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全国 2012 年 7 月高等教育自学考试  
外贸英语写作试题  
课程代码: 00097

**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. Should you \_\_\_\_\_ able to reduce your price, we would like to place repeat order.
- A. be  
B. are  
C. were  
D. being
2. \_\_\_\_\_, he knows a lot.
- A. As young he is  
B. Young he is  
C. Young as he is  
D. He is young
3. As you didn't have the color we wanted, we had no choice \_\_\_\_\_ our purchase.
- A. but giving up  
B. but given up  
C. but to give up  
D. to give up
4. All quotations are subject to our final confirmation \_\_\_\_\_ otherwise \_\_\_\_\_.
- A. unless ... stating  
B. unless ... stated  
C. if ... stating  
D. once ... stating

A. be

B. are

C. were

D. being

2. \_\_\_\_\_, he knows a lot.

A. As young he is

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### A. but giving up

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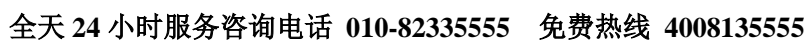
### A. unless ... stating

B. unless ... stated

C. if ... stating

D. once ... stating

5. \_\_\_\_\_ buyers have bid higher than his price.  
A. Others B. The other  
C. No other D. Another
6. Not only \_\_\_\_\_ unpunctual in effecting shipment, but the goods you supplied are not up to the standard as well.  
A. you are B. you have been  
C. are you D. have you been
7. We are sure that both of our companies will \_\_\_\_\_ from the joint venture.  
A. make benefit B. benefit  
C. be benefited D. be benefit
8. Our firm is a leading importer \_\_\_\_\_ industrial chemicals.  
A. dealing in B. dealing with  
C. deal in D. deal with
9. A fair comparison in quality between our products and \_\_\_\_\_ will convince you of the reasonableness of our quotation.  
A. other suppliers B. that of other suppliers  
C. any other suppliers D. those of other suppliers
10. But for their assistance, our cooperation would not have made such a great progress \_\_\_\_\_.  
A. soon than what had expected B. soon than what was expected  
C. sooner than what had been expected D. sooner than what had expected
11. The branches of a company are sometimes called \_\_\_\_\_.  
A. subsidiary B. subsidiaries  
C. subsidy D. subsidies
12. Three fourths of the research \_\_\_\_\_ this year.  
A. begin B. began  
C. begins D. begun
13. You can find \_\_\_\_\_ in the world who works harder than Arnold John.  
A. none else B. no one else  
C. nobody D. no one
14. Seats in the \_\_\_\_\_ have been reserved.  
A. first five rows B. first five row  
C. five first rows D. five first row
15. It was \_\_\_\_\_ placed the large order.  
A. me whom B. me who  
C. I whom D. I who



**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. will certainly / mutual understanding and cooperation / in future / important business / our / result in
32. out of stock / you / the goods you required / that / we / regret to inform / are
33. have pleasure / we / in attaching / for / our price list / your reference
34. must / you / the freight / recently / has gone up / be fully aware / that
35. the need of / to satisfy / to try / our duty / it is / every possible means / our customers
36. as / forgot / the person / a consultant / I / the name of / whom / Ms Johnson recommended
37. to congratulate you / and I / both / to regional Manager / the staff / would like / on your recent promotion
38. prompt attention / your / are requested to / you / give / this matter
39. research / job stress / mental problems / suggests/ that / is linked to
40. the missing purchase orders / Mr. Seldon's secretary / one of / lying in / found / her desk drawers

**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. That is the correct spelling of your name isn't it?
42. The more you buy; the more you spend.
43. Please, open the door and let in the fresh air.
44. He asked, "Is Mr. Hans in?"
45. There is only one way out left for the manager, resign.
46. Its time for the interview.
47. You are late for class again. You mustnt be late next time.
48. Economics, it is said is undeniably important, but it is cold and difficult.
49. Is Jenny still living in Manchester.
50. The dollar has gone down against RMB. therefore, Chinese goods are more expensive for Americans.

**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. Suppose you are General Manager of Huawei, Shanghai. Your colleague, Taylor Song, in Huawei, Shenzhen asked you to assist for a customer visit in Shanghai. Write a memo informing him that you have listed a few customer sites seemingly

appropriate for this visit, that you are also interested in knowing the feedback of your customers and that three persons from your office will be sent to attend the visit. They are:

Technical engineer of the Project Department

Shanghai Central Telecom project manager

Chief of Purchase Department

#### Part Six: Letter Writing

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

52. 获悉你的一个长期客户, Mr. Woods, 周末在一次车祸中不幸去世, 给对方公司负责人 Jackson 写一封吊唁信。要点如下:

1. 表达你对这一不幸的震惊;
2. 提及你与该客户的长期友好往来;
3. 他的去世会给双方的业务带来损失;
4. 表达对逝者的缅怀之情, 并向死者家属表示慰问。