

试卷代号:1365

国家开放大学2019年秋季学期期末统一考试

高级商务英语写作 试题

2020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. 承运人; 运输公司 | a. damp-proof |
| 2. 毛重 | b. insurance policy |
| 3. 防潮 | c. discharge |
| 4. 发泡塑料; 泡沫塑料 | d. compensation |
| 5. 保险单 | e. recourse |
| 6. 代理人, 代理商 | f. gross weight |
| 7. 卸船 | g. dishonor |
| 8. 补偿 | h. agent |
| 9. 拒绝承兑, 拒绝付款 | i. carrier |
| 10. 追索权 | j. foamed plastics |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.

12. Our latest model cannot fail to attract your attention. It features a fashionable design and superior performance.

13. 多年以来我们出口各类洁具, 在客户中享有良好的声誉。

14. 不要迟疑, 请尽快订货, 因为我们的畅销产品很快将会脱销。

15. 我们十分感激贵方如此详细的活动清单。

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. 关于 203 号销售合同想下的 1000 件自行车,我们很高兴的通知你们,我们已经订好船舱。火炬号货轮将于下个月月初从上海驶往伦敦。请尽早准备好货物,并尽力由这艘货轮运输,不要延迟。

希望上述安排足够清楚。感谢你们的合作。

试卷代号:1365

座位号

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国家开放大学2019年秋季学期期末统一考试

高级商务英语写作 试题答题纸

2020 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 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 given information. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学2019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)

2020年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考试命题:

11. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.

12. Our latest model cannot fail to attract your attention. It features a fashionable design and superior performance.

13. 多年以来我们出口各类洁具,在客户中享有良好的声誉。

14. 不要迟疑,请尽快订货,因为我们的畅销产品很快将会脱销。

15. 我们十分感激贵方如此详细的活动清单。

参考答案:

11. 我了解到该职位需要工作有条理,注意细节,能在压力下很好工作,敬业乐群的工作候选人。

12. 我们最新的型号一定会吸引您。它具备了时尚的外观和优质的性能。

13. We have been exporting various sanitary wares for many years and have enjoyed good reputation among our customers.

14. Please order without delay since our popular products may well be out of stock soon.

15. We are very grateful for such a detailed account of your activities.

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>