

## 2011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. While we appreciate your inquiry, \_\_\_\_\_ we regret being unable to make you an offer at the moment. 2-58

- A. yet B. but  
C. on the contrary D. /

答案: D

2. In the meantime, if you should require \_\_\_\_\_ sewing machines, please feel free to contact us.

- A. any other B. others  
C. another D. the other

答案: A

3. \_\_\_\_\_ we meet next time, we will offer you new products \_\_\_\_\_ we feel sure will meet with your expectation. 2-58-59

- A. Who ... which B. Whom ... with which  
C. When ... which D. When ... with which

答案: C

4. We know that, \_\_\_\_\_ time, you will be able to overcome your present problem. 2-52

- A. given B. giving  
C. to give D. being given

答案: A

5. The market has declined \_\_\_\_\_ the decrease in demand. 5-144

- A. because B. owing to  
C. as D. since

答案: B

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6. \_\_\_\_\_ the date of shipment is concerned, we regret to say that it has to be extended for another week.

- A. As much as    B. As good as  
C. As well as    D. As far as

答案: D

7. We trust that you will find our goods \_\_\_\_\_ . 1-23

- A. attracting    B. attract your attention  
C. attractive    D. being attractive

答案: C

8. Please contact me \_\_\_\_\_ you need further information. 2-58

- A. whether    B. if  
C. though    D. even if

答案: B

9. If Mr. White won't agree to sign the contract, \_\_\_\_\_ .

- A. neither won't she    B. neither she will  
C. she won't neither    D. neither will she

答案: D

10. China is in a position to buy more and more technology and \_\_\_\_\_ goods on the international market, and make greater contribution to the world's economic interflow. 2-52

- A. to finish    B. finishing  
C. finished    D. finish

答案: C

11. Sales representative Mailer made more telephone calls last month \_\_\_\_\_ salespersons.

1-26

- A. than other    B. than any  
C. than any other    D. as any other

答案: C

12. What role \_\_\_\_\_ playing in the new project? 1-15

- A. the engineers are    B. are the engineers  
C. the engineers is    D. is the engineers

答案: B

13. After listening to Mr. Sheet's report, \_\_\_\_\_ . 2-72

- A. a few changes were made by the manager

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- B. the manager made a few changes
- C. the manager makes a few changes
- D. a few changes are made by the manager

答案: B

14. Our \_\_\_\_\_ lease must be renegotiated. 1-27

- A. six-year-old      B. six-years-old
- C. six year old      D. six-year old

答案: A

15. I'm sure it is \_\_\_\_\_ usually answers the telephone. 1-33

- A. her whom    B. her who
- C. she whom    D. she who

答案: D

16. Of probationary and permanent employees, only \_\_\_\_\_ are eligible for tuition reimbursement.

- A. the latter    B. the later
- C. latter    D. later

答案: A

17. Datacom is \_\_\_\_\_ to be awarded the contract than Compugraph. 5-140

- A. more like    B. more likely
- C. most like    D. most likely

答案: B

18. It is \_\_\_\_\_ good chance \_\_\_\_\_ we mustn't miss it. 5-142

- A. so ... that    B. so a ... that
- C. such ... that    D. such a ... that

答案: D

19. Please tell me \_\_\_\_\_ what salesperson these brochures came.

- A. upon    B. from
- C. in    D. at

答案: B

20. Steel filing cabinets are best for durability, \_\_\_\_\_ and fire resistance. 2-69

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

答案: C

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

答案: ask → asking

22. Members of the board cooperated together to settle the issue. 2-66

答案: Delete → "together"

23. Find the building took longer than we had expected. 2-49

答案: Find → Finding

24. Manufacturing companies today requires large amount of capital.

答案: amount → amounts

25. War and peace are a permanent theme in history. 1-16

答案: are → is

26. They were pleased accept our invitation. 1-17

答案: pleased → pleased to

27. He felt the envelop careful to determine if it contained photos. 1-23

答案: careful → carefully

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

答案: Between → Among

29. No matter hard the US government tries to control the financial crisis, it is getting from bad to worse. 2-59

答案: matter → matter how

30. Keep the windows closed and the door shut at all time. 2-47

答案: time → times

### 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. upon receipt of / will be happy / we / a quotation / detailed requirements / to give you / your

答案: We will be happy to give you a quotation upon receipt of your detailed requirements.

