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| <input checked="" type="checkbox"/> 辅导名师亲自编写习题与模拟试题 直击考试精髓 | <input checked="" type="checkbox"/> 专家 24 小时在线答疑 疑难问题迎刃而解 |
| <input checked="" type="checkbox"/> 资讯、辅导、资料、答疑 全程一站式服务 | <input checked="" type="checkbox"/> 随报随学 反复听课 足不出户尽享优质服务 |

开设班次：（请点击相应班次查看班次介绍）

基础班	串讲班	精品班	套餐班	实验班	习题班	高等数学预备班	英语零起点班
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全国 2012 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. Every salesperson and every sales trainee _____ to sell twice as much next month.

- | | |
|--------------|-------------|
| A. are asked | B. is asked |
| C. asks | D. ask |

2. Please direct our inquiry to _____ is in charge of quality control.

- | | |
|-------------|------------|
| A. whom | B. who |
| C. whomever | D. whoever |

3. The Board meeting _____ next Friday will be critical to the company.

- | | |
|---------------|------------|
| A. to be held | B. held |
| C. to hold | D. holding |

4. The contract, _____ stipulations have been negotiated over the past six months, will be signed this week.

- A. what
B. that
C. which
D. whose
5. It is important that his company definitely _____ us when it is able to deliver the ordered goods.
A. tell
B. tells
C. told
D. must tell
6. We are writing to inform you _____ the change in the time of shipment.
A. with
B. for
C. of
D. at
7. We are enclosing a copy of your July statement, _____ our accounting office has checked.
A. that
B. which
C. who
D. whom
8. Are you sending the invitations early enough _____ the people invited will have sufficient notice to respond?
A. such that
B. so that
C. in order to
D. while
9. We _____ \$100 million to dealers to rebuild retail stores this year.
A. would loan
B. loaned
C. have loaned
D. are loading
10. It is _____ chance that we mustn't miss it.
A. such good a
B. a good so
C. so a good
D. such a good
11. He is much more concerned about others _____.
A. as himself
B. as about himself
C. than himself
D. than about himself
12. Profitability fell _____ the increased turnover.
A. in spite of
B. despite of
C. although
D. though
13. Our manager prefers trains to airplanes _____ he has to get somewhere in a hurry.
A. because
B. when
C. unless
D. if
14. I was quite well thought of by others. I tried, _____, to do my work to the best of my ability.
A. as well as
B. however
C. moreover
D. similarly
15. The manager asked the clerk where _____ the bill of lading.

- A. he put
C. he had put
- B. did he put
D. had he put
16. The scissors are 84–85mm long but they can be shortened to 46–47mm when _____.
A. folded
C. be folded
- B. folding it
D. it folded
17. We are sure you will have no difficulty _____ our products at your end.
A. marketing
C. market
- B. to market
D. marketed
18. We do not know whether they will revert to _____ about commission when they have gone over our quotation sheet.
A. being talked
C. talk
- B. talked
D. talking
19. The selling season is approaching. You'd better _____ them an offer as soon as possible.
A. to make
C. made
- B. make
D. making
20. Emphasis has to be laid on the point _____ shipment must be made within the validity of the L/C.
A. which
C. what
- B. that
D. while

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. It would be contrary to my principals to vote for that man.
22. Jeremy is a very careless person and he has had five wallets to steal this year.
23. Our department achieved higher sales than any department in the company.
24. To make my decision, I have read relevant books and periodicals, beside talking with three accountants.
25. Composing, revising, and then to retype—these are necessary steps in report writing.
26. The Korean market is difficulter to enter than the Japanese market.
27. There are still many cases of inequality among men and women in our society.
28. Can the shipment ready in the middle of next month?
29. If you don't think these designs will appeal to your customers, I'll show you other some.

30. Impressed with the superb workmanship of our leather shoes, Mr. Smith decided to make an enquiry immediately.

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. applied for / office skills / of office manager / knowing / the position / Mr. Green
32. we may complete / has been entered / the address list / the mailing quickly / in order that / into the computer
33. for fast growth / if I'm asked / the evergreen elm / to choose a tree / I'll choose
34. requires / anticipated / experience reveals that / the public relations campaign / more time / than we
35. have not / asked for / the shipping documents / been made out / the importer
36. a copy of / we are / samples / our catalogue / together with some / airmailing you
37. are / as many / running a loss / of enterprises / as are making a profit
38. who / it was / was appointed / the details / of the plan / to work out / the engineer
39. in time / will be shipped / and / has been booked / the shipping space / the goods
40. that / it is / sell well / in the world market / our silk garments / not surprising

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. Foreign trade the exchange of goods between nations, takes place for many reasons.
42. We provide our new employees with a two week paid vacation after twelve months.
43. I asked the manager whether I was sending the shipping documents that week or the next week?
44. I can not wait any longer for your answer, I assume that you are not interested in the job.
45. We note with pleasure that you intend to develop business with us in the captioned goods which coincides with our desire.
46. Who do you think is the likeliest candidate for the position.
47. This press is specialized in publishing childrens' books.
48. What a lovely doll I've got.
49. Three persons were suggested for the position of sales manager, Mr. Green, Mr. Johnson and Mr. Strait.
50. I heard him ask, "Is Mrs. Hanna in"?

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 head of executive office of Anderson Industry Corporation. Write a memo to all personnel to announce a formal No Smoking Policy. The policy is for its executive offices, production facilities, and branch offices around the country. The policy takes effect at midnight October 31. It extends to management, staff, visitors, suppliers, and families. Your purpose is not to penalize employees who smoke, but to help them develop a more healthful lifestyle.

Part Six: Letter Writing

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

52. 假设你是某外贸公司的业务员，因对方交货迟误，写信要求对方履行订单尽早交货。主要内容如下：

- 1) 抱怨 7 月 25 日订购的台灯交货迟误。直到今天上午仍未收到。你方曾保证 10 天内交货，正因为此我方才下订单。
- 2) 以前交货也有类似延迟，最近几个月越来越频繁。这种情况下我们双方生意无法进行下去。
- 3) 我们有必要表明态度，除非我方的供货商能作出保证，否则我方无法向我们的客户提供可靠的供货日期。
- 4) 希望理解我方处境，并从现在起能依赖你方准时履行我方订单。