

全国 2019 年 10 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:

1. 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。

2. 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。

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. Nobody _____ what will happen to the meeting.
A. knew B. known C. knows D. know
2. The contract will be awarded to _____ submits the lowest bid.
A. whomever B. whoever C. whatever D. whichever
3. Ineffective management resulted _____ poor profits.
A. in B. from C. for D. by
4. The bookstore has not ordered _____ text books for all the students in the course.
A. enough of B. enough C. plenty of D. as many
5. He said that he forgot both of the _____.
A. rooms number B. rooms' number C. room numbers D. room number
6. In the stillness of the night, the noises _____ very _____.
A. heard...loud B. heard...loudly
C. sounded...loudly D. sounded...loud
7. I'm not _____ as to tell him the secret.
A. so stupid B. such stupid C. as stupid D. stupid so
8. The photos of Mars taken by satellite are _____ than those taken from the earth.
A. clearest B. the clearest C. more clearer D. much clearer

9. Venus approaches the earth more closely than _____ does.
A. any planet
B. any other planet
C. any planets
D. any others
10. The attorney told his client _____ they had little chance of winning the case.
A. what
B. unless
C. that
D. which
11. _____ relatively more expensive, this kind of engine is highly efficient.
A. Even
B. Although
C. Because
D. As
12. The machine _____ at full speed turns out 5,000 pieces an hour.
A. ran
B. to run
C. run
D. running
13. Dr. Bell went to New York, bought some books, and _____.
A. visiting his daughter
B. to visit his daughter
C. visited his daughter
D. visits his daughter
14. Filing the correspondence, _____.
A. Andy found the lost document
B. and Andy found the lost document
C. the lost document was found
D. and the lost document was found
15. The duties of the job include answering the phone, making appointments, and _____.
A. data be collected
B. data collected
C. collecting data
D. to collect data
16. With _____ her do this, she will have no difficulty in finishing the job.
A. my helping
B. I help
C. me helping
D. I helping
17. When I met Sue, _____.
A. Sue was a student of Stanford University
B. she was a student of Stanford University
C. Sue is a student of Stanford University
D. she is a student of Stanford University
18. Mr. Carpenter has done _____ business in the Caribbean.
A. a number of
B. many
C. a lot of
D. lots
19. _____ you cannot attend the meeting, please let us know as soon as possible.
A. Because
B. If
C. That
D. Will
20. I have to finish a _____ paper this weekend.
A. two-thousands-words
B. two-thousands-word
C. two-thousand-words
D. two-thousand-word

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卡(纸)上。

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

taking care → taking care of

21. The children ate the birthday cake so fastly that there was hardly enough left.

22. Every man and woman are eligible to vote.

23. Few is strong enough to finish the race.

24. It was I whom called you last night.

25. He speaks Spanish much frequently than I.

26. The numbers in the key do not correspond with those in the lessons.

27. Both industry or agriculture are making great strides in the country.

28. Disappointing, the workers left the general manager's office.

29. If the caller is he, please get him telephone number.

30. We will like to remind you that the latest date of shipment is approaching.

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 / I trust / the goods / in time / for / will reach you / the winter selling season

32. the machine / we / bought / because of / reputation / your company's / for quality and service

33. from / many / in China / companies / benefit a lot / international trade

34. economics / a true fact / it is / that / an important and vital role / in our lives / play

35. discuss the matter / we / be ready to / will / with you / in our next meeting

36. we have / very reliable / business relationship / for nine years / with them / and find them

37. is to / our company's / consistent aim / provide / to customers / excellent service

38. Mr. Jim Green / an assistant manager / in / is / a medium-sized / garment company

39. is preparing / the president / to solve / of the company / financial problems / a meeting

40. I / to the dinner party / am / to accept / very delighted / in honor of Mr. King / your invitation

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卡(纸)上。

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

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

41. Send your questions to Mary Adams, who is director of Public Relations for a quick reply.

42. As you know I attended the annual marketing conference last week.
43. The goods were in perfect condition when loaded on board, consequently, we find no ground to compensate for the loss you claimed for.
44. The accountant stated, "Our taxable income is at an all-time high".
45. This turned out to be a win win negotiation.
46. Don't you think it would be a good idea to call Mr. Taylor.
47. I consider, our trip to Iceland early this year a very precious experience.
48. Mr. Anderson from Keyway Co Ltd. will visit our company next Wednesday.
49. They feel they could do the managers job as well, or even better.
50. Note. All visitors must register with the receptionist.

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 a sales manager and you want to arrange a meeting with your team members at the end of the month.

Write a memo to your sales team:

- explaining the purpose of the sales meeting is to discuss the sales plan,
- asking them to prepare a detailed plan for the region they are responsible for,
- telling them to give you a phone call in advance if they cannot attend the meeting.

六、信函写作:本大题 25 分。

按要求写一封单词数为 130-150 的信函。

52. 你刚接受了一家公司的面试,请写一份面试后续信,信件包含以下内容:
- (1)感谢面试者给予面试机会。
 - (2)表达你对所申请职位的兴趣及认识。
 - (3)表达自己胜任这一职位的信心,同时也承认自己的不足,并表达改进的愿望和具体计划。
 - (4)再次表示谢意并等候答复。