

试卷代号:1365

国家开放大学2019年春季学期期末统一考试

## 高级商务英语写作 试题

2019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 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. 社会责任	a. modification
2. 可循环利用的	b. recourse
3. 企业文化	c. corporate culture
4. 修改,变动	d. reception
5. 招待会	e. section manager
6. 按照,遵照	f. compensation
7. 补偿	g. social responsibility
8. 追索权	h. recyclable
9. 忠诚的	i. in compliance with
10. 部门经理	j. loyal

## 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. 我期望有机会亲自与您讨论我的资格。

13. Our company is renowned for having the most extensive ranges of products including furniture and handicraft.

14. 我们要感谢您和贵公司近期 300,000 美元的捐款。

15. We are pleased to inform you that we have covered the above shipment with the People's Insurance Company of China against WPA.

## 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	
k		f				b	e	a		j

- 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. 从你方 8 月 10 号来函了解到,我们的报价被认为价格偏高。

我们很感谢你们告诉我们市场上其他供应商的信息,但是很遗憾我们不能接受你们的还盘。其他的产品的质量是不能与我们的产品相比的。而且,价格有上涨的趋势,建议以我们的报价成交。

鉴于以上原因,我们希望你们能关注我们产品的优质质量。

盼望早日回复。

试卷代号:1365

座位号 

--	--

国家开放大学2019年春季学期期末统一考试

高级商务英语写作 试题答题纸

2019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. \_\_\_\_\_

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2019年春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)

2019年7月

### Part 1 Matching Up (20 points)

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

- |      |      |      |      |       |
|------|------|------|------|-------|
| 1. g | 2. h | 3. c | 4. a | 5. d  |
| 6. i | 7. f | 8. b | 9. j | 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. 我期望有机会亲自与您讨论我的资格。
13. Our company is renowned for having the most extensive ranges of products including furniture and handicraft.
14. 我们要感谢您和贵公司近期 300,000 美元的捐款。
15. We are pleased to inform you that we have covered the above shipment with the People's Insurance Company of China against WPA.

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. I welcome the opportunity to discuss my qualifications with you in person.
13. 我们公司以拥有品种多样的产品包括各类家具和手工艺品而著称。
14. We wish to thank you and your company for your recent donation of US \$ 300,000.
15. 我们已向中国人民保险公司为上述货物投保了水渍险。

### Part 3 Paragraph Organization (20 points)

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

- |       |       |       |       |       |
|-------|-------|-------|-------|-------|
| 16. d | 17. c | 18. g | 19. i | 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"> <li>● 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。</li> <li>● 语言规范、恰当;错误少,且均属小错。</li> <li>● 多样化的语言结构和丰富准确的词汇。</li> <li>● 组织结构好,前后呼应自然。</li> <li>● 格式完全适当。</li> </ul> <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"> <li>● 所有内容点都处理得不错,展开得不够。</li> <li>● 大体准确;运用复杂语言时有错误。</li> <li>● 结构合理,用词基本准确。</li> <li>● 大体上组织较好,注意逻辑关系。</li> <li>● 格式总体来说适当。</li> </ul> <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"> <li>● 所有的主要内容点已包括进去,遗漏了一些次要的内容。</li> <li>● 语言使用时出现一些错误,但不妨碍交流。</li> <li>● 结构和词汇掌握范围适度。</li> <li>● 组织和安排总的来说尚令人满意。</li> <li>● 格式尚可,虽然并不完全成功。</li> </ul> <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"> <li>● 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。</li> <li>● 语言错误有时影响交流,错误较多,使读者感到迷惑。</li> <li>● 结构、词汇掌握有限。</li> <li>● 内容条理不清、不连贯,造成理解困难。</li> <li>● 格式不适当。</li> </ul> <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"> <li>● 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。</li> <li>● 语言严重不规范,经常出现基本错误。</li> <li>● 结构和词汇使用有严重错误。</li> <li>● 缺乏组织,造成交流失败。</li> <li>● 几乎没有使用适当的格式。</li> <li>● 篇幅太短</li> </ul> <p>给读者的印象极差。</p>