

2024 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. I'm so \_\_\_\_\_ to all those volunteers because they helped my terrible day end happily.  
A. special                      B. superior                      C. grateful                      D. attractive
2. So far this year we \_\_\_\_\_ a fall in house prices by between 5 and 10 percent.  
A. saw                              B. see                              C. had seen                      D. have seen
3. You'd sound a lot more polite if you make a request \_\_\_\_\_ a question.  
A. in search                      B. in the form of                      C. in need of                      D. in the direction of
4. It was sad to me that they, so poor themselves, \_\_\_\_\_ bring me food.  
A. might                              B. would                              C. should                              D. could
5. My first \_\_\_\_\_ of him was that he was a kind and thoughtful young man.  
A. expression                      B. attention                      C. satisfaction                      D. impression
6. Some people fear that \_\_\_\_\_ air pollution may bring about changes in \_\_\_\_\_ weather around the world.  
A. /; the                              B. the; /                              C. an; the                              D. the; a
7. At no time \_\_\_\_\_ the rules of the game. It was unfair to punish them.  
A. they actually broke                              B. do they actually break  
C. did they actually break                              D. they had actually broken
8. I have to see the doctor because I \_\_\_\_\_ a lot lately.  
A. have been coughing                              B. had coughed  
C. coughed                              D. cough

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00097# 外贸英语写作试题 第 1 页(共 4 页)

9. When Peter speaks in public, he always has trouble \_\_\_\_\_ the right things to say.  
A. thinking of            B. to think of            C. thought of            D. think of
10. A cough is usually nothing to worry about unless it lasts for ten days \_\_\_\_\_.  
A. or more            B. instead            C. at most            D. only
11. — Have you known Dr. Jackson for a long time?  
— Yes, since she \_\_\_\_\_ the Chinese Society.  
A. has joined            B. joins            C. had joined            D. joined
12. — What a fine day! Shall we go picnicking?  
— \_\_\_\_\_. But we need to be home before six o'clock for the football match.  
A. Have a nice time            B. Pardon me  
C. That's great            D. You are right
13. The medicine works more effectively \_\_\_\_\_ you drink some hot water after taking it.  
A. as            B. until            C. although            D. if
14. — Sorry I'm late. I got stuck in traffic.  
— \_\_\_\_\_. You're here now. Come in and sit down.  
A. You are welcome            B. That's right  
C. I have no idea            D. Never mind
15. Close the door of fear behind you, and you \_\_\_\_\_ the door of faith open before you.  
A. saw            B. have seen            C. will see            D. are seeing
16. Some of you may have finished unit one. \_\_\_\_\_, you can go on to unit two.  
A. If you may            B. If you do            C. If not            D. If so
17. Experts believe \_\_\_\_\_ people can waste less food by shopping only when it is necessary.  
A. why            B. where            C. that            D. what
18. John is very \_\_\_\_\_. If he promises to do something, he'll do it.  
A. independent            B. confident            C. reliable            D. flexible
19. He is \_\_\_\_\_ internationally for his outstanding academic achievements.  
A. knowledge            B. knowledgeable  
C. known            D. knowingly
20. The flood of imported goods made the \_\_\_\_\_ in domestic market even more intense.  
A. competitiveness            B. competitive  
C. competition            D. competitors

## 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. I'm not keen in spicy food.
22. The candidates which applied for the job are listed here.
23. Half of the parcels was for Miss Johnsons.
24. I felt that I was not yet enough strong to travel abroad.
25. High interests rates will push up prices.
26. Further treatment will prevent cancer for developing.
27. That amazed me most was that the young girl who had lost both arms could handle a pen with her feet.
28. The new machine helped us save money, reducing pollution, and recycle paper.
29. Packing in the box, the machine can be well protected.
30. He bought his girlfriend a Chinese large green carpet as a birthday present.

### 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. whose / a company / abroad / are declining / seek opportunities / profits / may / home markets / from /
32. his / that / unbelievable / a simple life / it is / great wealth / despite / leads / Mr. Smith /
33. the / the road / trees / have been / in the storm / moved off / blown down /
34. a day / the project / two more hours / to complete / we'll / have to / as planned / work /
35. Americans / in the past / today / eating habits / different / than / had / have / they /
36. protect / they / medical disputes / want / to / against / themselves /
37. Liberty / the / of / was / Statue / a present / the French / from / people /
38. yourselves / please / in the museum / are / conduct / when / properly / you /
39. broke / entered / he / for / a record / and / the contest /
40. he / I / insulted / his / was / when / accent / criticized /

#### 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 book you were reading yesterday evening isn't it?
42. How long is your article, One page? Two pages?
43. Ouch. I think I have broken my leg.
44. John decided to finish his homework before 5 o'clock but he couldn't do so because there came some friends to visit him.
45. Mr. William would select either Friday, August 12 or Friday, August 19, for the departure date.
46. She had a discussion with Mrs. James Miss Mary and Mr. Beck before she finished her essay writing.
47. My brother who is very good at fine art design, has won the first prize in a well-known international design contest this year.
48. It was the rainy day, not the sunny day that makes the elder people sad.
49. They asked. "Shall we begin now?"
50. A tall, heavy, huge, statue stands by itself in the square.

#### 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 purchase some laptops for the conference to be held next month. Write a memo to the purchasing manager:
  - Telling him the time and place of the conference;
  - Telling him the number and brand of the laptop that you recommend;
  - Emphasizing the importance of the conference;
  - Telling him the deadline for the preparation, and suggesting that you have a further discussion if necessary.

#### 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. 你们合作公司的出口部门经理董婷婷即将访问法国,请给你公司在法国的客户 Henry Twist 写一封介绍信,包括如下内容:
  - (1)说明被介绍人的身份;
  - (2)她前往法国的目的;
  - (3)希望法国公司为她提供哪些方便,并对此表示感谢。