

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、画图部分必须使用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. Few of us _____ willing to admit that we have prejudice.
A. were B. was C. are D. is
2. The people _____ homes are near the shopping center are concerned about the project.
A. which B. of which C. who's D. whose
3. The failure of the Suggestion Scheme is due _____ the high cost.
A. to B. of C. in D. for
4. She wore clothes _____.
A. that was better than the other girls
B. that was better than that of the other girls
C. that were better than that of the other girls
D. that were better than those of the other girls
5. Will you go to John's party? It is said that there will be _____ interesting people.
A. much B. very much
C. a lot of D. little
6. It seemed to Mrs. Garber that the butter smelled somewhat _____.
A. badly B. bad C. worse D. worsely
7. He isn't _____ to have any original ideas.
A. clever enough B. enoughly clever
C. enough clever D. clever enoughly

8. It takes several months _____ them how to use the computer.
A. To teaching B. Taught C. Teaching D. Teach
9. The price they offer is not _____ yours.
A. so competitive than B. as competitive than
C. so competitive as D. competitive as
10. Edward is more hard-working than _____ in his department.
A. any else one B. any one else
C. anyone D. anyone else
11. _____ they come to live in Africa is not known.
A. Why B. Where C. What D. Which
12. Wood furniture does not depreciate in value _____ properly handled and protected.
A. unless B. if C. that D. and
13. This department requires more personnel, better facilities, and _____.
A. equipment be up-to-date B. equipment should be up-to-date
C. up-to-date equipment D. equipment up-to-date
14. The purpose of the research had a different meaning for them than _____.
A. ours B. it did for us C. it have for us D. us
15. _____ in all parts of the state, pines are the most common trees in Georgia.
A. Finding them B. To find them C. Finding D. Found
16. Last night we had a very hard time _____ some of the problems.
A. discussed B. discuss C. discussing D. to discuss
17. It is _____ best sellers.
A. one of them B. one of their C. of this D. of that
18. The newly-constructed highway is said to be _____.
A. about 500 miles long B. about long 500 miles
C. about 500 miles' long D. about 500 miles lengthy
19. Employees working busily _____ the job did not hear the alarm.
A. in B. on C. with D. for
20. An assistant manager is inferior in position _____ a manager.
A. with B. at C. in D. to

第二部分 非选择题

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. Their attitude toward the new management approach was the same like before.
22. It surprised me to find that the rich man lived so simple.
23. *The New York Times* are a good newspaper.
24. Here is the results of the experiment.
25. It must have been they whom left the message.
26. Customers are very angry with the delay of the ordered goods.
27. She was not only gracious and also kind.
28. The new equipment making in Germany arrived yesterday.
29. The board of directors will make their first appearance this week.
30. The market informations proved to be essential to the company.

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. we wish / that / to remind you / no news from you / we have had / the shipment of the goods / about
32. that / they say / you / the missing goods / about ten days / will receive / in
33. a hotel / we / can accommodate / need / which / 30 people / for six days
34. the meeting / cannot / how many people / estimate / will come to / we / tomorrow
35. plans to / build / a new / the company / factory / 800 extra people / and employ
36. still find / are sorry / we / to know / too high / that you / our reduced price
37. my heartfelt apology / you will / accept / for / the mistake / I hope / we made
38. is attached / a / time table / for / about your flight / all the information
39. very popular / are / for their / our products / and competitive prices / good quality
40. is becoming / no doubt / that stock trading / there is / very popular / nowadays

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. The accountant, Mr. Price delivered a long presentation.
42. What would you say is the secret of your success.
43. Knowing that you would need the goods now we immediately shipped them to you.
44. "We provide our employees with a two-week vacation every year", replied the manager.
45. They didn't realize that they had just made a history making decision.
46. Congratulations. You have won the gold medal in the swimming championship.
47. Mr. and Mrs. Smith were not satisfied with their sons school grade.
48. By the way do you have a shuttle service to the attractions in the city?
49. There are three requirements for the job, speaking knowledge of German, five years' working experience, and a bachelor's degree in business.
50. The easiest quickest and cheapest method of communication is still written communication.

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 the assistant manager. You have been informed that next Wednesday your company's computer system will be closed down for at least two hours so that improvements can be made. Write a memo to all staff in your company:
 - saying from what time on Wednesday the system will be closed down,
 - reminding the staff to save the documents they are working on,
 - telling them that the system will be much faster and more reliable after the upgrade.

六、信函写作:本大题 25 分。

按要求写一封字数为 130-150 的信函。

52. 你公司将庆祝开业二十周年及搬迁新址。请写一份邀请信,告知以下活动安排(请补充具体时间和地点):
 - (1) 上午举行庆典,中午招待自助餐(buffet lunch)。
 - (2) 下午参观公司新址,有车辆接送。有公司员工专门负责接待。
 - (3) 晚上举行晚宴。
 - (4) 借此机会感谢对公司的支持,希望能共度庆典的快乐时光。