

全国 2016 年 4 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)

在每小题列出的四个备选项中选择一个最佳答案,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. You can find _____ else in the world who works harder than Arnold John.
A. everyone B. none C. no one D. anyone
2. The board wanted to know _____ the company was performing well.
A. what B. which C. where D. if
3. Those dismissed employees seemed _____.
A. angry B. angrily C. anger D. be angry
4. We find it impossible to comply _____ the latest safety regulations.
A. with B. to C. at D. from
5. _____ more competitive in the labor market, he has enrolled in a computer course.
A. Being B. To be C. Be D. Been
6. To _____ and to _____ department should my application be submitted?
A. whom...where... B. who...which...
C. whom...which... D. who...what...
7. The editor and publisher of this magazine _____ a very able man.
A. are B. is C. be D. being
8. A manager must make his or her _____ known.
A. present B. presents C. presences D. presence

9. The price of computer is much lower than before, but most people still can't _____ it.
A. use B. afford C. play D. have
10. China has a low rate of productivity and low GDP per capita, so China is still a _____ country.
A. developing B. developed C. develop D. development
11. The executive committee appointed Mrs. Green _____ branch manager.
A. for B. with C. / D. to
12. Those pens imported from Korea _____ smoothly as you imagine.
A. aren't written B. don't write
C. not write D. write not
13. Once the president has made a _____ decision, he no longer dwells on it.
A. considerate B. considering C. considerable D. considered
14. After checking the report, _____.
A. several mistakes were discovered
B. several mistakes are discovered
C. the manager discovered several mistakes
D. the manager will discover several mistakes
15. The more accurate information you get, _____ you may come to a right decision.
A. more likely B. the more likely
C. most likely D. the most likely
16. The company ordered two _____ for the employees' lounge.
A. TVes B. TV'es C. Tv's D. TVs
17. The company has to pay _____ a heavy transport cost _____ the price of the books will not be competitive.
A. such...that... B. so...that...
C. too...that... D. too...to...
18. We are all for your proposal that the meeting of the board _____.
A. be put off B. was put off
C. should put off D. is to put off
19. The manager, _____ his study of the situation, was ready to talk about it when I arrived.
A. has completed B. have completed
C. having completed D. had completed
20. Had he checked the report more carefully, he _____ the mistake.
A. will find B. had found
C. has found D. would have found

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. George is unemployed at the moment. He is looking for works.
22. Neither the quality nor the prices has changed.
23. We hope to have more opportunities doing business with you.
24. The news which he has resigned proved to be true.
25. Handicraft is a major source of income to some familys in Europe.
26. By the end of last week all employees have returned from their holiday.
27. We congratulated her on promoted to manager.
28. If our offer will be accepted still remains unknown.
29. The director politely turned up the invitation to the conference.
30. Her job consisted of displaying sale items, arranging window displays, and help the salesgirls at rush hours.

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. the new manager / satisfied with / the board / a difficult task / his performance / assigned
32. who / created the shortage / was certain / Adam / it was / they
33. don't want to / this argument / if / keep silent / be involved in / you
34. to change / it / too late / for you / is / your mind
35. our victory / the employees / whose / these are / contributed to / efforts
36. to increase sales / both / our objectives / to improve customer relations / and / are
37. appreciate / their cooperation / your agents / that / please tell / I
38. Miss Jones / it is unknown / he will / to the meeting / whether / accompany
39. was the same as / their attitude / the new approach / before/ toward
40. puts a high tax / domestic car industry / the government / in order to / on the imported car / protect

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. The accountant Miss Price, delivered a long presentation.
42. There is only one way out left for the director: resign.
43. “Are you driving downtown” He asked.
44. The group elected Mr Lawler chairman.
45. Checking the figures; I discovered several mistakes.
46. Its time for the negotiation; he'll represent us.
47. There are three requirements for the job; a good command of English, working experience, and a master's degree in engineering.
48. We didn't know what to do, therefore, we did nothing.
49. We provided our new employees with a two week paid vocation.
50. This financial report; however, is not complete.

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 Office Supervisor of a company. Your company has just purchased a number of new photocopiers for the offices. Please write a memo to all office clerks,

telling them that the photocopiers are the new model and more sophisticated than the old ones

asking them to read the instruction manual carefully so as to operate the photocopiers properly

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. 假设你公司将在广交会期间举办一次重要的产品展览会,请给你公司的所有重要客户写一封邀请信,主要内容如下:

(1)展览会的时间为 5 月 9 日至 30 日,邀请国内外客户参加。

(2)展览会上将展出最新的设备,厂家代表将出席并回答客户疑问,并将举办一系列科技讲座和研讨会。

(3)邀请对方参加,并说明将为其支付所发生的全部费用。

(4)希望对方应邀参加,并能告知到达时间以便安排。