

8. Business grows _____ at this time of the year.
A. rapid B. quick C. rapidly D. fastly
9. Is this _____ one among all the applicants' answers?
A. a more correct B. the most nearly correct
C. the most correct D. a correct
10. Henry said that nothing but catalogs and bulletins _____ in the folder.
A. was B. is C. were D. are
11. He told us that the committee _____ made up of eleven persons.
A. are B. is C. were D. was
12. The foreign partner did not fulfill our order, _____.
A. nor did he intend B. nor did he intend to
C. nor intend he to D. nor he intend to
13. Having completed twenty years of service, _____.
A. Mr. White was presented a gold watch
B. a gold watch was presented to Mr. White was
C. Mr. White presented a gold watch
D. a gold watch was presented to Mr. White
14. The Korean market is _____ the Japanese market.
A. more difficult to enter as B. as difficult to enter as
C. so difficult to enter as D. to enter as difficult as
15. The shipment arrived late; _____, several items were damaged.
A. moreover B. hence C. therefore D. however
16. I'm sure it is _____ usually answers the telephone.
A. she whom B. her who C. she who D. her whom
17. If the company _____ overseas, it would have been more competitive.
A. advertised itself B. had advertised itself
C. advertises itself D. has advertised itself
18. We are a CPA firm _____ good business application software for microcomputers.
A. which currently seeking B. which currently seek
C. is currently seeking D. currently seeking

19. We are confident that most of the committee members will agree _____ our plan.
A. of B. on C. with D. at
20. We would like to know _____ you can guarantee delivery within one month after receipt of order.
A. that B. when C. if D. which

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。

二、改错(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“答题纸”上。

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

taking care → taking care of

21. The security guard questioned the man who looked suspiciously.
22. Several concerned citizens complained about the increases in taxes over the past years.
23. Packing in a box, the machine could not be found.
24. Mr. Wilson asked me where would the meeting be held.
25. We should try to call on those whom have shown the most interest in the products.
26. The manager couldn't understand that they turned down the proposal.
27. The bank's current business hour will be extended in the near future.
28. Many famous financial institutions are locate on the Wall Street.
29. Communication is of vital important to any business that wants to achieve efficiency.
30. The delivery was delayed because rough weather.

三、造句(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. that / you / we hope / have not been / by the delay / inconvenienced / seriously
32. you should apply / in advance / take leave / intend to / at least two weeks / if you / longer than 14 days
33. think that / increase / most of us / we should / in the / our investment / manufacture sector

34. have received / we / a directive / although / to hold all shipment / I don't know why
35. warmly / we / were / welcomed / as soon as / the room / we entered
36. because / our sales / our / are falling / promotion branch / is under-staffed
37. I / the report / finished / in the office / by working / both / and at home
38. is / the ship / morning / scheduled to / our loading dock / leave / tomorrow
39. new / our / will / training materials / be / late today / delivered
40. how to / teaching them / use / takes / the computer / several / weeks

四、标点改错(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。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。

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

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

41. Ms. Rubin asked what the total cost would be for the three-year lease?
42. I am very happy to know that you have returned to Beijing!
43. The report that Mrs. Leslie submitted, has been lost.
44. Mary promised to submit a detailed comprehensive report by Friday.
45. Yes I think I would like a new car like that.
46. The ability to communicate is essential. the ability to communicate on the job is critical.
47. One of the blueprints (which appears on page 7 shows the internal structure of the engine clearly.
48. When I returned, I saw that Abigail, our cat was eating a fish.
49. Remember; No one will be admitted without a company identification card.
50. "I paid the bill two months ago", the customer wrote.

五、备忘录写作(本大题 15 分)

按要求写一份 50 个单词左右的备忘录。

51. You are Section "B" Leader. Your section moved to a new office. However, the maintenance department within your organization has failed to carry out certain work. Write a memo to the maintenance department complaining about the following problems and asking for action:
- a metal bookshelf hasn't been fixed properly
 - the fire door sticks
 - the bottom drawer of the filing cabinet was damaged in the move

六、信函写作(本大题 25 分)

按要求写一封字数为 130—150 的信函。

52. 你公司经营山地自行车,请写一封推销信,包括以下内容:

- 告知贵品牌山地自行车性能优良,轻巧、坚固、耐用。
- 告知最近的促销活动,可试用 10 天,不满意全额退款。月底前订购,给予 10%折扣。
- 订购后,保证 72 小时内送货上门。

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