

试卷代号:1365

国家开放大学(中央广播电视大学)2015年秋季学期“开放本科”期末考试

高级商务英语写作 试题

2016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。监考人收完答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 3: Paragraph Organization (20 points)
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 (20 points)

Questions 1—10 are based on the following task.

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

1. 人力资源部	a. social responsibility
2. 修改,变动	b. out of line
3. 股票公开上市的公司	c. publicly traded company
4. 毛重	d. modification
5. 部门经理,科长	e. Section Manager
6. 社会责任	f. foamed plastics
7. 招待会	g. Human Resources Department
8. 不相符的	h. gross weight
9. 按照,依照	i. reception
10. 发泡塑料;泡沫塑料	j. in compliance with

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. We would like to invite you to an exclusive presentation of our new mobile home.
12. Enclosed are a copy of our latest catalogue and a price-list.
13. 我期望能够将我的知识和经验付诸实践。
14. 多年以来我们出口各类洁具,在客户中享有良好的声誉。
15. 我们希望你方能尽早将空调发出,因为炎热的季节即将到来。

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 letter.

16. . 17. 18. 19. 20.

- a. Please order without delay since our popular products may well be out of stock soon.
- b. Your order can be delivered to your central warehouse in Los Angeles within 30 working days after we receive it.
- c. The items you inquired in your letter are selling extremely well in our area.
- d. We thank you for your inquiry about our newly designed office furniture.
- e. And a discount of 2 percent on the total value is possible if payment is made within 15 days of delivery.
- f. It is a great pleasure to serve you again.
- g. They are very easy to use, convenient for filing documents, and taking much less space than previous ones.
- h. We are looking forward to working on your order again.
- i. In addition, they are at least 25% lower in cost compared with our previous ones and those of our competitors.
- j. Yours sincerely,
- k. Dear Mr. Johnson,

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. 请根据下文中的信息, 写作一篇英文祝贺信。

我们很高兴听说贵公司成立了分公司。请接受我们真心的恭贺。

根据你们的成就, 我确信新公司一定会成功。衷心祝福事业成功。

如果有我们能协助的, 请与我联系。期望未来能有更好的合作。

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座位号

国家开放大学(中央广播电视大学)2015年秋季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2016年1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. _____

得 分	评卷人

Part 3 Paragraph Organization (20 points)

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

16. 17. 18. 19. 20.

得 分	评卷人

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.

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国家开放大学(中央广播电视大学)2015年秋季学期“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)

2016年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. We would like to invite you to an exclusive presentation of our new mobile home.
12. Enclosed are a copy of our latest catalogue and a price-list.
13. 我期望能够将我的知识和经验付诸实践。
14. 多年以来我们出口各类洁具,在客户中享有良好的声誉。
15. 我们希望你能尽早将空调发出,因为炎热的季节即将到来。

参考答案

11. 我们邀请您参加我们公司新产品房车的独家展示会。
12. 随信附寄我方最新产品名录和价格表。
13. I look forward to putting my knowledge and experiences into practice
14. We have been exporting various sanitary wares for many years and have enjoyed good reputation among our customers.
15. We would like you to effect shipment of the air conditioners as soon as possible, for the hot season is rapidly approaching.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. d | 17. c | 18. i | 19. a | 20. h |
|-------|-------|-------|-------|-------|

Part 4 Writing (40 points)

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