

2025 年 4 月高等教育自学考试

外贸英语写作试题

课程代码:00097

1. 请考生按规定用笔将所有试题的答案涂、写在答题纸上。

2. 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。

选择题部分

注意事项:

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. _____ the difference between the two research findings will be one of the worst mistakes you make.
A. Ignore B. Ignoring C. Ignored D. Having ignored
2. In spite of repeated wrongs done to him, he looks _____ to people greeting him.
A. friendly B. lively C. worried D. cold
3. His efforts to raise money for his program were _____ because no one showed any intention to take a cent out of their pockets.
A. in place B. in sight C. in effect D. in vain
4. I can't meet you on Sunday. I'll be _____ occupied.
A. also B. just C. nevertheless D. otherwise
5. George returned after the war, only _____ that his wife had left him.
A. to be told B. telling C. being told D. told
6. It was _____ he came back from Africa that year _____ he met the girl he would like to marry.
A. when; then B. not; until C. not until; that D. only; when
7. In the United States, there is always _____ flow of people to areas of _____ country where more jobs can be found.
A. a ; the B. the ; a C. the ; the D. a ; a

8. We are confident that the environment _____ by our further efforts to reduce pollution.
- A. had been improved B. will be improved
C. is improved D. was improved
9. It is reported that many a new house _____ at present in the disaster area.
- A. are being built B. were being built
C. was being built D. is being built
10. There is much truth in the idea _____ kindness is usually served by frankness.
- A. why B. which C. that D. whether
11. I used to quarrel a lot with my parents, but now we _____ fine.
- A. look out B. stay up C. carry on D. get along
12. — Which of the two computer games did you prefer?
— Actually I didn't like _____.
- A. both of them B. either of them C. none of them D. neither of them
13. — Is there any possibility _____ you could pick me up at the airport?
— No problem.
- A. when B. that C. whether D. what
14. To show our respect, we usually have to take our gloves off _____ we are to shake hands with.
- A. whichever B. whenever C. whoever D. wherever
15. _____ I always felt I would pass the exam, I never thought I would get an A.
- A. While B. Once C. If D. Until
16. Legend has it that the origin of the Dragon Boat Festival is to _____ the soul of Qu Yuan.
- A. remember B. remind C. recover D. recall
17. In some places women are expected to earn money _____ men work at home and raise their children.
- A. but B. while C. because D. though
18. — Can you show me Mr. Jaffer's office, please?
— _____. But I don't know if he is in at the moment.
- A. Thanks B. Go on C. Sure D. You are welcome
19. If students wish to go into business upon graduation, _____ must find sources of funds.
- A. he B. she C. they D. you
20. The lecture, _____ at 7 : 00 pm last night, was followed by an observation of the moon with telescopes.
- A. starting B. being started C. to start D. to be started

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. She is fond to collect rare carpets.
22. People who's homes are in town want to live in the country.
23. It is reported that more than one organization were involved in this criminal case.
24. The girl looks well in her uniform.
25. Investment banks are different from saving banks.
26. He spent too much time in video games.
27. It wasn't such a good film that we had expected.
28. All reports must be complete, concise, and written accurately.
29. Finished the job on time, you should hire more people.
30. He visited some friends in Qingdao, and spent the few last sunny days at the seaside.

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。

31. Tim / get / is / physically / doesn't / in good shape / he / even though / much exercise /
32. at rock concerts / listening to / has caused / in / loud music / some teenagers / hearing loss /
33. takes effect / January / from / next / retirement / Professor Johnson's /
34. I've / no idea / the balance / what / in / is / my account /
35. it is / of / to show / an offence / discrimination / different races / against people /
36. in the North / in China / the South / receives / generally / sunshine / more / does / than
37. the chapel / our teacher / we / that / recommended / be as attentive as possible / visited / we / when /
38. of the 1930s / would never / he witnessed / forget / the hardships / he / during the Great Depression /
39. they / needn't / like this / over / have made / so much fuss / a trifle /
40. peered secretly into / to see / to pay / he / his wallet / enough money / the bill / if he had /

四、标点改错题: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。补写标点或改正错误标点,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. That's the correct path isn't it?
42. How long is your recommendation letter, One page? Two pages?
43. Congratulations. You've got the first prize of the contest.
44. David decided to finish the work before 5 o'clock but he couldn't do so because of the heavy rain.
45. Dick would like to select either Friday, August 12 or Friday, August 19, for the opening ceremony of the sports meeting.
46. She went to see Mrs. James Miss Helen and Mr. Bill after she decided to leave for France.
47. My sister who got a master's degree in July this year, has got a good job in a company in Beijing.
48. It was a novel, not a poem that had been published this year written by Mo Yan.
49. He asked. "Is Mrs. Hanna in?"
50. A huge, beautiful, valuable, diamond is said to have been stolen from the museum.

五、备忘录写作题:本大题 15 分。

按要求写一份 50 个单词左右的备忘录。

51. You're Office Supervisor of a company. You plan to hold a conference next week on the development of the company. Write a memo to the personnel manager:
 - Telling him your decision to hold a conference and the main topics of the conference;
 - Stating how important the conference is;
 - Telling him the time and place for the conference;
 - Asking him to inform each division manager about it.

六、信函写作题:本大题 25 分。

按要求写一封字数为 130-150 单词的信函。

52. 你公司的客户孙旭将出差到你公司所在地深圳并约见你,但你因有事不能会见对方,请写一封请求会见信件的答复信,包括如下内容:
 - (1)说明已收到约见信;
 - (2)自己不能亲自会见的原因;
 - (3)表示自己已经委托其他人(必须说明此人的姓名和职衔)会见来访者;
 - (4)表达美好祝愿或期望。