

2024年10月高等教育自学考试全国统一考试

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. These workers \_\_\_\_\_ out of work for over a year.  
A. have remained                      B. remain  
C. was remained                      D. to remain
2. Most people are now fully aware of the \_\_\_\_\_ of the market economy.  
A. principals                              B. virtues  
C. virtue                                      D. principal
3. Mr. Smith has been ill, but we expect him to be \_\_\_\_\_ by spring.  
A. good                                      B. strong  
C. better                                      D. well
4. Will you permit Tony and \_\_\_\_\_ to join you in the program?  
A. they                                      B. their  
C. them                                      D. yours
5. The manager couldn't understand \_\_\_\_\_ they turned down the proposal.  
A. what                                      B. why  
C. whether                                      D. where
6. \_\_\_\_\_ little about computers, the visitors were confused by the talk about hardware and software.  
A. To know                                      B. Known  
C. Knowing                                      D. Be known

7. We are now seeking a bright young man \_\_\_\_\_ we can train to take important position.  
A. which                                      B. whom  
C. whose                                      D. what
8. Everybody \_\_\_\_\_ required to participate in the seminar.  
A. is    B. were  
C. are    D. being
9. Customers are very angry \_\_\_\_\_ the delay of the ordered goods.  
A. to    B. with  
C. at    D. from
10. The delivery was delayed \_\_\_\_\_ rough weather.  
A. because of                                      B. since  
C. because                                      D. cause
11. \_\_\_\_\_ the accounting equation, one must add liabilities to equity.  
A. Completed                                      B. To complete  
C. Completing                                      D. Having completed
12. There was \_\_\_\_\_ a panic about the financial crisis \_\_\_\_\_ everybody was converting their money into the US dollar.  
A. such.....as                                      B. so.....that  
C. so.....as                                      D. such.....that
13. When the new stationery arrived, \_\_\_\_\_ was taken immediately to the manager.  
A. it    B. them  
C. they    D. its
14. Neither Tuesday \_\_\_\_\_ Wednesday is a suitable day for the meeting.  
A. but    B. and  
C. or    D. nor
15. When most of us \_\_\_\_\_ of cancer or heart disease, our minds \_\_\_\_\_ immediately to images from TV shows.  
A. thinks.....turns                                      B. think.....turns  
C. think.....turn                                      D. thinks.....turn
16. Despite the accident, Mr. Smith appeared \_\_\_\_\_.  
A. calmly                                      B. careful  
C. calm    D. carefully
17. The contract will be awarded to \_\_\_\_\_ submits the lowest bid.  
A. whomever                                      B. whichever  
C. whoever                                      D. whatever

18. The food tastes very \_\_\_\_\_ .  
 A. tired B. delight  
 C. hungry D. delicious
19. Our product is \_\_\_\_\_ in specifications with the Japanese make.  
 A. likely B. identical  
 C. same D. larger
20. "Don't you think it would be a good idea to call Mrs. Taylor?"  
 " \_\_\_\_\_ "  
 A. Yes, I agree with you. B. Of course.  
 C. Why not? D. No, I don't think so.
34. severely/countries/will/ that/in economic development/neglect education/be restrained  
 35. We/to hold all shipments/do not know/a directive/have received/I/although/why  
 36. I/two months ago/badly damaged/that/arrived/the TV/ordered/today  
 37. there were/more work/if/management staff/would be done/fewer  
 38. only/who/merit reward/a secretary/joined our staff/received/two months ago/this month's  
 39. the salespeople/had called/who/he knew/were waiting/before/that  
 40. the Japanese market/as difficult/the Korean market/to enter/as/is

## 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. You can broil meat on the lowest level of the two-level rack.  
 22. If business starts to improve salaries will increase.  
 23. Our objectives are to operate efficiently and developing good employee relations.  
 24. When they left the office, they finished the project.  
 25. Most of the material have been sent to the production department.  
 26. She is more conscientious than any teacher in her office.  
 27. The numbers in the key do not correspond with those in the lessons.  
 28. The new equipment making in China arrived yesterday.  
 29. Recently, the manufacturing company experienced quite a few problems.  
 30. The coffee tastes strongly this morning.

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. those/of the same/other/we are/developing countries/as/opinion/from  
 32. the negotiating parties/as scheduled/wonder/an agreement/if/can reach/I/on quotas  
 33. extended family/in most countries/are/such things as/out of date

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. Stallions yield the highest prices; but mares can also be extremely expensive.  
 42. Your account must be settled by the end of the month.  
 43. Mr. Scott paid his license fees before the due date, that is, August 1.  
 44. You called Mr. Little yesterday, didn't you!  
 45. Will you attend the sales meeting? or will you send a substitute?  
 46. Because he has worked late every day this week he is determined to finish early on Friday.  
 47. Bill asked whether I was taking my vacation in July or August  
 48. Are you driving downtown? He asked. "If you are, I'd very much appreciate a ride."  
 49. She still thinks she is a lady, a lady of the old school.  
 50. Investors' expectations are high therefore, competitive bidding for breeding animals is brisk.

五、备忘录写作题：本大题共 1 小题，每小题 15 分，共 15 分。按要求写一份 50 个单词左右的备忘录。

51. You are the office supervisor of a large company. Your company has installed a large number of photocopiers in offices, and you found some employees use them for personal use. Write a memo to all the office clerk:
1. Telling them the current situation of using photocopiers;
  2. Informing them the running cost is increasing owing to maintenance and paper waste;
  3. Asking them to comply with the related policy;
  4. Telling them the date of policy going into effect.

六、信函写作题：本大题共 1 小题，每小题 25 分，共 25 分。按要求写一封字数为 130-150 个单词左右的信函。

52. 现你公司在东南亚地区的销售代理林文清先生提出他希望参观在美国的原材料供货商的工厂。请写一封介绍信，包括如下内容：

- (1) 被介绍人的身份及前往美国的目的。
- (2) 希望你的供应商为他提供哪些方便。
- (3) 被介绍人的能力说明。
- (4) 对供应商表示感谢。



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