

试卷代号:2141

中央广播电视大学 2008—2009 学年度第一学期“开放专科”期末考试

## 商务英语写作 试题

2009 年 1 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。监考人收完考卷和答题纸后才可离开考场。

二、仔细阅读题目的说明,并按题目要求答题。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)**

*warranty, accordingly, reference, prefer, model, Since, catalogue, serve, wonder, intend*

(1)

Dear Sir

With 1 to our offer of 22<sup>nd</sup> May, we regret that we have not had an order from you.

Naturally our 2 could only show the standard types of our wide range of air-condition machines and it is quite probable that you could not find the 3 for which you were looking.

If you will let us know the exact details of your requirements, we will supplement our offers 4 and will do our best to meet your needs.

We are most anxious to 5 you and hope to hear from you.

Yours faithfully

(2)

Dear Sir or Madam

We 6 to purchase a new office copier before the end of the fiscal year. We would like to consider an RBM copier and 7 if you have a model that would suit our needs.

Our office is small, and a copier would generally be used by only three secretaries. We run approximately 3,000 copiers a month and 8 a machine that uses regular paper. We would like a collator, but rarely need to run off more than 25 copiers at any one time.

We would also like to know about your 9 and repair service.

10 our fiscal year ends June 30, we hope to hear from you soon.

Sincerely yours

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

11. 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

12. We ordered the above computers \_\_\_\_\_ 18 January, and they still have not arrived.  
A. within  
B. to  
C. on
13. The report \_\_\_\_\_ the students' attitudes towards setting up a night snack bar.  
A. investigates  
B. includes  
C. deals
14. Our check for US \$ 4,000 was airtailed to you today in settlement of your claim \_\_\_\_\_ short weight of 550 M/Ts.  
A. of  
B. in  
C. for
15. Mr Addison stated that the Company \_\_\_\_\_ rather too much on training in the previous year.  
A. had spent  
B. spent  
C. would spend
16. In view of the comments above, we should recommend that the Company \_\_\_\_\_ a certain number of higher potential customers for further development.  
A. selecting  
B. select  
C. selected
17. 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
18. Half of the consignment we received yesterday was either in pieces or it was \_\_\_\_\_.  
A. defective  
B. effective  
C. infective
19. He expressed the fear \_\_\_\_\_ many manufacturers might be unwilling to transfer to using a more expensive raw material when they had to make a decision.  
A. which  
B. that  
C. of

20. A client of ours is interested in securing a certain quantity of Chinese cotton piece goods, \_\_\_\_\_ you are requested to make an offer.

A. for which

B. for that

C. for it

**III. Match. (10 points)**

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

21. The printed shirting clearly does not match the samples you left with us.

22. The bottom corner of the suitcase is broken.

23. We regret to inform you that the above invoice contains a mistake.

24. The color of the goods shipped by you is different from what we need.

25. We only received 80 cartons instead of 95 cartons.

a. We think a little difference in color between them is unavoidable.

b. It seems that some of the materials escaped the examination we normally give to all materials.

c. We doubt the shortage happened due to losses or pilferage.

d. No commercially-made suitcase can withstand an impact of this kind.

e. We have checked with our accounting department and found that the figure was wrong.

**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. My experience has given me a basic understanding of import-export trading practices, and, having taken a Higher Certificate in Secretarial Studies with Languages, I am fairly fluent in Mandarin and English, and have a fair understanding of Japanese. In the last five years, I have also learnt the importance of being efficient and methodical in my work. I am confident that these skills are required by senior secretarial staff at the Far East Finance Centre.

**V. Writing. (50 points)**

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

You ordered some metal panels for your library. On examination you found the enamel (瓷漆) on most of the panels was scratched and there were many dents. Write a letter of complaint requesting replacements and a new shipment.

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

Forever Primary School

Bartier Road

Dublin

Ireland

25 May, 2006

Julian Zhang, Sales Manager

Aihua Book Store

Changsha Road 24

Shanghai 257804

China

Dear Sir

We recently saw the advertisement of your "White Healthier" cloth which could be made into ladies' skirts. We would be grateful if you could send us full details of this material.

We are a large importer of textile products and would like to introduce a new type of material to our customers. Please send us a catalogue and pricelist, and tell us your terms of business.

If your terms are favorable we shall probably order about 10,000 meters, and more in future.

We look forward to hearing from you.

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### 商务英语写作 试题答题纸

2009 年 1 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 sentence. (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.

33.

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商务英语写作 试题答案及评分标准

(供参考)

2009 年 1 月

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

1. reference      2. catalogue      3. model      4. accordingly      5. serve  
6. intend      7. wonder      8. prefer      9. warranty      10. Since

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

11. C      12. C      13. A      14. C      15. A  
16. B      17. A      18. A      19. B      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. b      22. d      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. My experience has given me a basic understanding of import-export trading practices, and, having taken a Higher Certificate in Secretarial Studies with Languages, I am fairly fluent in Mandarin and English, and have a fair understanding of Japanese. In the last five years, I have also learnt the importance of being efficient and methodical in my work. I am confident that these skills are required by senior secretarial staff at the Far East Finance Centre.

以往的经验使我对进出口贸易实务有了基本了解。我持有秘书实务及外语高级证书,普通话和英文颇流利,略通日语。五年的实际工作,使我懂得了讲求工作效率和工作方法的重要性。我确信这些也是远东金融中心的高级秘书所必备的技能。

**V. Writing. (50 points)**

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

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

评分要求:

符合所要求商务信函的语气与用词;内容扣题;语法与标点符号使用正确;结构清晰,思路明确;信函格式正确。