

## 全国 2017 年 10 月高等教育自学考试

## 外贸英语写作试题

课程代码:00097

请考生按规定用笔将所有试题的答案涂、写在答题纸上。

## 选择题部分

## 注意事项:

1. 答题前,考生务必将自己的考试课程名称、姓名、准考证号用黑色字迹的签字笔或钢笔填写在答题纸规定的位置上。

2. 每小题选出答案后,用 2B 铅笔把答题纸上对应题目的答案标号涂黑。如需改动,用橡皮擦干净后,再选涂其他答案标号。不能答在试题卷上。

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. \_\_\_\_\_ you become a member, you can borrow at the lowest rate available anywhere today — 13% annually.  
A. Unless                      B. Once                      C. Although                      D. While
2. We were warmly welcomed \_\_\_\_\_ we entered the room.  
A. where                      B. before                      C. until                      D. as soon as
3. We expect a signed contract in the \_\_\_\_\_.  
A. not-too-distance future                      B. not too-distant future  
C. not-too-distant future                      D. not too distance future
4. The contract will be awarded to \_\_\_\_\_ submits the lowest bid.  
A. whom                      B. whoever                      C. whomever                      D. who
5. \_\_\_\_\_ people involved, \_\_\_\_\_ the new procedures could be implemented.  
A. The less / the earlier                      B. Fewer / earlier  
C. The fewer / the earlier                      D. Less / earlier
6. Mary is senior \_\_\_\_\_ me because she joined the firm before me.  
A. to                      B. for                      C. with                      D. than
7. I am sure that the quality of our products is not \_\_\_\_\_ that of those manufactured in some developed countries.  
A. more inferior than                      B. inferior with  
C. less inferior than                      D. inferior to

8. I was compelled to pay \_\_\_\_\_ price for it.
- A. the double      B. double the      C. double      D. double of
9. No one made more profit in that transaction than \_\_\_\_\_.
- A. he      B. them      C. his      D. him
10. A total of 243 \_\_\_\_\_ (Chief Executive Officers) of major corporations were surveyed.
- A. C. E. O. 's      B. CEO's      C. CEOs      D. CEO
11. "What do you want me to do?" "I want everything \_\_\_\_\_ by two o'clock."
- A. readily      B. be ready      C. to be ready      D. to ready
12. Small business can afford few administrative \_\_\_\_\_.
- A. luxury      B. luxuries      C. luxurious      D. luxurys
13. The United Nations, in addition to other organizations, \_\_\_\_\_ expanding \_\_\_\_\_ campaign to fight hunger.
- A. is/their      B. are/its      C. are/their      D. is/its
14. No solution is \_\_\_\_\_ than yours.
- A. more correct      B. correct  
C. more nearly correct      D. nearly correct
15. \_\_\_\_\_, the visitors were confused by the talk about hardware and software.
- A. Knowing little about computers  
B. Known little about computers  
C. Computers being little known  
D. Had known little about computers
16. \_\_\_\_\_ traveling first class was questioned by the manager.
- A. He      B. His      C. Him      D. He's
17. Apparently, Mr. Smith was angry \_\_\_\_\_ us when we changed our plan.
- A. at      B. with      C. about      D. on
18. Some of the recent decisions made by supervisors will be reviewed by the management council when \_\_\_\_\_ in January.
- A. we meet      B. it met      C. they met      D. it meets
19. Alex works harder \_\_\_\_\_ in the office.
- A. than any one      B. else than anyone  
C. than anyone else      D. than else anyone
20. Our Account Receivable Department has written to you three times; \_\_\_\_\_, you have given no response to our letter.
- A. but      B. however      C. therefore      D. moreover

## 非选择题部分

## 注意事项:

用黑色字迹的签字笔或钢笔将答案写在答题纸上,不能答在试题卷上。

## 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. All lunches are included in the total price for the five-day conference.
22. Ms. Li, one of our best customers, seemed angrily at the credit manager.
23. Each of your payments are to be made to the company.
24. Do you remember the name of the person who Mr. Johnson recommended as a consultant?
25. That depends on that you will accept the plan or not.
26. After leave the party, we stopped for hamburgers.
27. The well known consultant received a large fee for his work.
28. We conclude a large transaction with Glasgow Controls company last week.
29. It moves to quickly for most people to see.
30. Although turnover increased, profitability fall last month.

## 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 / to the / are sorry / that / your order / we dispatched / wrong address
32. we intend / the whole week / to spend / in Beijing / in order to / all the customers / visit
33. performing / the board / to know / wanted / if the company / was / well
34. we think / import license / for you / it is necessary / to obtain / from China / for importing shirts
35. Bill / whether I / asked / was taking / in / my vacation / July
36. the general manager / the / has been / proposed budget / submitted to / for / approval
37. we / for leather goods / have / in obtaining / great difficulty / import licenses
38. important / it / is / to communicate / in business / effectively / nowadays
39. on your next order / would like / I / to offer you / of 20% / a special discount / with us
40. two weeks / you / for / need / to collect data / may / the report

## 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. Mr. Gao is one of the corporate officers, isn't he.
42. "I'm concerned," said Eric, "that you didn't receive the ordered goods.

43. Jerry said that he'll meet with us on Monday, not on Wednesday to finish the report.
44. We certainly agree that this is a difficult tiresome job.
45. Expenses have increased drastically. consequently, next year's budget has been prepared carefully.
46. Ouch. I think I've broken my toe.
47. There is only one way out left for the minister resign.
48. After listening to Mrs Sheets' report, the manager made a few changes.
49. I could not complete the tax return by the due date, that is April 15.
50. Malinda repeated her rule; Each credit applicant must be checked carefully.

**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're the Managing Director. Your company had several complaints from customers saying that some of them received the books they ordered with the wrong invoices, and some were sent the correct invoices with the wrong books.

Write a memo to all workers in the Dispatch Department:

- Expressing your concern about the complaints
- Asking them to give their full attention to their work
- Ask new workers to go to the Dispatch Department Manager if they have any question

**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. 你在公司工作一段时间后,打算换工作。从报纸的招聘栏中,你得知一家著名公司有一适合你的职位。请写一封信给该公司人事部,包括以下内容:
  - 表示你对该职位充满信心;
  - 介绍你的学习和工作经历;
  - 告诉他们你希望得到该职位的理由,并争取面试机会;
  - 列明随信附上的材料。