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☑ 辅导名师亲自编写习题与模拟试题 直击考试精髓			☑ 专家 24 小时在线答疑 疑难问题迎刃而解				
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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	<u>实验</u> 3		习题班	高等数学预备班		英语零起点班
网校推荐课程:							
思想道德修养与法律基础	马克思主义基本原理概论		大学语文		中国近现代史纲要		
经济法概论(财经类)	英语 (一)		英语 (二)_		线性代数(经管类)_		
高等数学(工专)	工专) 高等数学(一)		线性代数		政治经济学(财经类)		
概率论与数理统计(经管类) 计算机应用基础		毛泽东思想、邓小平理论和"三个代表"重要思想概论					
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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

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. Should you able to reduce your price, we would like to place repeat order.

1. Should you able to reduce your pr	ice, 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			



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5 buyers have bid higher than his	price.		
A. Others	B. The other		
C. No other	D. Another		
6. Not only unpunctual in effecting	g 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 in	ndustrial chemicals.		
A. dealing in	B. dealing with		
C. deal in	D. deal with		
9. A fair comparison in quality between ou	r 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	n 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 someti	mes called		
A. subsidiary	B. subsidiaries		
C. subsidy	D. subsidies		
12. Three fourths of the researcht	his 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	d.		
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		



16. We expect a signed contract in the	future.	
A. not to distant	B. not too distant	
C. not-to-distant	D. not-too-distant	
17. Do you consider to be qualified	candidates?	
A. you	B. your	
C. yourselves	D. yourself	
18. Having completed twenty years of servi	ce,	
A. Mr. White was presented a gold watch		
B. a gold watch was presented to Mr. White	was	
C. Mr. White presented a gold watch		
D. a gold watch presented Mr. White		
19. Two were missing from shipme	nt.	
A. bills of ladings	B. bill of ladings	
C. bill of lading	D. bills of lading	
20 industry agriculture are	making progress in the country.	
A. Either ··· or	B. Both · · · and	
C. Neither ··· nor	D. Not only · · · but also	
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 \rightarrow taking care of

- 21. Teach them how to use the computer takes several months.
- 22. If you are interested in purchase our machines, please send us your offer.
- 23. Our office building is in the beginning face of a complete remodeling.
- 24. The television set arrived this morning is badly damaged.
- 25. The machine running at full speed turns 5,000 pieces an hour.
- 26. She complained that the tea tasted strongly.
- 27. Stokes said that he wanted to recheck his figures if he can find time.
- 28. Before not long, she had learned the truth.
- 29. The delivery was delayed because rough weather.
- 30. Warren and Associates are located at 132 Austin Avenue.



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。