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浙江省 2002 年 4 月高等教育自学考试

外贸英语写作试题

课程代码: 00097

第一部分 选择题

I .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 and write it on the answer sheet. (在下列各题中选择一个最佳答案并写在答题纸上。) 20%

- We would be glad to receive your _____ export prices on the basis of CIF Shanghai.
A. low possible B. possible low
C. lowest possible D. lower possible
- We are _____ exporters of all kinds of Chinese goods.
A. better-establish B. well-established
C. good-establishing D. well-establish
- _____ for more than 30 years, we are confident we can give our customers complete satisfaction.
A. Being in business B. Having been in business
C. In business D. We are in business
- We should consider the said firm quite reliable for _____ engagement as you mentioned.
A. such an B. such as
C. such a D. such like
- We must have the goods not later than 20th October _____ our stock is running short.
A. when B. that
C. which D. as
- The export sewing machines _____ in stout water-proof material, and _____ in pairs in light-weight crates.
A. are wrapped...being packed B. are wrapping...packing
C. are wrapped...packed D. being wrapped...are packed
- Of all the solutions to the disputes, the one proposed by Mr. Jackson is _____.
A. the most perfect B. most perfect
C. the most nearly perfect D. the perfects
- Information about the current foreign markets _____ very important to our company.
A. is B. was
C. are D. were
- _____ in the labor market, he has enrolled in a computer course.
A. Be competitive B. Being more competitive
C. Being competitive D. To be more competitive
- Our Accounts Receivable Department has written to you three times; _____, we have had no response to our letters.

- A.consequently
C.thus
- B.moreover
D.however
- 11.Send your questions to Mary Adams,_____ is the director of Public Relations,for a quick reply.
A.who
C.whom
B.which
D.that
- 12.The numbers in the key do not correspond _____ those in the lessons.
A.for
C.on
B.to
D.at
- 13.The trading company _____ a big loss raised a claim against the exporter.
A.be suffered
C.to suffer
B.suffered
D.suffering
- 14.A chart showing all staff positions and responsibilities _____ prepared by the Vice President.
A.was
C.were
B.has
D.have
- 15.This year's sales in many companies were lower than _____.
A.lat year's
C.last year
B.which of last year's
D.in last year
- 16.The person to win this year's Business Man is thought to be _____.
A.his
C.them
B.he
D.they
- 17.Our two_____(Certificated Public Accountants) both asked for leave of absences in June.
A.CPAS
C.cpas
B.C.P.A.s
D.CPAs
- 18.Were both your _____ cars ticketed on the same day?
A.sister-in-law's
C.sisters-in-law's
B.sisters'-in-law
D.sister's-in-law
- 19.Because_____ renters demanded our rights,a committee was appointed to study the matter further.
A.us
C.we
B.them
D.it's
- 20.Salaries for temporary positions seem to be higher than_____.
A.that of permanent
C.that permanent
B.permanent
D.those for permanent

第二部分 非选择题

II .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 embargos on shipments from certain countries encourage trade with friendly nations.
- 22.Sinopec plans to set up joint ventures with three foreign oil giants,allow them each 500 stations within three years.
- 23.There is usually more labor piece among office workers than in factories.

24. Although he joined the firm only last year, he is already senior than me.

25. He told me that New York is larger than any city in America.

26. The garments have been cleaned and are ready-to-wear.

27. His missing the bus is an every day occurrence.

28. No one but my friend and me spoke up during the discussion.

29. The management is content to the turnover accomplished this month.

30. Walking down the street, many tall buildings began to appear before me.

III. Write logical sentences with the words and phrases given. (用所给的词和词组写出符合逻辑的句子。) 10%

31. your/sure/between/I am/will help/present visit/economic and trade/promote/relations/our two countries

32. inform us/please/at once/so that/of your telex number/we will/reply to/be able to/your query

33. my purpose/to improve business/it is/to find out/of the visit/the possible measures/about/to be taken

34. of/a travel agency/the/Marketing Manager/specializing in holidays/pleased to/would be/hear of/in airfares/a reduction

35. we/consider/unless/placing an order/will not/you can/give us/of 10%/a price reduction

36. coming from/the computers/inferior to/the Far East/those manufactured/are not/in Europe

37. we will/supply/be unable to/the goods/we receive/payment/unless/in advance

38. are not/you/a license/allowed/electronic equipment/to import/without

39. at this stage/removed from/of the process/it is/that/any products/are/the assembly line/of inferior quality

40. a number of/have been/smoking/received from/requests/employees/in offices/asking that/be banned

IV. 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. I don't know how to answer that question?

42. Don't forget to cross your ts.

43. Ouch I think I've broken my toe.

44. It was James' father not her mother, who visited her recently.

45. It is a dependable fool proof method.

46. Our company produces many fine products it has, in fact, a reputation for quality merchandise.

47. In the first quarter prices rose 5 per cent; in the second quarter, 3 per cent and in the third 7 per-cent.

48. Frank Stanley, III will replace his grandfather, Frank Stanley, Sr., as president of the company.

49. Stallions yield the highest prices; but mares can also be extremely expensive.

50. Help, Help! Someone has fallen into the river.

V. Memo Writing 15%

Write a memo in about 50 words.

