

- C. nor it intended to
D. so it intended to
5. _____ it is wise to invest in the new project is being discussed.
A. Whether
B. If
C. Weather
D. What
6. We regret _____ you that our research department will no longer provide services.
A. informed
B. inform
C. to inform
D. informing
7. A resolution on employee representation is _____ for a vote tomorrow afternoon.
A. presented
B. to present
C. presenting
D. to be presented
8. In socialist and capitalist economies _____, increasing numbers of highly qualified workers are unable to find jobs that require their skills and training.
A. alike
B. like
C. likely
D. liking
9. The turnover of the company in the second quarter was _____ that of the corresponding period last year.
A. the same as
B. as much than
C. more as
D. the same with
10. It is not advisable that one _____ beyond one's means.
A. lived
B. is living
C. lives
D. live
11. _____, the more likely you may come to a right solution.
A. You more thoroughly consider a problem
B. Most thoroughly a problem you consider
C. The most thoroughly you consider a problem
D. The more thoroughly you consider a problem
12. Doctors recommend that everyone exercise every day, particularly those who spend many hours _____ sedentary work.
A. to do
B. doing
C. do
D. done
13. If Mr. Li _____ Managing Director, the company would have been collapsed.
A. would be
B. were
C. is
D. had been
14. We have till now _____ as many as 30 anti-dumping suits against foreign exporters.
A. aroused
B. rose

- C. raised
D. risen
15. _____ you mentioned in your letter in connection with the question of agency has had our attention.
A. What
B. That
C. When
D. Which
16. We wish to know the port _____ the transshipment will be made.
A. which
B. at that
C. where
D. when
17. The company is making a market investigation in order to obtain _____ as possible.
A. as many information
B. as many informations
C. as much information
D. as much informations
18. _____ generalists, business also needs specialists.
A. Beside
B. Besides
C. Except
D. Except for
19. The computer will _____ in this department.
A. remain permanently
B. remain permanent
C. remind permanently
D. remind permanent
20. The engine of your car needs _____.
A. to clean
B. clean
C. cleaning
D. cleaned

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. Countries that neglect an education will be severely restrained in economic development.
22. The shelves of merchandise are so arranged as to attract housewives.
23. No one made more profit in that transaction than him.
24. The machine is cost-effective because it has higher productivity, greater versatility and easier to use.
25. Office stationery may be very expensive depend on the quality of paper and printing prices.
26. The home-made machine is superior than the imported one in many aspects.
27. Our trading partner is very tough in the negotiation that it is unlikely to reach an agreement soon.
28. Despite there are ten managers, only the Managing Director has the decision-making power.

29. It is well known that Chinese table-cloths are exquisitely made and moderately priced.

30. Which articles are more marketable in those countries are important to us.

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. and to boost / products of / it is important / marketing promotions / high quality / both to maintain

32. by a product / from its manufacturer / any person / is injured / may recover damages / who

33. our correspondence / paper shortage / forced us / has / to limit

34. met / sales territories / to discuss / the distribution of / the regional managers

35. for 110% of / to be covered / against All Risks / insurance is / by the seller / the invoice value

36. that we / concession in price / it has been / any further / cannot make / made clear

37. that most workers / financial rewards / it was / offering / were in favor of / an incentive scheme

38. you understand / to leave the company / my position / although / I am sure / I am reluctant

39. is omitted / in the communication / if / misunderstanding / an important detail / may occur

40. in a job / for further studies too / wants to / but she / Karen is interested / go abroad

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. A ten day leave was granted to Mr. Selmer.

42. This work order must be completed by Friday; therefore you may have to work late Thursday.

43. The ability to communicate is essential, the ability to communicate on the job is critical.

44. I don't know where Mr. Lacey is?

45. Friday, July 1; Friday, July 8; and Friday, July 15, are all possible dates for conducting the balloting.

46. Radio Times carries details of all B.B.C. TV and radio programmes.

47. Our usual terms of payment are by letter of credit available by sight draft.

48. What do you know about the specifications of the trip scissors.

49. These womens' garments are newly designed and quite in style.

50. Stallions yield the highest prices; but mares can also be extremely expensive.

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. You are Jim White, the president of the company. You've just received a letter from AB Company praising a clerk, Sun

Green, for his good work. The sales manager of AB Company Mr. William said Sun Green is efficient and friendly and he enjoys doing business with Sun. Write a memo to Sun Green to congratulate him and thank him for working hard, and invite him to lunch next week.

Part Six: Letter Writing

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

52. 假设你是某公司的总经理，出访美国即将回国。向接待你的公司代表史密斯先生写一封感谢信，主要内容如下：

- 1) 对贵公司访问即将结束，很快就要返回中国。
- 2) 感谢对方在你逗留期间给予的热情款待。
- 3) 访问富有成效，并将有利于今后在贸易方面的合作。
- 4) 盼望在不久后有幸在中国欢迎对方，以便进一步发展关系。
- 5) 祝愿对方身体健康，工作成功。

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