

18. The personnel office will determine _____ list of qualifications for new employees.
A. their B. its C. his D. her
19. The new equipment _____ in Germany arrived yesterday.
A. make B. is made C. made D. be made
20. The contract, _____ stipulations have been negotiated over the past six months, is to be signed this week.
A. whose B. which C. that D. what

第二部分 非选择题

二、改错题：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. Disappointing, the workers left the manager's office.
22. She was not only gracious and also kind.
23. The man in front of mine is the president of the Global Company.
24. All of the information were taken into consideration.
25. We really feel sorry for what we have do to you.
26. Everybody in the company is ready to protecting the action.
27. That depends on whether you will accepted the plan or not.
28. To sign this contract mean endless trouble to our firm.
29. I plan to request a leave in spite off the new policy.
30. All the letters has were sorted out.
31. make a decision / carefully / our / before / consider / you / financial condition
32. the negotiation parties / as scheduled / wonder / an agreement / if / can reach / I
33. know / they / what to do / themselves / did not / next

外贸英语写作试题 第 3 页 (共 5 页)

三、造句题：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。

34. they / each month / as much as / John / saves
35. the president / his wife / was / and daughters/ accompanied by
36. in the / were kept / the accounts / front room
37. serious / give / readers' reaction / to your / thought
38. why / the manager / they / turned down / couldn't understand / the proposal
39. who / merit reward / the secretary / joined our staff / received / two month ago / this month's
40. to find out / the sales representatives / is performing / how well / are eager / the promotion team

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. Are you driving downtown this evening as usual.
42. The fire alarm sounded 'but no one responded' during the middle of our final exam.
43. There is only one way out left for the minister, resign.
44. One of the blueprints [which appears on page 7] shows the internal structure of the engine clearly.
45. I don't know the answer to that question?
46. Won't you drop the card in the mail today—
47. The ability to communicate is essential and the ability to communicate on the job is critical.
48. Three persons were suggested for Sales Representative of the Year. Gladys Ortiz, Samuel Bigelow, and Joanne Strait.
49. The research report, [Sexual Harassment in the Office,] is due for distribution next month.
50. This is a writer who lived in the early 20*s.

五、备忘录写作题：本大题共 1 小题，每小题 15 分，共 15 分。按要求写一份 50 个单词左右的备忘录。

51. You are Lily Tao, a production manager in a company of prescription drugs. Write a memorandum to the chemist, John Wells, who needs your assistance in preparing sample capsules of the asthma symptom relieving drug; the contents include:

外贸英语写作试题 第 4 页 (共 5 页)

姓名:

座位号:

机密★启用前

2025 年 4 月高等教育自学考试全国统一考试

外贸英语写作

(课程代码 00097)

注意事项:

1. 本试卷分为两部分，第一部分为选择题，第二部分为非选择题。
2. 应考者必须按试题顺序在答题卡（纸）指定位置上作答，答在试卷上无效。
3. 涂写部分必须使用 2B 铅笔，书写部分必须使用黑色字迹签字笔。

第一部分 选择题

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. The _____ is to meet in the boardroom.

A. staff

C. teachers

2. The shipping cartons _____ two pounds.

A. waiting

C. waits

3. Our office building is in the beginning _____ of a complete remodeling.

A. face

C. top

4. After _____, the teller told Mr. Juarez the balance in the account.

A. checking

C. to look

5. The food tastes very _____.

A. beautifully

C. beautiful

6. Their price is not so _____ as yours.

A. compete

B. competition

D. compare

外贸英语写作试题 第 1 页 (共 5 页)

7. The harder you work, the _____ progress you will make.

A. much

C. greater

8. We were _____ to answer the ten last questions.

A. to have

C. listen

9. Laura and _____ enrolled in the training course "Strategic Management".

A. he

B. him

C. hers

D. themselves

10. The young man _____ the car attends college.

A. polishes

B. polished

C. polish

D. polishing

11. The foreign partner did not fulfill our order, _____ did it intend to.

A. and

B. nor

C. either

D. as

12. Mr. Zhang was waiting for the trade team _____ France.

A. from

B. on

C. under

D. behind

13. Bring the proposed agenda to either Brad or _____.

A. me

B. she

C. I

D. they

14. The staff objects to Kevin's _____ in the office.

A. smokes

B. smoke

C. smoked

D. smoking

15. Both industry and agriculture _____ making great strides in the country.

A. had

B. has

C. is to

D. are

16. The first orientation program, _____ begins on October 2, has already been filled.

A. when

B. who

C. which

D. what

17. Listen _____ to the directions.

A. careful

B. carefully

C. carefulness

D. care

外贸英语写作试题 第 2 页 (共 5 页)

1. agreeing meet with him in his laboratory;
2. suggesting that the meeting be held either on Monday or Tuesday of next week;
3. asking him to call you to confirm the time of meeting.

六、信函写作题：本大题共 1 小题，每小题 25 分，共 25 分。按要求写一封字数为 130-150 个单词左右的信函。

52. 请你给公司在荷兰的客户写一封信，告知对方，你公司的技术部经理谢新明将前往荷兰，请对方做出相应的安排。信函应包括如下内容：

- (1) 你公司的技术部经理谢新明拟于今年八月初前往荷兰，计划停留约一个星期，探讨双方公司未来 3 年在奶粉出口（种类与数量）方面扩大合作的可能性。
- (2) 谢经理希望在访问期间能与对方公司以及荷兰的有关行业人士会晤并就合作问题交换意见。
- (3) 基于以前的合作，相信本次合作对双方公司的长期发展都是互利共赢的。
- (4) 请让对方就谢经理在荷兰期间的具体安排提出建议，以便我方做相应的准备。

必要词汇：技术部 Technology Department, 荷兰 Netherlands, 有关行业人士 people from related industrial field, 可能性 possibilities, 交换意见 exchange views, 建议 proposals, 准备 preparations