

试卷代号:1365

国家开放大学(中央广播电视大学)2015年春季学期“开放本科”期末考试

高级商务英语写作 试题

2015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。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。

Information for the examinees:

- This examination consists of 4 parts. They are:

Part 1: Matching up	(20 points)
Part 2: Translation	(20 points)
Part 4: Paragraph Organization	(20 points)
Part 3: 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(20 points)

Questions 1—10 are based on the following task.

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

1. 表现	a. position desired
2. 希望的职位	b. insurance policy
3. 产品特点	c. product feature
4. 股票公开上市的公司	d. acknowledge
5. 报答、酬答	e. modification
6. 修改、变动	f. gross weight
7. 条款	g. reciprocate
8. 告知收到	h. performance
9. 毛重	i. terms and conditions
10. 保险单	j. publicly traded company

Part 2 Translation(20 points)

Questions 11—15 are based on the following task.

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

11. I have enclosed a copy of my resume with detailed information about my qualifications.
12. People working around me are deeply impressed by your working attitude over the past years.
13. Please confirm the order and E-mail the shipping schedule.
14. 随信附上 50 箱标题项下货物的发票,请查收。
15. 我们要提醒你方毛巾需用纸盒包装,每盒装 12 条,24 盒装一纸箱。

Part 3 Paragraph Organization (20 points)

Questions 16—20 are based on the following task.

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

Invitation Letter.

16. 17. 18. 19. 20.

- a. Yours sincerely,
- b. Reception starts at 6:30 p. m. and dinner is to commence at 7:30 p. m.
- c. Dear Mr. Chan,
- d. I do hope you can join us for an evening of fun. With best wishes!
- e. John Smith
- f. Therefore, I am writing to invite you to attend our 2013 Annual Dinner on Monday,
17 June 2013 at the Ballroom of the ABC Hotel at (detailed address).
- g. R. S. V. P. by 2 June 2013
- h. Annual dinner is an occasion for us to thank our friends and supporters.

Part 4 Writing(40 points)

Question 21 is based on the following task.

Directions: Write a business letter according to the information given below. Write about 150 words. Write your answers on the Answer Sheet.

21. 感谢 8 月 10 日来函,我们很高兴与你方建立商务关系。

我们看了贵公司的产品目录,对竹制篮子很感兴趣。如果能给我们寄送样品,并提供所有必要信息,我们将非常感激。同时,请给我们报 CIF Liverpool 最低价,并请说明最早的装船日期。

期望你们早日回复。

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座位号

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国家开放大学(中央广播电视大学)2015 年春季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2015 年 7 月

题 号	Part 1	Part 2	Part 3	Part 4	总 分
分 数					

得 分	评卷人

Part 1 Matching Up(20 points)

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

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

得 分	评卷人

Part 2 Translation(20 points)

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

11. _____
12. _____
13. _____
14. _____
15. _____

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国家开放大学(中央广播电视大学)2015年春季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2015年7月

Part 1 Matching Up(20 points)

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

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

Part 2 Translation(20 points)

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

11. I have enclosed a copy of my resume with detailed information about my qualifications.

11. 我附录了一份我的简历,介绍了更详细的关于我资格的信息。

12. People working around me are deeply impressed by your working attitude over the past years.

12. 我身边的人对您过去这些年的工作态度都深受感动。

13. Please confirm the order and E-mail the shipping schedule.

13. 请确认订单并电邮我方发货排程。

14. 随信附上 50 箱标题项下货物的发票,请查收。

14. Enclosed you will find an invoice of 50 cases of captioned goods.

15. 我们要提醒你方毛巾需用纸盒包装,每盒装 12 条,24 盒装一纸箱。

15. We would like to remind you that the towels must be packed in cardboard boxes each containing 12 of them, and 24 boxes to a carton.

Part 3 Paragraph Organization(20 points)

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

16. h

17. f

18. b

19. d

20. a

Part 4 Writing(40 points)

21. Directions: Write a business letter according to the information given below.

Write about 150 words. Write your answers on the Answer Sheet.

评分标准

36—40 分	<p>全部完成答题要求</p> <ul style="list-style-type: none">● 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。● 语言规范、恰当;错误少,且均属小错。● 多样化的语言结构和丰富准确的词汇。● 组织结构好,前后呼应自然。● 格式完全适当。 <p>给读者的印象极佳。</p>
31—35 分	<p>较好的完成答题要求</p> <ul style="list-style-type: none">● 所有内容点都处理得不错,展开得不够。● 大体准确;运用复杂语言时有错误。● 结构合理,用词基本准确。● 大体上组织较好,注意逻辑关系。● 格式总体来说适当。 <p>给读者的印象良好。</p>
21—30 分	<p>尚能达到答题要求</p> <ul style="list-style-type: none">● 所有的主要内容点已包括进去,遗漏了一些次要的内容。● 语言使用时出现一些错误,但不妨碍交流。● 结构和词汇掌握范围适度。● 组织和安排总的来说尚令人满意。● 格式尚可,虽然并不完全成功。 <p>给读者的印象较好。</p>
11—20 分	<p>不能完全达到答题要求</p> <ul style="list-style-type: none">● 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。● 语言错误有时影响交流,错误较多,使读者感到迷惑。● 结构、词汇掌握有限。● 内容条理不清、不连贯,造成理解困难。● 格式不适当。 <p>给读者的印象不佳。</p>
0—10 分	<p>未能达到答题要求</p> <ul style="list-style-type: none">● 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。● 语言严重不规范,经常出现基本错误。● 结构和词汇使用有严重错误。● 缺乏组织,造成交流失败。● 几乎没有使用适当的格式。● 篇幅太短 <p>给读者的印象极差。</p>