

21. Few of us is willing to admit we have prejudice.
22. The stockholders, reminded the annual meeting, mailed in their proxies.
23. We firmly believe that these goods can sell good in Spring.
24. He' ll be in a wheelchair for his rest life.
25. I asked my uncle' s advice before make my investment.
26. The new copy very much likes the original.
27. These employees who have been recently dismissed, seem angrily.
28. Neither Tuesday nor Wednesday are a suitable date for the meeting.
29. Having not completed the interview, Andrew did not feel relieved.
30. The foreign partner did not fulfill our order, or did it intend to.

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. this matter / we / appreciate / our attention / bringing / your / to
32. the lecturer / free traders / 500 / to / talked / a group of / enthusiastic
33. about / the division of labor / Adam Smith / and / the meaning of wealth / wrote about
34. are / even/ on us / the conditions / acceptable / imposed / less
35. training animals / more dangerous than / for instance / jobs / truck driving / there are
36. we / is / that / a good chance / it / such / miss / mustn' t
37. you / to share / do hope / will be able / to spare the time / we / with us / this happy occasion
38. to the exhibition / if / should be grateful / we / you / an invitation / could send us
39. this / in / with your company / to apply for / human resources management / a position / is
40. the Business Briefing / in / the Business section / will / at the end of / its usual place / appear

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. Please lock the door when you leave the office
42. You are Jim' s daughter, aren' t you.

43. Knowing that you would need the goods now we immediately shipped them to you.
44. Mr. Scott selected Friday July 10, for the sales meeting.
45. It was Jane' s father not her mother, who visited her recently.
46. He was late because, the traffic on the road was heavy.
47. Mr. Adam paid his license fees before the due date, that is August 1.
48. The professor said, Every student must prepare a presentation before Friday.
49. Science wont stay put. It keeps cropping up all over the place.
50. You can' t count on him to help, he is such a busy man.

Part Five:**Memo Writing 15%**

Write a memo in about 50 words.

51. You are a managing director. The board is planning to install some air-conditioners in the office building. Write a memo to the personnel manager,
- asking him to find out the employees' opinions about this plan;
 - getting him to find out which rooms need air-conditioners;
 - asking him to give you a feedback before the next Board Meeting.

Part Six:**Letter Writing 25%**

Write a letter in 130-150 words.

52.

你公司将为庆祝在中国开展业务 5 周年举行庆典。请给你们的老客户兼老朋友 Smith 先生发一封邀请函，邀请他和他夫人到时前来参加庆祝活动。

- 庆典时间：4 月 28 日上午 10：00 至下午 2：00
- 庆典地点：丽都宾馆(Lido Hotel)
- 庆祝活动安排：10：00 至 11：00 庆典，11：00 至 12：30 参观本公司，12：30 至 2：00 在丽都宾馆一楼举行午宴。
- 请 Smith 先生在 4 月 5 日前打电话到 8878768，告知你他们是否能前来参加庆典活动。