32. will find / you / are in good quality / that / a lot of customers / and will attract / our products

答案: You will find that our products are in good quality and will attract a lot of customers.

33. often list / for resigning / excessive travel / as / employees / their primary reason

答案: Employees often list excessive travel as their primary reason for resigning.

34. is enclosed / for / our current catalog / a copy of / your consideration

答案: A copy of our current catalog is enclosed for your consideration.

35. I / as soon as / will write to you / our technicians / the machine / have checked

答案: I will write to you as soon as our technicians have checked the machine.

36. twenty years / for / have been / they / in this line of business / more than

答案: They have been in this line of business for more than twenty years.

37. you / your reservations / now / would like to / attend this seminar / if you / should make

答案: You should make your reservations now if you would like to attend this seminar.

38. asked me / Mr. Wilson / I planned to attend / the meeting / where / would be held / and whether

答案: Mr. Wilson asked me where the meeting would be held and whether I planned to attend.

39. in the office / both / by working / finished the report / I / and at home

答案: I finished the report by working both in the office and at home.

40. because he misplaced / Edward / the original contract file / by / was scolded / his boss

答案: Edward was scolded by his boss because he misplaced the original contract file.

#### 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. Come and sit here with me please. 3-80

答案: Come and sit here with me, please.

42. Do you know where Mr. Scott lives. 3-95

答案: Do you know where Mr. Scott lives?

43. This is a writer who lived in the early 20s. 3-85

答案: This is a writer who lived in the early 20's.

44. "I'd like to have a try." he said. 3-80

答案: "I'd like to have a try," he said.

45. "How old are you?" — "I'm twenty-two." 3-84

答案: "How old are you?" — "I'm twenty-two."

46. "One, two, three....." the mother encouraged the baby to count.

答案: "One, two, three..." the mother encouraged the baby to count.

47. Competition among computer manufacturers is intensive. hence price may decrease sharply. 2-56

答案: Competition among computer manufacturers is intensive; hence price may decrease sharply.

48. Mr. Dan dictated, "Dear Mr. Dun"; but his secretary transcribed "Dear Mr. Fun." 3-98

答案: Mr. Dan dictated, "Dear Mr. Dun"; but his secretary transcribed, "Dear Mr. Fun."

49. In the first quarter, prices rose 5 percent; in the second quarter 3 percent. 3-98

答案: In the first quarter, prices rose 5 percent; in the second quarter, 3 percent.

50. I've invested a lot in this project, consequently I don't want it to fail. 3-82

答案: I've invested a lot in this project; consequently I don't want it to fail.

#### 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 sales manager of a company. Your secretary told you that one of your customers claimed that he had bought a flawed product and wanted to get the money back. Write a memo to your secretary telling her that you decide to refund the customer and asking her to call the customer to arrange for him to get the refund. In your memo, you also point out the importance of the quality of your products and service, and praise your secretary for reporting the customer's complaint to you in time.

答案:

To: The secretary

From: The sales manager

Subject: Reply to the customer's complaint

Date: (Today's date)

I've decided to refund the customer who had purchased a flawed product from our company. Please call and inform him of our decision and arrange for him to get the refund.

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Since the matter of the quality our product and service is vital to the well-being of our company, any complaint from our customers must be paid attention to immediately. You did a fine job by telling me in time.

### Part Six: Letter Writing

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

52. 写一封以所有消费者为对象的推销信, 推销金星牌新系列皮包。要点如下:

1. 从随函附上的金星牌新系列皮包的皮样便可看出, 既柔软又结实, 手感犹如一片云彩;
2. 质量顶尖, 颜色多样, 款式漂亮, 有足够的空间放置不同东西;
3. 该皮包在国内所有大百货公司销售, 并受许多欧洲经销商欢迎;
4. 皮包每个仅 85 美元, 物有所值, 请填写订单, 尽快寄回本公司。

答案:

Dear customer(s),

Have you ever felt anything both soft and strong? This enclosed small sample of leather used in our Golden Star bags will offer you such a feeling.

The leather our manufacturer uses is just as soft as a piece of cloud, and top quality and style are typical features of the new Golden Star line. Golden Star leather bags provide you plenty of room for different items and is designed in a variety of colors.

This fashion line of our leather bags is being sold by all top department stores in our country and has been accepted by many dealers from European markets.

Complete the order form and return it to us as soon as possible. We trust that this 85-dollar leather bag is of excellent value to you.

Yours sincerely,

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