You received a letter from a British customer complaining of the late delivery of their Order No.366.Then you looked into the matter and found it was the fault of your dispatch department.

Write a short memo to your assistant,Jack Zhou.

- Ask him to visit your dispatch department and urge them to dispatch the order.
- Specify the goods,quality,and the deadline for dispatch.
- Add any relevant information you can think of.

VI.Letter Writing 25%

Write a letter in 130-150 words.

Write a sales letter to an old customer who placed an order with you two years ago,and draw his attention to some new products which represent a great improvement on some of the models he has sold successfully.Your letter should cover the following particulars:

- 对方是你公司的老客户，曾大批订购你公司生产的开关装置(switchgear),之后就没有再订过货。
- 告知客户你公司最近在市场推出一种最新高压(high voltage)开关装置，并介绍新产品的特点。
- 随函寄上产品规格及价格表供对方参考，并强调尽快订货的重要性。

浙江省 2002 年 4 月高等教育自学考试 外贸英语写作试题参考答案 课程代码：00097

I .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 and write it on the answer sheet.(在下列各题中选择一个最佳答案并写在答题纸上。) 20%

- | | | | | |
|------|------|------|------|------|
| 1.C | 2.B | 3.B | 4.A | 5.D |
| 6.C | 7.C | 8.A | 9.D | 10.D |
| 11.A | 12.B | 13.D | 14.A | 15.A |
| 16.B | 17.D | 18.C | 19.C | 20.D |

II .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%

- 21.embargos→embargoes
22.allow→allowing
23.piece→peace
24.than→to
25.any city→any other city
26.ready-to-wear→ready to wear
27.every day→everyday
28.me→I

29.to→with

30.many tall buildings began to appear before→I began to see many tall buildings;

or: Walking down the street→When I walked down the street

III. Write logical sentences with the words and phrases given.(用所给的词和词组写出符合逻辑的句子。) 10%

31.I am sure your present visit will help promote economic and trade relations between our two countries.

32.Please inform us of your telex number so that we will be able to reply to your query at once.

33.It is my purpose of the visit to find out about the possible measures to be taken to improve business.

34.The Marketing Manager of a travel agency specializing in holidays would be pleased to hear of a reduction in airfares.

35.We will not consider placing an order unless you can give us a price reduction of 10%.

36.The computers coming from the Far East are not inferior to those manufactured in Europe.

37.We will be unable to supply the goods unless we receive payment in advance.

38.You are not allowed to import electronic equipment without a license.

39.It is at this stage of the process that any products of inferior quality are removed from the assembly line.

40.A number of requests have been received from employees asking that smoking be banned in offices.

IV. 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%

41.question?→question.

42.ts→t's

43.Ouch→Ouch!

44.father→father,

45.dependable→dependable,

46.products→products;

47.third→third,

48.Stanley,III→Stanley III

49.prices;→prices,

50.Help,→Help!

V. Memo Writing 15%

Write a memo in about 50 words.

To: Jack Zhou

From: (your name)

Subject: Order No.366

Date: (today's date)

I received a letter from a customer in Britain who complained about the late delivery of their Order No.366 for 100 sets of Model DX fax machines. The delay is due to the negligence of our dispatch department. Could you go to the dispatch department and tell them to send the

order before the end of this month?

Thanks!

Part Six:

VI. Letter Writing 25%

Write a letter in 130-150 words.

Dear Sirs:

Two years ago we had the pleasure of supplying you with a number of switchgear. Since then we have received no order from you. Perhaps our previous did not fit your requirements.

Now we wish to inform you that we have just introduced our latest high voltage switchgear on to the market. Our research engineers have finally come up with the answer to some of those problems you had with high voltage currents. The present product is insulated with a special resin which is as tough as metal, cracking-resistant, and very economical, and has passed test after test run by our engineers.

We are enclosing specifications and a price list for your consideration and hope to receive an early order from you as other buyers are showing their great interest in this product.

Yours sincerely,