterday. Work on the Fitness Center will begin right now and should be completed within 90 days. An employee representative from each division will be appointed to determine the type of equipment that will be made available in the center. Your representative on the task force will contact you soon for your suggestions about activities and equipment.

Part Six: Letter Writing

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

5.2. 评分标准:

5分—格式错误,条理不清,语言支离破碎或大部分句子有错误,且多数为严重错误。

10分—格式基本正确,表达思想不清楚,连贯性差。有较多的严重语言错误。

15分—格式正确,基本切题。有些地方表达思想不够清楚,文字勉强连贯,语言错误相当多,其中有一些严重错误。

20分—格式正确,表达思想清楚,文字连贯,但有少量语言错误。

24分—格式正确,表达思想清楚,文字连贯,基本上无语言错误,仅有个别小错。

注:白卷,与题目毫无关系,或只有几个孤立的词而无法表达思想则给0分。

如果字数未达到要求,酌情扣分。

Dear Sir,

I am very much interested in the position for a sales manager which you advertised in the March 12 issue of People's Daily. Given my solid foundation of knowledge and work experience, I am confident in doing this job well.

I majored in Business Administration at Zhonghua University where I studied various subjects such as Business Management, Marketing, Finance, Accounting as well as Statistics and Computer.

First as a sales clerk and later a sales manager, I have worked for Datong Household Appliances Company in the past five years, during which I have been praised and rewarded several times for my excellence in my job.

I would appreciate it very much if you could offer me an opportunity to meet you in person to talk on my knowledge and work experience.

Please write or phone me at your convenience.

Sincerely yours,

外贸英语写作试题答案及评分参考第3页(共3页)

自考备考三件宝: 自考笔记、真题及答案、录音课件!

考试课件网: <http://www.examebook.cn/>

——我们专业提供自考易考题库课件集、自考免费电子书、自考历年真题及标准答案!

考试真题软件网: <http://down.examebook.com/>

——我们专业提供自考历年真题及答案整理版、自考考前模拟试题!

考试学习软件商城: <http://www.examebook.com/>

——为您提供各种考试学习软件课件更为便利的购买通道!

qq593777558
examebook.com

自考备考三件宝:
自考笔记、
真题及答案、
录音课件!