

2023 年 10 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 secretary knows _____ will be taking your place when you are on vacation.
A. that B. which C. who D. whom
2. _____ all, we shouldn't give up without trying.
A. On B. At C. From D. Above
3. They decided _____ the meeting until next month.
A. putting off B. put off C. to be put off D. to put off
4. He spoke with warmth and _____ .
A. humorously B. humor C. in a humorous way D. humorous
5. The multinational established some _____ to manufacture its products.
A. subsidiary B. subsidiaries C. subsidiaries D. subsidiary's
6. _____ mobile phone was left on the desk.
A. Someones' B. Some one's C. Some ones' D. Someone's
7. Gender is not relevant _____ whether a person is qualified for the job.
A. to B. with C. for D. on
8. He looks _____ with his new suit.
A. differently B. indifferently C. different D. indifferent

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. Two fifths of the land in that country are covered with trees and grass.
22. Your glasses are either on the bed nor on the chair.
23. The number of students in our school is less than three thousands.
24. In all the subjects at school, I'm interested in English best.
25. They must always watch for lush grass for their cattle and sheep.
26. My parents didn't want me to sing loudly at family.
27. When you are speaking to somebody, remember that try to make yourself understand.
28. My sister has learned English since many years.
29. The passenger said he was feeling even worst.
30. They've done that they can help the poor man.

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. its own/ local management/ the parent company/ has/ including/ each unit
32. copy their parents/ remembering/ children tend to/ in this respect/ that/ it is worth
33. the visitors/ the only/ who/ London/ he is/ has been to/ one of
34. where/ he knows/ if/ on his mind/ to find me/ he's got something
35. they pointed out/ did I realize/ not until/ to me/ my fault/ it
36. and ask yourself / whether your job / to stop / really suit you / it is time / and your present life
37. with our partners / we believe that / solve problems best / around the world / we can / when we work together
38. used to / through which / my father and I / I learned lessons / have a lot of conversations / from his stories
39. if they / over a long period / may become ill / experience a lot of worry / anyone / as a result of stress
40. is that / parents and children / the most important idea / it brings / closer together / behind this kind of party planning

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. Work hard; or you will fall behind.
42. Employers should take their employees needs in working into full consideration.
43. Our offices are located in Qingdao, Shandong; Wuhan, Hubei, and Nanjing, Jiangsu.
44. Having been bitten by a dog she is frightened at it.
45. I lead a hard life here, I can't speak their language.
46. Would you please close the door and turn down the TV.
47. It was our son not our daughter, who broke the window.
48. The well known flower garden attracts many visitors in spring every year.
49. "If you want to make more friends," father said "you need to learn to respect others."
50. Three students in our class win first prizes in math competition of our school, Jim, Mary, and Olly.

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 Sun Xuefeng, a project manager. You want to invite your team members for an outdoor activity to help them know each other better. Please write a memo:
- telling them what the activity is;
 - telling them the time and place;
 - saying the significance of such an activity.

六、信函写作:本大题 25 分。

按要求写一封字数为 130-150 单词左右的信函。

52. 你是 ABC 公司的销售经理,下周出差去客户公司所在城市,请写一封请求约会的信,包括如下内容:
- (1)自我介绍;
 - (2)请求约会并说明原因;
 - (3)建议确切的约会时间和地点;
 - (4)征求对方意见,并请对方与你联系确认约会。