

2022年10月高等教育自学考试福建省统一命题考试

## 商务英语沟通

(课程代码 05002)

注意事项:

1. 应考者必须按试题顺序在答题卡(纸)指定位置上作答,答在试卷上无效。
2. 涂写部分、画图部分必须使用2B铅笔,书写部分必须使用黑色字迹签字笔。

一、Answering the Questions:本大题共8小题,每小题10分,共80分。

1. What's important when attending a business meeting?
2. What's important when interviewing candidates for a job?
3. What's important when organizing a training program?
4. What's important when advertising a product or service?
5. What's important when managing time during working day?
6. What's important when managing staff?
7. What's important when selecting a company location?
8. What's important when sending corporate gifts to foreign business clients?

二、Writings:本大题共2小题,每小题10分,共20分。

9. You are a project team leader. You have to postpone your next project meeting because some of the members will be on business trip.

Write a note to your project team:

- \* informing them of the postponing and giving the reason;
- \* stating a new date and time for the meeting;
- \* requesting suggestions for the agenda.

Write 40 - 60 words on your Answer Sheet.

10. You are the manager of a car company. You are waiting for urgently needed components from your purchasing department.

Write an email to Mr Grayson, the Assistant Purchasing Manager:

- \* enquiring about the reason for the delay;
- \* stating when the components are needed;
- \* suggesting a meeting to discuss future deliveries.

Write 60 - 80 words on your Answer Sheet.