

试卷代号:2141

中央广播电视大学 2006—2007 学年度第二学期“开放专科”期末考试

英语(商)专业 商务英语写作 试题

2007 年 7 月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。

二、仔细读懂题目的说明,并按题目要求和答题示例答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

I . Complete the letters with the words given. (10 points)

will, call, about, October, possible, coming, noticed, that, for, urgently

(1)

Dear Fiona

I was really thrilled 1 the new addition to the family.

I imagine you can't wait 2 all the chaos that having a little baby boy around the house will bring! If you ever need a baby sitter, you know who to 3 .

(2)

Dear Mr. Frank

You may remember that at the end of 4 I sent you a message reminding you that we urgently need to increase our stock of oil heaters for the 5 season.

I have recently 6 that our stock of oil heaters is dangerously low, and 7 unless we order a large number in the very near future, the store 8 run out in the middle of our heavy period.

We 9 need at least 150 Cosyheat Model oil heaters. Please order these as soon as 10 from the manufacturers, Cositt Heating Systems.

II . Choose the best answer for each question. (10 points)

11. Ms Green came to us two years ago after leaving Hong Kong University, _____ she was a student of Accountancy.

A. there

B. then

C. where

12. We trust you will arrange for a new invoice _____ in the near future.

A. to be issued

B. to issue

C. issuing

13. Half of the consignment we received yesterday was either in pieces or it was

_____.

A. defective

B. effective

C. infective

14. You said that delivery could take place _____ May.

A. in

B. to

C. on

15. We have been waiting for delivery _____ July because of your promises.

A. on

B. since

C. to

16. You assured us that it would be possible to deliver the material _____ 7 March.

However, it has not yet arrived, and it is now May.

A. in

B. on

C. since

17. Mr Addison stated that the Company _____ rather too much on training in the previous year.

A. had spent

B. spent

C. would spend

18. Further to our telephone conversation this morning I should like to _____ details of the order which we discussed.

A. conform

B. inform

C. confirm

19. We are sorry to inform you that we are unable to make a delivery within the _____ period of time.

- A. requiring
- B. requirement
- C. required

20. I was really _____ to hear that you finally got that job we were speaking about the other day. Congratulations!

- A. delighted
- B. sorry
- C. appreciated

III. Match. (10 points)

A. In the following, 21-25 describe the problems, and a — e give the solutions. Please match them.

21. On checking the camera I discovered that it did not function.

22. The cassette recorder mechanism is malfunctioning because of the humidity.

23. I am afraid the delay in delivery has been due to our not receiving your order for two weeks.

24. You may not be following the operating instructions correctly.

25. The brochure on your product is very important for us in promotion.

a. You should follow the instructions exactly.

b. You must keep the cassette recorder in a dry place.

c. Please send at least 2,000 brochures so that we can distribute them before July.

d. We shall be pleased to make the necessary repairs and return it to you in first class operating condition.

e. I regret, therefore, that we cannot guarantee delivery before New Year.

B. Choose from f — j to match 26-30.

- 26. The PCX450 is light and compact.
- 27. Jagger sports jackets are available in a number of styles.
- 28. Could you please send me a catalogue of your office equipment range?
- 29. You are of course well aware of the weakness of the ordinary air-filled tyre.
- 30. You have checked the equipment very thoroughly before deciding to purchase.

f. In comparison with other laptops in this category, the PCX450 is 30% lighter than the lightest, and 40% more compact than the most compact!

g. Jagger sports jackets come in a range of exciting styles for the conventional and adventurous alike!

h. Our 'reliance' tyre enables you to offer your customers a tyre that is beyond criticism in those vital qualities of road-holding and reliability.

i. We have had the same furniture for more than five years and now it is time to change.

j. I regret to inform you, therefore, that we cannot give you a refund.

IV. Translate the following into Chinese. (20 points)

31.

Thank you for your fax dated 25 March requesting the above-mentioned *Report on the Retail Industry in the USA*. I take great pleasure in enclosing details of this report.

As you can see from our brochure, the report identifies US retail trends and retail channels, and contains recommendations for Hong Kong companies planning to export to the USA.

If you would like to purchase this report, the cost is \$ 100, by mail order by completing the enclosed order form.

V. Writing. (50 points)

32. Write a letter for the following situation.

An exclusive exhibition of the works of the American painter, Susanna Paz, is going to be held between 1 p. m. and 5 p. m. on 25 March 2007 on the fifth floor at the Contemporary Plaza. Write a letter to invite your client, Mrs Law, to the exhibition.

