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| <input checked="" type="checkbox"/> 上市公司 实力雄厚 品牌保证 | <input checked="" type="checkbox"/> 权威师资阵容 强大教学团队 |
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| <input checked="" type="checkbox"/> 辅导名师亲自编写习题与模拟试题 直击考试精髓 | <input checked="" type="checkbox"/> 专家 24 小时在线答疑 疑难问题迎刃而解 |
| <input checked="" type="checkbox"/> 资讯、辅导、资料、答疑 全程一站式服务 | <input checked="" type="checkbox"/> 随报随学 反复听课 足不出户尽享优质服务 |

开设班次：（请点击相应班次查看班次介绍）

基础班	申讲班	精品班	套餐班	实验班	习题班	高等数学预备班	英语零起点班
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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）	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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绝密 ★ 考试结束前

全国 2013 年 4 月高等教育自学考试 外贸英语写作试题 课程代码：00097

请考生按规定用笔将所有试题的答案涂、写在答题纸上。

选择题部分

注意事项：

- 答题前，考生务必将自己的考试课程名称、姓名、准考证号用黑色字迹的签字笔或钢笔填写在答题纸规定的位置上。
- 每小题选出答案后，用 2B 铅笔把答题纸上对应题目的答案标号涂黑。如需改动，用橡皮擦干净后，再选涂其他答案标号。不能答在试题卷上。

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. The idea occurred _____ me while I was reading the report.

- | | |
|---------|-----------|
| A. with | B. to |
| C. from | D. before |

2. All the evidences _____ that he is going to be promoted.
A. suggest B. suggests
C. suggesting D. suggested
3. The U.S.A. imports raw silk _____ Japan every year.
A. to B. from
C. in D. on
4. Our department achieved higher sales than _____ departments in the company.
A. any other B. any
C. every D. all
5. The branch managers, _____, were to set the date.
A. Lola and me B. Lola and my
C. Lola and I D. Lola and mine
6. The new computer _____ well in the market because of its good quality.
A. sells B. sold
C. is sold D. was sold
7. The young man _____ between Mr. Howard and Mrs. Simpson is the editor of the newspaper.
A. sits B. sat
C. sitting D. to sit
8. Despite the accident, Mr. Green appeared _____.
A. calmness B. calmly
C. calmed D. calm
9. They will give the award to _____ the committee chooses.
A. who B. whom
C. whoever D. whomever
10. _____ he has learned from the failure will benefit him in the future.
A. What B. Whether
C. How D. If
11. These contracts, _____, were not signed until 5 P.M.
A. were translated into English B. had been translated into English
C. having been translated into English D. have been translated into English
12. It might have been _____ who placed the large order.
A. her B. his
C. him D. she

13. _____, it would have been more competitive last year.
- A. The company had advertised overseas
B. Had the company advertised overseas
C. The company has advertised overseas
D. Has the company advertised overseas
14. Tom Mcllory, _____ is a graduate of Stanford University, will be assigned to the plant in Waco, Texas.
- A. that
B. which
C. who
D. whom
15. The meeting, _____ there is new situation, will be put off until next spring.
- A. before
B. after
C. while
D. unless
16. The bill of lading did not match the order; _____, the shipment was refused.
- A. moreover
B. consequently
C. on the contrary
D. however
17. The job description lists these duties: answering the telephone, making appointments, and _____.
- A. collect data for reports
B. data must be collected for reports
C. data collecting for reports
D. collecting data for reports
18. _____the supermarket efficiently, the manager has adopted some new policies.
- A. To run
B. Running
C. Run
D. Having run
19. Either Mr. Babcock or other branch managers _____ to attend the meeting that will be held next month.
- A. is
B. are
C. was
D. were
20. The world steel production this year is _____.
- A. higher than last year 15 percent
B. higher 15 percent than last year
C. 15 percent higher than last year
D. higher than 15 percent last year

非选择题部分

注意事项:

用黑色字迹的签字笔或钢笔将答案写在答题纸上, 不能答在试题卷上。

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 → taking care of

21. The *Thirty-Nine Steps* were written by John Buchan.
22. Speak frankly, this is the lowest quotation of ours.
23. The hall is enough big to hold a hundred people.
24. The question is to discuss at the next meeting.
25. Half of the employees in the company is from English-speaking countries.
26. I have neither the time or the energy for this project.
27. It is urgent that the mistake is corrected as early as possible.
28. David appreciated to have the opportunity to study abroad.
29. I hope you can come up for a better project than this one.
30. His success was due to the fact of he had been working hard.

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. take / to really catch on / a few years / it will / for this product
32. five companies / so far / selling our products / there / in China / have been
33. those / we are / as / from other developing countries / of the same opinion
34. a compromise / the manager / it is / has accepted / that / believed
35. the fault / was / the employee / discovered / rewarded / who
36. one or two markets / selecting / you should / a target market / concentrate on / when
37. the president of the board / to be elected / threw away / she / the opportunity / as
38. the standard of people's living / exports / and / speed up / raise / the economic development
39. you understand / no further difficulty / if / this rule / you will have
40. only rich people / puts a high tax / the government / so that / can afford them / on the imported cars

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. "Never mind." said Chris. "Wait a minute and I'll go with you."
42. To finish before five o'clock, you should stack the cards in three piles.
43. I don't know who will take my place?
44. When you interview an applicant, you should describe the job requirements.
45. The exhibition will be open seven days a week from 9 am. to 6 p.m.
46. Disappointed—the workers left the manager's office.
47. She suggested that we try a four day work week.
48. Tom and John hardly ever come, do they.
49. The harder you work the greater progress you will make.
50. He hasn't finished the research report yet.

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. You are Jackson Smith, Human Resources Manager. Your company is going to provide the staff with training courses in computer. There will be two course levels: intermediate level and advanced level. Both will be given on Saturdays for two months since April 2. You are to write a memo to department managers, asking them to help obtain the names of the interested staff, and encourage the staff to participate.

Part Six: Letter Writing

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

52. 假如你对目前工作不满意,想换一份工作,你参加了 ABC 公司的面试。面试后,你给负责面试的泰勒先生 (Mr. Taylor) 写一封感谢信。主要内容如下:
 - 1) 感谢泰勒先生并说明自己面试后的感受;
 - 2) 说明你在面试中的收获,并表达自己对招聘单位的兴趣及胜任工作的信心;
 - 3) 表明自己的诚意,愿意提供招聘方所需信息;
 - 4) 再次表示谢意。