

全国 2018 年 10 月高等教育自学考试

外贸英语写作试题

课程代码:00097

请考生按规定用笔将所有试题的答案涂、写在答题纸上。

选择题部分

注意事项:

1. 答题前,考生务必将自己的考试课程名称、姓名、准考证号用黑色字迹的签字笔或钢笔填写在答题纸规定的位置上。
2. 每小题选出答案后,用 2B 铅笔把答题纸上对应题目的答案标号涂黑。如需改动,用橡皮擦干净后,再选涂其他答案标号。不能答在试题卷上。

一、单项选择题:本大题共 20 小题,每小题 1 分,共 20 分。在每小题列出的备选项中只有一项是最符合题目要求的,请将其选出,并将“答题纸”的相应代码涂黑。错涂、多涂或未涂均无分。

1. Proposals submitted by _____ were considered.
A. her and me B. her and I C. she and I D. she and me
2. Mr. Steward is the one _____ we have selected as supervisor.
A. whoever B. which C. whom D. who
3. The training section of this company consists _____ ten staff.
A. of B. in C. for D. with
4. The news I heard from my family _____ quite good.
A. being B. was C. were D. are
5. Did you go on many ski trips this year?
No, _____.
A. not much B. quite less C. very little D. very few
6. Around the world, there may be _____ a million earthquakes in a single year.
A. as many as B. so many as C. as much as D. so much as
7. _____ the car seems to be his main hobby.
A. Wash B. Washing C. Washed D. To wash
8. Andrew does the work _____ than Paul.
A. more slowly B. more slow C. slower D. much slowly

9. _____ you take your medicine, _____ you will feel.
- A. The sooner... better
B. Sooner... the better
C. Sooner... better
D. The sooner... the better
10. George knew _____ he could improve the way of marketing.
- A. how that
B. which
C. how
D. how to
11. All the report should be complete, concise, and _____.
- A. accurate
B. accuracy
C. writing accurately
D. written accurate
12. You can get the loan _____ you offer good security.
- A. unless
B. if
C. but
D. and
13. Mr. Baron is anxious _____ the big project.
- A. of winning
B. winning
C. win
D. to win
14. I know he spends as much time reading books as _____.
- A. exercises
B. doing exercises
C. do exercises
D. does exercises
15. You were supposed to stay in your seats, keep your eyes on your work, _____ to anyone.
- A. but could not talk
B. could not talk
C. and not to speak
D. but not speak
16. _____, Andrew felt relieved.
- A. To complete the interview
B. Completed the interview
C. The interview was completed
D. Having completed the interview
17. "Do you have my passport, Joe?"
"Yes, I have _____ right here."
- A. one
B. one passport
C. it
D. this
18. I'm helping to organize the political convention. I'm in charge of welcoming the _____.
- A. out-of-town visitors
B. visitors from out-of-town
C. visitors out-of-town
D. out town visitors
19. We thank you for your enquiry _____ our newly designed office furniture.
- A. at
B. with
C. about
D. to
20. Microscopes make small things appear larger than _____.
- A. they are really
B. they really are
C. really are
D. are really

非选择题部分

注意事项:

用黑色字迹的签字笔或钢笔将答案写在答题纸上,不能答在试题卷上。

二、改错:本大题共 10 小题,每小题 2 分,共 20 分。

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。

Example: Who's taking care the dog while you're away?

taking care → taking care of

21. This car costs twice as more as the other one.
22. The main purpose of the United Nations, broad speaking, is to maintain peace and security.
23. Everyone have to arrive at 8 : 00 in the morning.
24. Both the jewels and the money is mine.
25. If you were I, would you lend him the money?
26. We find it impossible to comply to the latest safety regulations.
27. These papers are either on the table nor in the file cabinet.
28. The newspaper publishes in Los Angeles carried the story of the famous CEO.
29. The personnel office will determine their list of qualifications for new employees.
30. The branches of a company are sometimes called subsidiarys.

三、造句:本大题共 10 小题,每小题 1 分,共 10 分。

用所给的词和短语写出符合逻辑的句子。

31. your complaint / I / happened / have investigated / and finally discovered / what
32. that / it is essential / come to / our factory / one of the engineers / two weeks / for a period of
33. in / urgent need of / few stocks / the products / we are / as we / have
34. international business / succeed in / you have to / if / work hard / you want to / and investment
35. would / we / be grateful / an invitation / could send us / to the exhibition / if you
36. we hope / as soon as possible / our suggestion / into serious consideration / a reply / and give us / you take
37. have spent / to finish / a lot of time / they / the project / and money
38. is / the best advantage / available to you / of online shopping / the wide range of / choices
39. impressed / particularly / I was / a lecture / on internet advertising / by
40. with you / want to / I / make an appointment / to discuss / in detail / the matter

四、标点改错:本大题共 10 小题,每小题 1 分,共 10 分。

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。

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 consumers.
42. As you know I plan to ask him to come and do a workshop for our staff here.
43. Our order was for paper, ribbons and envelopes but you sent only paper and envelopes.
44. At the beginning of the meeting, the sales manager first reviewed this year's sales record.
45. Tom said "We are a small company running on a purely local service."
46. I think we need to buy a large, steel cabinet.
47. The managing director will have a face-to-face talk with his employees.
48. It is important to communicate effectively in business nowadays!
49. At one time—perhaps 30 or 40 years ago a manager could expect his workers to stand up and give him a courteous greeting.
50. Owing to the bad health of my father I have to leave this city and return to my hometown.

五、备忘录写作:本大题 15 分。

按要求写一份 50 个单词左右的备忘录。

51. You are the managing director of a large delivery company. An important customer has complained about the service of your company.

Write a memo to your company's Customer Service Manager:

- saying who the important customer is,
- telling him that the complaint is about the bad damage of the goods on arrival,
- asking the service department to investigate and give the customer a reply without delay.

六、信函写作:本大题 25 分。

按要求写一封字数为 130-150 的信函。

52. 你公司生产各类办公家具,最近收到客户来信,询问新款文件柜。请写一封应求推销信,内容如下:

- (1) 确认收到来信,感谢对方询问该产品。
- (2) 介绍该产品的特点为使用简单、存档方便、节省空间、价格合理,所以非常畅销。
- (3) 交货迅速。如及时下订单,更能给予 5% 的折扣。
- (4) 库存不多,望早日订货,以便能为对方提供满意服务。