33. Write a reply to the following letter.

Forever Primary School

Bartier Road

Dublin

Ireland

25 May, 2006

Julian Zhang, Sales Manager

Aihua Book Store

Changsha Road 24

Shanghai 257804

China

Dear Mr Zhang

We should like you to send us a quotation for 1500 copies of each following categories: Into English (Textbook), Into English (Workbook) and Into English (Teacher's Guide).

We will be interested in discussing terms with you as soon as our final decision is made, but, prior to this, can you tell me what discounts you offer?

I look forward to hearing from you soon.

Yours sincerely

Merlin Forest

Assistant Headmaster

(Hints: Be polite. Offer a quotation as required. The quotation includes transportation and insurance. Give a 5% discount on payment within 30 days.)

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英语(商)专业 商务英语写作 试题答题纸

2007 年 7 月

题 号	I	II	III	IV	V	总 分
分 数						

得 分	评卷人

I . Complete the letters with the words given. (10 points)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

得 分	评卷人

II . Choose the best answer for each question. (10 points)

11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

得 分	评卷人

III. Match. (10 points)

A

21.

22.

23.

24.

25.

B

26.

27.

28.

29.

30.

得 分	评卷人

IV. Translate the following into Chinese. (20 points)

31.

得 分	评卷人

V. Writing. (50 points)

32. Write a letter for the following situation.

An exclusive exhibition of the works of the American painter, Susanna Paz, is going to be held between 1 p. m. and 5 p. m. on 25 March 2007 on the fifth floor at the Contemporary Plaza. Write a letter to invite your client, Mrs Law, to the exhibition.

33. Write a reply to the following letter.

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中央广播电视大学 2006—2007 学年度第二学期“开放专科”期末考试

英语(商)专业 商务英语写作 试题答案及评分标准

(供参考)

2007 年 7 月

I. Complete the letters with the words given. (10 points)

1. about

2. for

3. call

4. October

5. coming

6. noticed

7. that

8. will

9. urgently

10. possible

II. Choose the best answer for each question. (10 points)

11. C

12. A

13. A

14. A

15. B

16. B

17. A

18. C

19. C

20. A

III. Match. (10 points)

A. In the following, 21-25 describe the problems, and a—e give the solutions. Please match them.

21. d

22. b

23. e

24. a

25. c

B. Choose from f—j to match 26-30.

26. f

27. g

28. i

29. h

30. j

IV. Translate the following into Chinese. (20 points)

31.

阁下 3 月 25 日发来传真索取《美国零售业的报告》，我们对此表示感谢。很乐意随函附上该报告的详细资料。诚如您从我们手册中所知的，该报告指出了美国零售业的趋势和渠道，并为有意出口美国的香港公司提供建议。

如果您有意购买，售价为 100 美元，您可以填写所附订单函购。

V. Writing. (50 points)

32. Write a letter for the following situation. (20 points)

Dear Mrs Law

I take great pleasure in inviting you to an exclusive exhibition of the works of the American painter, Susanna Paz. The exhibition will take place between 1 p. m. and 5 p. m. on 25 March 2007 on the fifth floor at the Contemporary Plaza.

I look forward to meeting you at the exhibition.

Yours sincerely

Tina Alfred

33. Write a reply to the following letter. (30 points)

Aihua Book Store

Changsha Road 24

Shanghai 257804

China

2 June, 2006

Merlin Forest

Assistant Headmaster

Forever Primary School

Bartier Road

Dublin

Ireland

Dear Mr Forest

Thank you for your letter of 25 May requesting a quotation for the Into English Series.

I take great pleasure in enclosing this quotation.

Into English (Textbook)	@US\$ 10 ea	US\$ 15,000
Into English (Workbook)	@US\$ 8 ea	US\$ 12,000
Into English (Teacher's Guide)	@US\$ 5 ea	US\$ 7,500
		
		US\$ 34,500
Less 5% discount for payment within 30 days		US\$ 1,725
		
		US\$ 32,775

The above quoted price included transportation and insurance.

Please note that this quotation is subject to acceptance within two weeks. We can guarantee delivery within five days of receipt of a firm order.

I look forward to receiving your order in the near future.

Yours sincerely

Julian Zhang

Sales Manager