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自考 365 网校数百门课程全面招生!

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全国 2005 年 7 月高等教育自学考试 外贸英语写作试卷 课程代码: 00097

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.China may become_____industrial power by 2050 if its economy keeps growing at such a rate. 【 】
- A. the B. a
C. / D. an
- 2.Being closely connected with reliable wholesalers here,_____ do considerable import business with you. 【 】
- A. we are possible to B. it is possible for us to
C. we are able to D. there is the possibility for us to
- 3.We are indebted to your Branch in Shanghai,_____ we learnt that you are a leading importer of electronic goods in your locality. 【 】
- A. from whom B. from whoever
C. from who D. from that
- 4._____ the rich resources of crude oil in your country, we hope we can establish long term business relations with you. 【 】
- A. Interesting to B. Interested in
C. Interested to D. Interesting in
- 5.I think the firm's difficulties are_____bad management and overtrading. 【 】
- A. since B. as a result of
C. because D. due to
- 6.Memos_____routine matters. 【 】
- A. are used to handling B. are used to handle
C. used to handle D. used to handling

- 7.Please send us a quotation _____ the regular supply your refrigerators. 【 】
- A. of...for B. for...with
- C. with...for D. for...of
- 8.The letterheads vary considerably in style, _____ they all give similar information.
【 】
- A. or B. therefore
- C. but D. otherwise
- 9.Please make us a firm offer, _____ the best possible shipment. 【 】
- A. indicating B. which indicate
- C. to indicate D. being indicated
- 10.We would appreciate _____ us a bid for the construction project. 【 】
- A. you send B. your sending
- C. you to send D. of your sending
- 11.We would like to know _____ you can guarantee delivery within one month after receipt of order. 【 】
- A. and B. if
- C. then D. which
- 12.Of all the books mentioned in the booklist none _____ available recently. 【 】
- A. is B. has been
- C. are D. have
- 13.Please be _____ to send us the within the _____ next week. 【 】
- A. good enough...amount due B. enough good...due amount
- C. good enough...due amount D. enough good...amount due
- 14.As your complaint does not _____ the result of our own test, we hope you can conduct another examination to show if there is any ground for claim. 【 】
- A. agree to B. agree with
- C. agree D. agree on
- 15.Quotations and catalogues will be sent to you immediately _____ your specific inquiry. 【 】
- A. when receiving B. receiving
- C. upon receipt of D. in receipt of
- 16.If your prices compare favorably _____ other suppliers, we shall place an order soon.
【 】
- A. with those of B. with which of

C. with
D. with that of
17. Please email us your most favorable choices of our TV programs _____ below.

【 】

A. to list
B. listing
C. which listed
D. listed

18. My boss is only three years senior _____ me. 【 】

A. than
B. with
C. to
D. of

19. I would like _____ and two pieces of bread. 【 】

A. small coffee
B. a small coffee
C. a small cup coffee
D. small cup a coffee

20. That _____ man is the supervisor of the project. 【 】

A. thirty years old
B. thirty years old
C. thirty year old
D. thirty year old

Part Two: Questions 21-30

There is one mistake in each of the following questions. Detect and correct the mistakes. (下列每句各有一个错误, 找出错误并改正。) 20%

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

taking care → taking care of

21. Most people are full aware of the virtues of the market economy.
22. Changes in the curricula has caused several crises.
23. Great changes have been happened in China ever since opening and reform.
24. Selling appliances and repairing them keeps him busy.
25. One or the other of the two men are responsible for it.
26. The letters, having transcribed, were not signed until 4:30 p.m.
27. Check bank statements is part of a bookkeeper's job.
28. Tardiness annoys Mr. Britton as much as I.
29. The contract, its stipulations have been negotiated over the past six months, is to be signed this week.
30. To finish before five o'clock, the cards should be stacked in three piles.

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. when / he / always / signs / Mr. Lee / writes / his initials / memos

- 32.both / strides / making / are / great / industry and agriculture
- 33.the internal structure / shows / one of / the engine / the blue prints / of
- 34.should / as / this / a bad debt / be written off / insignificant amount
- 35.to open / the company / he / left / business / his own / in London
- 36.your inquiry / thank you / about / our / we / newly designed office furniture / for
- 37.please / may well be / without delay /out of stock / soon / order / our products / since
- 38.to get / for you / an unusual product / this / a good opportunity / is
- 39.how much / these models / using / you / our customers / enjoy / may see
- 40.automobiles and computers / to export / such as / more and more / have shifted / high-tech products / they

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. (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, 改正错误和补写标点。) 10%

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

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

- 41.The personnel office is on the third floor
- 42.Should I bring in letters of recommendation as well as my resume.
- 43.To be of better service to you we have just installed a toll-free"800" line.
- 44.The financial report however, is not complete.
- 45.Our order was for paper, ribbons, and envelopes, but you sent only paper and ribbons.
- 46.Our office hours are from 8:30 a.m. to 4:30 pm.
- 47.The accountant stated, "Our taxable income is at an all-time high.
- 48.Its time for us to attend the meeting.
- 49.Because, I have lost my airplane ticket, I have to purchase another.
- 50.The average auction price has tripled in the last five years, profits from breeding have climbed even faster.

Part Five:**Memo Writing 15%**

Write a memo in about 50 words.

51.

You are a chief accountant. Last month the board of your company had a meeting at which some decisions on the payment of annual bonus were made. Write a memo to all heads of

departments,

- Telling them when the bonus will be paid;
- Asking them to pass on the decisions to their subordinates.

Part Six:

Letter Writing 25%

Write a letter in 130-150 words.

52.

Write a sales letter to Mr. Baynham, a company owner in Germany. Your letter should cover the following particulars:

- 感谢他 3 月 28 日的询价，并告诉他已将所需样品目录及衣料样品另函寄给他；
- 告诉他你公司销售经理王女士下周将去德国，她随身带有不少样品，相信 Baynham 先生看了样品后一定会对你们产品的质量和工艺非常满意的；
- 顺便告知你公司也生产高质量的毛绒衣，有关毛绒衣的款式和质量可以从王女士的样品目录中得知；
- 欢迎 Baynham 先生的公司早日订货。