

试卷代号:2141

中央广播电视大学 2009—2010 学年度第一学期“开放专科”期末考试

商务英语写作 试题

2010 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。

二、仔细阅读每题的说明,并按题目要求答题。答案必须写在答题纸的指定位置上,写在试卷上无效。

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)

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

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. Please examine the matter and send us the _____ of the missing three boxes by air parcel.

A. payment

B. replacement

C. adjustment

12. It is essential that our suppliers _____ both competitive in terms of price and extremely reliable.

A. be

B. are

C. will be

13. With regard to the loss in weight, we are enclosing a surveyor's report in order to prove to you that the loss _____ only _____ in transit.

A. could...occur

B. could have...occurred

C. can...occur

14. We are sorry to have to complain of the quality of the shipment of wheat, but it is far _____ the sample you sent us.

A. superior to

B. inferior to

C. prior to

b. I shall arrange for a replacement to be sent to you immediately, and would be grateful if you could return the faulty camera.

c. I can assure you that we are currently considering switching transport company to avoid this type of error occurring again.

d. With this in mind, we are more than happy to replace the faulty disks.

e. We appreciate your offer to keep the goods wrongly delivered, and we are ready to allow 14% off the invoice price.

B. Choose from f — j to match 26—30.

26. Could you send us a price list regarding your chromium plated domestic products?

27. I appreciate your advice on some problems we are experiencing with the equipment we ordered from you 3 months ago.

28. Would it be possible for you to arrange for us to see your products sometime this month?

29. Mr Nick Adams of Aiko Corporation has referred us to you for information concerning his standing.

30. The Stenogram is efficient, dependable, timesaving and economical.

f. Excessive humidity can seriously affect the operation of the equipment.

g. If it is possible, we should like to arrange a demonstration by the end of this month.

h. For fifty-two weeks in the year it works hard for you, without lunch breaks or holidays.

i. We welcome the opportunity to report favorably on his company.

j. Prices quoted are inclusive of transportation costs.

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

31.

Gentlemen

As your name and address were listed in 'The Business', we are writing to you with a desire to open an account with you.

We are one of the leading exporters of Chinese silk goods and are enjoying an excellent

reputation through fifty years' business experience. We are sure that you will be quite satisfied with our services and the excellent qualities of our goods.

If you need more objective information concerning our credit, please direct all inquiries to

the Bank of China.

We are looking forward to your early and favorable reply.

Yours truly

V. Writing. (50 points)

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

You have just received a letter pressing for overdue payment. Write a letter of payment to include the following particulars.

(1) Explain that payment was delayed because your accounting department made an oversight in making remittance.

(2) Inform the seller that the sum has been sent to him by Telegraphic Transfer today.

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 Mr Zhang

We should like you to send us a quotation for 1,500 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

试卷代号:2141

座位号

中央广播电视大学 2009—2010 学年度第一学期“开放专科”期末考试

商务英语写作 试题答题纸

2010 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 question. (10 points)

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

得分	评卷人

III. Match. (10 points)

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

- | | | | | |
|-----|-----|-----|-----|-----|
| 21. | 22. | 23. | 24. | 25. |
|-----|-----|-----|-----|-----|

B. Choose from f — j to match 26—30.

- | | | | | |
|-----|-----|-----|-----|-----|
| 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. (20 points)

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

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中央广播电视大学 2009—2010 学年度第一学期“开放专科”期末考试

商务英语写作 试题答案及评分标准

(供参考)

2010 年 1 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. B | 12. A | 13. B | 14. B | 15. C |
| 16. A | 17. B | 18. A | 19. C | 20. C |

III. Match. (10 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 21. c | 22. d | 23. a | 24. e | 25. b |
|-------|-------|-------|-------|-------|

B. Choose from f — j to match 26—30.

- | | | | | |
|-------|-------|-------|-------|-------|
| 26. j | 27. f | 28. g | 29. i | 30. h |
|-------|-------|-------|-------|-------|

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

31.

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If you need more objective information concerning our credit, please direct all inquiries to the Bank of China.

We are looking forward to your early and favorable reply.

Yours truly

敬启者:

我方在《商业》杂志上得知贵公司的名称和地址,愿与贵公司建立商贸关系,特函奉知。

我公司是中国丝绸产品大出口商之一,具有 50 年商贸经验,享誉中外。我方的服务和产品质量一定会令贵方满意。

对我方的信用,如需作更进一步的了解,请向中国银行直接查询。盼回复。

敬上

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。