

2022 年 4 月高等教育自学考试全国统一命题考试

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、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. I don't think Jill would be a good teacher. She's got _____ patience with children.
A. plenty B. much C. less D. little
2. Do you still remember _____ Jane at our son's birthday party three months ago?
A. meeting B. to meet C. to be met D. being met
3. Just think, in _____ three months, it'll be summer again.
A. other B. another C. these D. those
4. Tony couldn't go to university but _____ his education through evening school courses.
A. continue B. continued C. continues D. to continue
5. Do you agree that power is _____ makes things work?
A. nothing B. anything C. what D. that
6. The two girls are getting on very well and share _____ with each other.
A. little B. much C. some D. none
7. "Did you watch the basketball match yesterday?"
"Yes, I did. You know, my brother _____ in the match."
A. is playing B. was playing C. has played D. had played
8. Fred entered without knocking and, very out of breath, sank _____ a chair.
A. on B. off C. into D. to

9. To save some of the human languages before they are forgotten, the students in our school started a discussion "Save Our _____".
A. Sky B. Life C. Arts D. Voices
10. "I have some big news for you. You've been accepted as a member of our club."
"_____ That's great!"
A. Have I? B. Pardon? C. Congratulations! D. Good idea!
11. The young man made a _____ to his parents that he would try to earn his own living after graduation.
A. prediction B. promise C. plan D. contribution
12. The top leaders of the two countries are holding talks in a friendly _____.
A. atmosphere B. state C. situation D. phenomenon
13. Though having lived abroad for years, many Chinese still _____ the traditional customs.
A. perform B. possess C. observe D. support
14. As nobody here knows what is wrong with the machine, we must send for an engineer to _____ the problem.
A. handle B. raise C. face D. present
15. The teacher stressed again that the students should not _____ any important details while retelling the story.
A. bring out B. let out C. leave out D. make out
16. Please remain _____; the winner of the prize will be announced soon.
A. seating B. seated C. to seat D. to be seated
17. I used to love film _____ I was a child, but I don't feel it that way anymore.
A. once B. when C. since D. although
18. I like Mr. Miner's speech; it was clear and _____ the point.
A. at B. on C. to D. of
19. "My name is Jonathan. Shall I spell it for you?"
"_____."
A. If you don't mind B. Not at all C. Take it easy D. Nice to meet you
20. Bill wasn't happy about the delay of the report by Jason, and _____.
A. I was neither B. neither was I C. I was either D. either was I

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. Specks of dust dances gently in a ray of sunlight.
22. I was told to report to the manager and should bring the documents.
23. Are there enough shelves to accommodate all our books?
24. The sign is read 'No Parking'.
25. The newly invented soft drink tastes quite uniquely.
26. In the past twenty years, he accumulated great wealth by hard work.
27. Although working very hard, his research paper was not turned in on time.
28. George has recently resign as general manager.
29. More than one hundred people would have lost their jobs if we shut down the factory.
30. Our newly designed equipment is identical in quality to the American make.

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. he was / not realizing that / in great danger / deeper / Eric / walked / into the forest
32. you / hungry / because you / two hours ago / can't be / had lunch
33. a particular style of learning / people / at an early age / develop / a preference for
34. the only way / is to have / to succeed / the belief that / you are better / on the sports field / than anyone else
35. build up fat stores / to have enough energy / throughout the summer and fall / through their sleep / to last them / bears
36. must ensure that / their natural desire / team leaders / get over / all members / associated with making mistakes / to avoid the embarrassment
37. I / laughed / if / I / were serious / had thought / you / shouldn't have
38. I / last night / came home / not until / mum / did / go to bed
39. the teacher / reading skills / the students / together with / is discussing
40. she will never / when she found / her son missing / forget / her stay in Guangzhou / two years before

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. After I cashed my paycheck. I treated myself to dinner.
42. I have a few phobias such as fear of heights and fear of dogs.
43. The five-year old child knows over six thousand words.
44. The style of womens hats has recently changed greatly.
45. The HR manager says "We will hire 50 persons this year."
46. The old, wooden house was burnt down unexpectedly.
47. Athletic shoes must fit perfectly otherwise, wearers may injure their feet or ankles.
48. Where there are conflicts and crises, there is opportunity?
49. The store will close on the following dates, November 26, December 24, and December 31.
50. Ouch. This tooth is killing me.

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 HR manager of a company. Your company has just appointed a new Customer Manager and is going to have a welcome party. Write a memo to the staff:
 - Telling them who the new Customer Manager is;
 - Announcing how the new manager was appointed and how important the manager is;
 - Telling them the time and place of the party;
 - Asking them to get ready for the welcome party.

六、信函写作题:本大题 25 分。

按要求写一封字数为 130-150 单词左右的信函。

52. 你叫李同,是某大学商务英语专业四年级学生。对 3 月 3 日《中国日报》上刊登的长城进出口公司招聘外贸业务员的广告很感兴趣。请写一封求职信,包括如下内容:
 - (1) 对方公司吸引你的原因。
 - (2) 你申请本岗位的优势和原因。
 - (3) 告知你的联系方式。
 - (4) 随信附上中英文简历;希望有机会面试。