

外贸英语写作

(课程代码 00097)

注意事项:

1. 本试卷分为两部分,第一部分为选择题,第二部分为非选择题。
2. 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。
3. 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。

第一部分 选择题

一、单项选择题:本大题共 20 小题,每小题 1 分,共 20 分。在每小题列出的备选项中只有一项是最符合题目要求的,请将其选出。

1. A ship in harbor is safe, but that's not _____ ships are built for.
A. what B. whom C. why D. when
2. _____ in the queue for half an hour, the old man suddenly realized he had left the cheque in the car.
A. Waiting B. To wait C. Having waited D. To have waited
3. The questionnaire takes _____ ten to fifteen minutes to complete and can be used along with the assessment interview.
A. mainly B. punctually C. approximately D. precisely
4. — Dad, I don't think Oliver the right sort of person for the job.
— I see. I'll go right away and _____.
A. pay him back B. pay him off C. put him away D. put him off
5. Maria has written two novels, both of _____ have been made into television series.
A. them B. that C. which D. what
6. According to statistics, a man is more than twice as likely to die of skin cancer _____ a woman.
A. than B. such C. so D. as
7. _____ everyone here, I wish you a pleasant journey back to your country.
A. By means of B. On behalf of C. In search of D. For fear of
8. The cost of renting a house in central Xi'an is higher than _____ in any other area of the city.
A. that B. this C. it D. one

9. — I hear that Jason is planning to buy a car.
— I know. By next month, he _____ enough for a used one.
A. will have saved B. will be saving C. has saved D. saves
10. There were some chairs left over _____ everyone had sat down.
A. when B. until C. that D. where
11. I like getting up very early in summer. The morning air is so good _____.
A. to be breathed B. to breathe C. breathing D. being breathed
12. The system has been designed to give students quick and easy _____ to the digital resources of the library.
A. access B. passage C. way D. approach
13. — Are you going to take part in the speech contest?
— _____ It's too good an opportunity to miss.
A. No problem! B. That's for sure. C. Why me? D. Why bother?
14. Don't worry. The hard work that you do now _____ later in life.
A. will be repaid B. was being repaid C. has been repaid D. was repaid
15. — So what is the procedure?
— All the applicants _____ before a final decision is made by the authority.
A. interview B. are interviewing C. are interviewed D. are being interviewed
16. Be _____—you can't expect me to finish all this work in so little time.
A. reasonable B. confident C. creative D. grateful
17. Good families are much to all their members, but _____ to none.
A. something B. anything C. everything D. nothing
18. — What do you think of the movie?
— It's fantastic. The only pity is that I _____ the beginning of it.
A. missed B. had missed C. miss D. would miss
19. Michael put up a picture of Yao Ming beside the bed to keep himself _____ of his own dreams.
A. reminding B. to remind C. reminded D. remind
20. _____, the pay isn't attractive enough, though the job itself is quite interesting.
A. Generally speaking B. On the contrary C. In particular D. To be honest

第二部分 非选择题

二、改错题:本大题共 10 小题,每小题 2 分,共 20 分。

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卡(纸)上。

Example: Who's taking care the dog while you're away?

taking care → taking care of

21. It's no use cry over spilt milk.
22. They always give the vacant seat to who comes first.
23. Three fourths of the research begin next year.
24. The cake that his daughter made tasted deliciously.
25. Several packages of supplies are arriving by truck today.
26. We advised him to take a rest, but he insisted in finishing the work.
27. That might be expected, the response to the question was very mixed.
28. We can't judge a person by his words but by what he does.
29. After listened to Mr. Jordan's report, the manager made a few changes.
30. They found a brown big wooden box under the bed.

三、造句题:本大题共 10 小题,每小题 1 分,共 10 分。

用所给的词和短语写出符合逻辑的句子。

31. Elizabeth / has / beyond / achieved / wildest dreams / success / her / already /
32. Americans / about / is / a / have / subject / a long time / gun control / argued / which / for /
33. happy / do / as long as / my parents / I / what job / am / I / mind / don't /
34. lecture time / put up / remind / a / changed / of / was / the / in order to / notice / the students /
35. told / us / a picnic / whether / he / under discussion / having / still / was /
36. find / in order to / a / he / better / decided / second / job / to / a / foreign language / study
37. encouraged / students / a / to / as / should be / resource / use / the Internet /
38. are / we / held / invited / next Friday / to / in our club / to be / a party /
39. since 1990 / the number of / Chinese universities / has been / foreign students / rising / attending / steadily /
40. If / near / we'll / the front of / we / the bus / sit / a / have / better view /

四、标点改错题:本大题共 10 小题,每小题 1 分,共 10 分。

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。补写标点或改正错误标点,将其与前面的一个单词一起填写在答题卡(纸)上。

Example: A: What a nice present you gave me. me!

B: You think you are right don't you? right,

41. That's the book you're reading isn't it?
42. How long is your CV, One page? Two pages?
43. Ouch. I think I have broken my finger.
44. Mary decided to arrive at school before 5 o'clock but she couldn't do so because of the heavy traffic.
45. Mr. Baker would select either Friday, August 12 or Friday, August 19, for his wedding day.
46. He paid a visit to Mrs. James Miss Gates and Mr. Bell before he left for American to further his study.
47. My classmate who got a master's degree this year, has got an offer to further his study in Cambridge University this October.
48. It was the Olympic Games, not the World Championship that would be held next month.
49. Henry asked. "Have you ever heard about a song written by Li Zongsheng?"
50. A beautiful, unique, elegant, dress was on display in the exhibition this year.

五、备忘录写作题:本大题 15 分。

按要求写一份 50 个单词左右的备忘录。

51. You're production manager of an office furniture company. You received a memo from the marketing manager asking that you manufacture 300 desks for next month's promotional sale. Write a memo to the marketing manager:
 - Telling him the new supply needed to make the desks will arrive in two months;
 - Admitting the importance of the promotional sale;
 - Informing him you have enough desks in inventory which can be used in the promotion sale;
 - Telling him your suggestion of meeting him next week for a further discussion.

六、信函写作题:本大题 25 分。

按要求写一封字数为 130-150 单词的信函。

52. 你们公司打算派一个四人采购团出访英国,由采购部主任谢凯杰带队,请给你公司在英国的客户 Olive Carter 写一封提出访问要求的信,包括如下内容:
 - (1)说明出访的时间;
 - (2)简单说明出访人员的组成及访问目的;
 - (3)希望对方予以答复并表示感谢。