

2017 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 试卷

(课程代码 00097)

本试卷分为两部分,满分 100 分,考试时间 150 分钟。

第一部分为选择题,1 页至 2 页,共 2 页。应考者必须按试题顺序在“答题卡”上按要求填涂,答在试卷上无效。

第二部分为非选择题,3 页至 4 页,共 2 页。应考者必须按试题顺序在“答题卡”上作答,答在试卷上无效。

第一部分 选择题 (共 20 分)

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“答题卡”的相应代码涂黑。错涂、多涂或未涂均无分。

- Please direct my inquiry _____ whoever is in charge of quality control.
A. with B. for C. to D. on
- Hardly _____ of the proofs have been checked.
A. all B. any C. some D. none
- Send Jane William and _____ your latest price for the Model Y-R50.
A. me B. I C. my D. we
- We were told to answer _____ questions.
A. last the ten B. the ten last C. ten the last D. the last ten
- Do you consider _____ to be qualified candidates?
A. yourselves B. your C. yourself D. you
- Our department made more sales than _____.
A. any department B. other any department
C. any other department D. other any departments
- Two _____ were missing from shipment.
A. bills of ladings B. bill of ladings
C. bill of lading D. bills of lading

- We appreciate your _____ this matter to our attention.
A. brought B. bringing C. to bring D. bring
- Members debated the _____ of decentralization.
A. pro and con B. pro and cons
C. pros and cons D. pros and con
- What role _____ playing in the new project?
A. is the engineers B. are the engineers
C. the engineers is D. the engineers are
- Larry has _____ sales routine in the business.
A. the most perfect B. more perfect
C. the more nearly perfect D. the most nearly perfect
- Unfortunately, we've had _____ applicants this year than ever before.
A. little B. few C. fewer D. less
- Mr. Howard, _____ his study of the situation, was ready to talk about it when I arrived.
A. completed B. having completed
C. had completed D. being completed
- _____ the speeches, they asked that the meeting be adjourned.
A. Boring by B. Boring with C. Being bored with D. Bored by
- _____ do you think we should interview for the newsletter?
A. Who B. Whoever C. Whom D. Whomever
- Mr. Miller tried to reason _____ the unhappy customer.
A. with B. at C. of D. upon
- I haven't been to the factory much _____.
A. later B. lately C. latter D. late
- Full information as to prices, quality, quantity and other relative particulars _____.
A. also are needed B. also is needed
C. are also needed D. is also needed
- _____ quality and prices are satisfactory, there are prospects of good sales here.
A. Provided B. Even C. Though D. Unless
- Some of the _____ insisted that the contract be awarded to Company A.
A. women managers B. women manager
C. woman's managers D. woman managers

第二部分 非选择题 (共 80 分)

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“答题卡”上。

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

taking care → taking care of

21. Several applicant's resumes were sent to the Personnel Department.
22. Although all the food tasted well, I was disappointed by the service.
23. He is not only gracious but kind.
24. Thank you for notify them.
25. These buildings, that used to be private residences, have been taken over by the city.
26. We find that its necessary to inform all customers about the delivery delays.
27. One of the blueprints show the internal structure of the engine clearly.
28. I cannot wait any long for your answer.
29. It is such good chance that we mustn't miss it.
30. In summarize, we are unable to accept your business conditions.

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. in the / shows that / further declined / foreign investment / a recent survey / past year
32. please / if / let us know / there is / that we / anything further / can do
33. everybody / more belief / nowadays / what we need / that / tells us / is
34. a free sample / immediately after / of Shampoo / will be sent / fill the form / to you / you
35. foresee / we / your products / a bright prospect / for / in / our market
36. we / to express / take / of your help / our sincere / this opportunity / appreciation
37. assistant advertising manager / pleased / I'm / for / to recommend / Miss Yang / the position of
38. speaking / Harvard / at the Board meeting / graduated / Mr. Yates / from
39. to be held / the Board meeting / will be / next week / the company / critical to
40. the staff / to meet / worked / very hard / the target / the next year / for

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“答题卡”上。

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

me!

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

right,

41. What a surprise?
42. I heard Mr. Lee open the door but I did not hear him close it.
43. Evelyn bought a modern successful ice cream store.
44. It was Jane's father, not her mother who visited her recently.
45. The secretary read the letter quickly therefore, she did not find all the errors.
46. Do you think it would be a good idea to call Mr. Taylor.
47. Only one department has submitted its report, namely the legal department.
48. You may pay for your purchase in any of the following way, by remittance, by collection, or by L/C.
49. Thank you Mr. Harriman, for paying your bill so promptly.
50. Sales, profits, revenue, etc, were discussed at this meeting session.

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 manager of a company's dining hall and the dining hall is going to be closed for renovation (装修).

Write a memo to all staff:

- Explaining why the dining hall is going to be renovated.
- Telling how long the renovation lasts.
- Telling that a food delivery company will provide lunch service during the renovation.

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. 你是一家公司的经理,得知另一家公司的 Taylor 先生荣升为该公司的总经理,请写一封祝贺信,包括以下内容:

- 对他的升职表示祝贺。
- 称赞他工作勤奋、努力,认为总经理一职他当之无愧。
- 强调两公司的友好关系,希望日后加强合作。
- 你公司想举办一个晚会祝贺,询问 Taylor 先生是否有时间参加。