

试卷代号:1365

国家开放大学(中央广播电视大学)2016年秋季学期“开放本科”期末考试

高级商务英语写作 试题

2017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。

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. 被提拔为	a. unbiased
2. 和蔼可亲的	b. gross weight
3. 公正的、无偏见的	c. amiable
4. 勤奋的	d. bid
5. 毛重	e. insurance policy
6. 企业文化	f. be promoted to
7. 出价, 递盘	g. industrious
8. (此报盘)无约束力	h. corporate culture
9. 最突出、最精彩的部分	i. highlight
10. 保险单	j. without engagement

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

- 11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
- 12. Complete the order form and return it right now.
- 13. On behalf of the management and staff at Deerwood I wish you all the best in your future career.
- 14. 你方中国折扇(Chinese Folding Fans)报价太高,不能接受。
- 15. 请合理考虑我们的索赔要求并尽快答复。

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.

e

 16.

d

 17. 18. 19.

g

 20.

h

- a. I am writing to apply for the position of Public Affairs Associate, which was advertised last week in the International Herald Tribune.
- b. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.
- c. I would be pleased to discuss my curriculum vitae with you in more detail at an interview.
- d. I would particularly welcome the chance to work for your company and as you will notice in my enclosed curriculum vitae, the job you are offering suits both my personal and professional interests.
- e. Dear Ms Black,
- f. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position.
- g. In the meantime, please do not hesitate to contact me if you require further information.
- h. Yours sincerely,
- i. I look forward to hearing from you.

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, 写作一篇关于支付的英文信函。

关于 230 号销售合同, 我们想请你方注意, 货物已经备好发运, 但是目前为止, 我们没有收到相关信用证的任何消息。请参考合同, 信用证将于两天内到期。

为了确保合同的准时执行, 请敦促开出信用证。否则, 我们将无法按时交货。

我们希望你们理解我们的处境, 并给予合作。

期望你们的早日回复。

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座位号

国家开放大学(中央广播电视大学)2016 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

2017 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.

试卷代号:1365

国家开放大学(中央广播电视大学)2016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)

2017年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
12. Complete the order form and return it right now.
13. On behalf of the management and staff at Deerwood I wish you all the best in your future career.
14. 你方中国折扇(Chinese Folding Fans)报价太高,不能接受。
15. 请合理考虑我们的索赔要求并尽快答复。

参考答案

11. 工作职责包括接待访客,安排会议、书写日常信函及报告。
12. 马上填好订单把它寄给我们吧。
13. 我谨代表德尔伍德(Deerwood)公司管理层和全体员工祝福你未来工作中一切顺利。
14. Your quotation of Chinese Folding Fans is too high to be acceptable.
15. Please give our claim your most favorable consideration and let us have your settlement at an early date.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. a | 17. f | 18. b | 19. c | 20. i |
|-------|-------|-------|-------|-------|

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>