

试卷代号:11365

座位号

国家开放大学2024年秋季学期期末统一考试

高级商务英语写作 试题

2025 年 1 月

注意事项:

- 1. 将你的学号、姓名及考点名称填写在试题和答题纸的规定栏内。考试结束后,把试题和答题纸放在桌上。试题和答题纸均不得带出考场。待监考人员收完试题和答题纸后方可离开考场。
- 2. 仔细阅读题目的说明,并按题目要求答题。所有答案必须写在答题纸的指定位置上,写在试题上的答案无效。
- 3. 用蓝、黑圆珠笔或钢笔(含签字笔)答题,使用铅笔答题无效。

Information for the examinees:

- This examination consists of 4 parts. They are:
  - Part 1: Matching up (20 points,2 points each)
  - Part 2: Translation (20 points,4 points each)
  - Part 3: Paragraph Organization (20 points,4 points each)
  - Part 4: Writing (40 points)
- The total marks for this examination are 100 points. Time allowed for completing this examination is 90 minutes.
- There will be no extra time to transfer answers to the Answer Sheet; therefore, you should write ALL your answers on the Answer Sheet as you do each task.

Part 1 Matching up (Items 1—10, 20 points, 2 points each)

Directions: Match the English words and phrases with their proper Chinese meanings.

|                         |            |
|-------------------------|------------|
| 1. Carbon copy notation | a. 符合,达到   |
| 2. Job fair             | b. 拒绝索赔    |
| 3. Conference           | c. 抄送      |
| 4. Delivery             | d. 递送,交货   |
| 5. Recommendation       | e. 解决索赔,清算 |
| 6. Preliminary schedule | f. 会议      |
| 7. Measure up to        | g. 推荐,介绍   |
| 8. Upward tendency      | h. 看涨      |
| 9. Reject a claim       | i. 初步日程安排  |
| 10. Settle a claim      | j. 招聘会     |

Part 2 Translation (Items 11—15, 20 points, 4 points each)

Directions: Translate the following sentences into Chinese (English).

- 11. 该报盘以贵方回复本月底前达到我方为有效。  
\_\_\_\_\_
- 12. 很遗憾,我方不能考虑贵方用付款交单的方式来支付货款。  
\_\_\_\_\_
- 13. 我们可以按国际市场价格给您报价。  
\_\_\_\_\_
- 14. As regards to the inferior quality of your goods, we claim a compensation of US\$ 15,000.  
\_\_\_\_\_
- 15. If you can't settle it by then, your credit with our shop will be affected.  
\_\_\_\_\_

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

Directions: Rearrange the order of the following sentences to form a proper letter.

|   |    |    |    |    |    |   |
|---|----|----|----|----|----|---|
|   | 16 | 17 | 18 | 19 | 20 |   |
| e |    |    |    |    |    | g |

- ( ) a. We would ask you to extend the shipping date and the credit validity for one month respectively.
- ( ) b. We regret that we could not ship the goods by the end of July because of the delay of your L/C.
- ( ) c. We have received your L/C Number 189 and thank you for your cooperation.
- ( ) d. Please reply as soon as possible.
- ( ) e. Dear Mr. Bean,
- ( ) f. We are aware that the only vessel available this month will leave in one or two days and the deadline for booking space has passed.
- ( ) g. Yours faithfully.

Part 4 Writing (Item 21, 40 points)

Directions: Write a job application letter in about 150 words according to the given information.

Write your answers on the Answer Sheet.

21. 上海能源贸易公司在公司网站上发布了一则招聘广告。请根据下文中的信息,结合你的实际情况,分别写作一封英文求职信。

招聘岗位:商务助理

岗位职责:协助实施公司贸易业务的工作目标、工作计划;完成上级交给的其它事务性工作。

岗位要求:(1)英语专业;(2)精通商务英语,能与外商流利交流;(3)为人诚实可靠,责任心强,具有团队精神。

试卷代号:11365

国家开放大学2024年秋季学期期末统一考试

高级商务英语写作 试题答案及评分标准

(供参考)

2025 年 1 月

Part 1 Matching Up (Items 1—10,20 points, 2 points each)

Directions: Match the English words and phrases with their proper Chinese Meanings.

1. c
2. j
3. f
4. d
5. g
6. i
7. a
8. h
9. b
10. e

Part 2 Translation (Items 11—15,20 points, 4 points each)

Directions: Translate the following sentences into Chinese (English).

11. (题目)该报盘以贵方回复本月底前达到我方为有效。

(参考答案)This offer is subject to your reply reaching us before the end of this month.
12. (题目)很遗憾,我方不能考虑贵方用付款交单的方式来支付货款。

(参考答案)We regret that we are unable to consider your request for payment on D/P basis.
13. (题目)我们可以按国际市场价格给您报价。

(参考答案)We can offer you a quotation based upon the international market.
14. (题目)As regards to the inferior quality of your goods, we claim a compensation of US \$ 15,000.

(参考答案)关于你方产品质量低劣的问题,我方要求你方赔偿 15 000 美元。
15. (题目)If you can’t settle it by then, your credit with our shop will be affected.

(参考答案)如果届时不能结清,贵方在本店赊货将受到影响。

Part 3 Paragraph Organization (Items 16—10,20 points, 4 points each)

Directions: Rearrange the order of the following sentences to form a proper letter.

|    |    |    |    |    |
|----|----|----|----|----|
| 16 | 17 | 18 | 19 | 20 |
| c  | b  | f  | a  | d  |

Part 4 Writing (Items 40 points)

Directions: Write a job application letter in about 150 words according to the given information.

Write your answers on the Answer Sheet.

21. 评分标准

|         |                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 36—40 分 | 全部完成答题要求<br>● 所有内容点都已包括在内并在答题要求允许的情况下加以展开。<br>● 语言规范、恰当;错误少,且均属小错。<br>● 多样化的语言结构和丰富准确的词汇。<br>● 组织结构好,前后呼应自然。<br>● 格式完全适当。<br>给读者的印象极佳。            |
| 31—35 分 | 较好的完成答题要求<br>● 所有内容点都处理得不错,展开得不够。<br>● 大体准确;运用复杂语言时有错误。<br>● 结构合理,用词基本准确。<br>● 大体上组织较好,注意逻辑关系。<br>● 格式总体来说适当。<br>给读者的印象良好。                        |
| 21—30 分 | 尚能达到答题要求<br>● 所有的主要内容点已包括进去,遗漏了一些次要的内容。<br>● 语言使用时出现一些错误,但不妨碍交流。<br>● 结构和词汇掌握范围适度。<br>● 组织和安排总的来说尚令人满意。<br>● 格式尚可,虽然并不完全成功。<br>给读者的印象较好。          |
| 11—20 分 | 不能完全达到答题要求<br>● 遗漏了一些主要的内容点或者处理得不充分,可能有些不切题。<br>● 语言错误有时影响交流,错误较多,使读者感到迷惑。<br>● 结构、词汇掌握有限。<br>● 内容条理不清、不连贯,造成理解困难。<br>● 格式不适当。<br>给读者的印象不佳。       |
| 0—10 分  | 未能达到答题要求<br>● 显著的内容遗漏/或大量内容不相关,可能由于对题目要求的误解。<br>● 语言严重不规范,经常出现基本错误。<br>● 结构和词汇使用有严重错误。<br>● 缺乏组织,造成交流失败。<br>● 几乎没有使用适当的格式。<br>● 篇幅太短<br>给读者的印象极差。 |