

试卷代号:1365

国家开放大学2020年春季学期期末统一考试

高级商务英语写作 试题

2020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. 被提拔为 | a. position desired |
| 2. 表现 | b. marital status |
| 3. 和蔼可亲的 | c. be promoted to |
| 4. 勤奋的 | d. After-sales Service Department |
| 5. 希望的职位 | e. amiable |
| 6. 人力资源部 | f. dependable |
| 7. 可靠的 | g. industrious |
| 8. 婚姻状况 | h. performance |
| 9. 部门经理, 科长 | i. Human Resources Department |
| 10. 售后服务部 | j. Section Manager |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. One pure cotton T-shirt packed in a plastic bag and 100 pieces in a carton.
12. In order to eliminate the possible future trouble, we would like to make clear our packing requirements as follows.
13. 我们借此机会与贵方接洽, 希望与贵方建立贸易关系。
14. 我们希望相关信用证十天内能抵达我方, 否则, 我们将不能按时交货。
15. 我期望有机会亲自与您讨论我的资格。

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. g 20. e

- a. When using irritants such as hairspray, shampoo, soap, etc. , protect and rinse your ears with water and re-apply Ear Care Lotion (step2) to your ears.
- b. For external use only. In case of contact with eyes flush with water.
- c. Directions: For optimum problem-free results, follow these steps every day.
- d. Clean hands thoroughly before touching ears, studs and lobes.
- e. Seek medical attention if irritation persists. Keep out of children's reach.
- f. Using cotton balls, cleanse front and back ears 3 times a day with Ear Care Lotion. Rotate the ear piercing studs 2 or 3 times. Do not remove earrings.
- g. Warming:

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. 很高兴的告知你们,在五月二十日第 252 号定单的货物及时运抵。
所有货物都状况很好,除了第 46 号箱。我们开箱后,发现箱子装了完全不同的货物。
请尽快安排发来正确的货物。错运的货物我们将保存,供你方处置。
希望能尽早回复本信。

试卷代号:1365

座位号

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国家开放大学2020年春季学期期末统一考试

高级商务英语写作 试题答题纸

2020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 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2020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)

2020年7月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

考试命题:

11. One pure cotton T-shirt packed in a plastic bag and 100 pieces in a carton.
12. In order to eliminate the possible future trouble, we would like to make clear our packing requirements as follows.
13. 我们借此机会与贵方接洽,希望与贵方建立贸易关系。
14. 我们希望相关信用证十天内能抵达我方,否则,我们将不能按时交货。
15. 我期望有机会亲自与您讨论我的资格。

参考答案:

11. 全棉 T 恤以塑料袋包装并以每箱 100 件的方式装于纸箱中。
12. 为避免今后可能带来的麻烦,我方声明包装要求如下。
13. We take this opportunity to approach you, hoping to enter into business relations with you.
14. We hope that the relevant L/C will reach us within 10 days; otherwise we shall not be able to deliver the goods on time.
15. I welcome the opportunity to discuss my qualifications with you in person.

Part 3 Paragraph Organization (20 points)

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

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

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>