

taking care→taking care of

21. You must keep all your bill of sales.
22. Our office building is in the beginning phase of a completely remodeling.
23. Not all imported pens write smooth as you imagine.
24. Their price is not as competitive like ours.
25. We were told to answer the ten last questions.
26. Both Maria and him were enrolled in the training course "Strategic Management".
27. We really feel sorry to what we have done to you.
28. We have begun to export our new developed products to some foreign countries.
29. Neither you nor he are capable of doing such work alone.
30. Knowing little about computers, talk about hardware and software confused the visitors.

Part Three: Questions 31-40

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. let you / we will / know / our / after / delivery date / we have / our inventory / checked
32. they / this kind of / produce / material / on / so they / would / a large scale / be able to / quickly / supply us
33. very much / like to / I should / the position of / be considered / for / that you / research assistant / in the Morning Post / have advertised
34. truly appreciate / we / the confidence / you have / us / and want to / placed in / thank you / for your support / sincerely
35. the / and frequently / used / most important / method of payment / in / today / is / the letter of credit / international trade
36. we / to receive / a detailed report / from you / would like / on / current / every six months / market conditions
37. in / the world / a car / many parts of / is / the price of / equivalent to / wages / for a worker / several years'
38. was delayed / because / flights / too many / were scheduled / the plane / to take off / that time / around
39. the factors / one of / that / we should / take into / consideration / is / the market / the size of
40. always / one can / friends / like him / of need / for assistance / rely on / in time

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. Bill asked whether I was taking vacation in July or August?
42. "Are you sure you've finished," she said.
43. Won' t you drop the card in the mail today.
44. Anyone, who could pass that test deserves an A!
45. We should continue with the renovation of the house for we hope to offer it for sale within the next thirty days.
46. Many of the dividends came from large corporations: such as General Motors, Exxon and IBM.
47. You need my advice don' t you?
48. "We' d like to, if you could manage " he said hesitantly.
49. Three causes have been given for the failure, poor planning, insufficient manpower, and the shortage of material.
50. The People' s Daily carries an important article today : "The Present Situation in the Middle East. "

Part Five:

Memo Writing 15%

Write a memo in about 50 words.

You work for a company which is going to buy a set of equipment from Britain. You are asked to translate a lot of specifications and instructions within two months, which is absolutely impossible. Therefore you decide to advertise for two experienced translators as soon as possible.

Write a short memo to Mr. Chen, the Public Relations' manager.

- Ask for an advertisement for two translators.
- Explain the reason.
- Mention your urgency.

Part Six:

letter Writing 25%

Write a letter in 130-150 words.

write a letter to your client, Mr. Johnson, who sent you a letter two days ago, inquiring about your newly designed office furniture. Your letter should cover the following particulars:

- 确认收到对方对新设计的办公家具的询问信，并表示自己为客户服务的友好意愿。
- 介绍新产品的特点、优点以及将给用户带来的好处。
- 给客户提供的服务和优惠。
- 希望客户尽快订货，否则订晚了可能就无货可供。