



全国 2020 年 10 月高等教育自学考试

外贸英语写作试题

课程代码:00097

1. 请考生按规定用笔将所有试题的答案涂、写在答题纸上。
2. 答题前,考生务必将自己的考试课程名称、姓名、准考证号用黑色字迹的签字笔或钢笔填写在答题纸规定的位置上。

选择题部分

注意事项:

每小题选出答案后,用 2B 铅笔把答题纸上对应题目的答案标号涂黑。如需改动,用橡皮擦干净后,再选涂其他答案标号。不能答在试题卷上。

一、单项选择题:本大题共 20 小题,每小题 1 分,共 20 分。在每小题列出的备选项中只有一项是最符合题目要求的,请将其选出。

1. "I had a very good weekend at my uncle's."
"Oh, really? _____"
A. That will do. B. Cheer up! C. It's a pleasure. D. Glad to hear that.
2. We can give you a lift to the post office. We are going that way _____.
A. nearly B. either C. anyway D. however
3. Bob made a mistake but I don't hold _____ against him. We all make mistakes.
A. one B. it C. this D. that
4. Put your seat belt on. The plane will be _____ in a few minutes.
A. taking off B. taking away C. taking up D. taking down
5. John thought I was blaming him, _____ in fact, I was blaming myself.
A. as B. whether C. unless D. while
6. "Do you hear someone knocking at the door?"
"Yes, I did. I heard him _____ three times."
A. knocking B. knocked C. being knocking D. knock
7. Peter, John and Tom each _____.
A. say they came first B. says they came first
C. says he came first D. say came first



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8. Through long power lines electricity goes _____.
- A. to the place needed B. there it is needed
C. where it is needed D. which it is needed
9. You can take _____ seat you like.
- A. no matter what B. no matter which C. what D. whichever
10. The service in this restaurant is very poor; there are not enough waiters to wait _____ customers.
- A. on B. for C. with D. to
11. In our class, when the bell rang and the teacher closed his book, it was a _____ for everyone to stand up.
- A. signal B. chance C. mark D. measure
12. As there is less and less coal and oil, scientists are exploring new ways of making use of _____ energy, such as sunlight, wind and water for power and fuel.
- A. primary B. alternative C. instant D. unique
13. The questionnaire takes _____ ten to fifteen minutes to complete and can be used along with the assessment interview.
- A. mainly B. punctually C. approximately D. precisely
14. You'd sound a lot more polite if you make a request _____ a question.
- A. in search B. in the form of
C. in need of D. in the direction of
15. His efforts to raise money for his program were _____ because no one showed any intention to take a cent out of their pockets.
- A. in place B. in sight C. in effect D. in vain
16. "May I open the window to let in some fresh air?"
"_____"
- A. Come on! B. Take care! C. Go ahead! D. Hold on!
17. He told us whether _____ a picnic was still under discussion.
- A. to have B. having C. have D. had
18. I like this house with a beautiful garden in front, but I don't have enough money to buy _____.
- A. one B. it C. this D. that

陪你走不甘平庸的路!



19. Ladies and gentlemen, Please remain _____ until the plane has come to a complete stop.

- A. seated B. seating C. to seat D. seat

20. “Have you _____?”

“No. I had the wrong number.”

- A. got it B. got away C. got off D. got through

非选择题部分

注意事项:

用黑色字迹的签字笔或钢笔将答案写在答题纸上,不能答在试题卷上。

二、改错:本大题共 10 小题,每小题 2 分,共 20 分。

下列每句各有一个错误,找出错误并改正。请将错误及改正写在答题卡(纸)上。

Example: **Who's taking care the dog while you're away?**

taking care → taking care of

21. One third of the parcels is ready to be posted.
22. This novel is interesting, well written, and it is popular with young readers.
23. Supplys of food and medicines are inadequate.
24. The house is comfortable to be lived in.
25. I feel strong that our products are the best.
26. You will be asked to fill in this forms with details of your birth and occupation.
27. Seeing from the space, the earth is shaped like a ball.
28. We closed the deal in the year of 2017.
29. She attributes her success for hard work and a little luck.
30. We cannot hope to compete with such experienced a team.

三、造句:本大题共 10 小题,每小题 1 分,共 10 分。

用所给的词和短语写出符合逻辑的句子。

31. the picnic / was perfect / the weather / everything / for / except for
32. a matter of / is not / running / simply / hiring people / a company
33. that / you bought / the expensive German car / \$ 20,000 / is still worth / two years ago
34. in the kitchen / you use / it saves time / a lot / within easy reach / to have things
35. exactly / I don't know / I was out of town / how it happened / at the time / so
36. we used to / Mary and I / not as often as / once in a while / see each other / but



37. in order to / teachers have to / constantly / their professional competence / update their knowledge / maintain
38. half of those surveyed / and darkest fears / their deepest wishes / say that / to share / they go first to their closest friend
39. to keep the talk flowing / takes part in / and raising questions / a good listener / the conversation / offering ideas
40. the museum / with an exhibition / will open / and a viewing platform / in the spring

四、标点改错:本大题共 10 小题,每小题 1 分,共 10 分。

下面每句都有一个标点符号错误,该用标点处未用标点或标点符号用错。改正错误或补写标点,并将其与前面的一个单词一起填写在答题卡(纸)上。

Example: A. What a nice present you gave me. me!

B. You think you are right don't you? right,

41. Because the library has just closed. I couldn't get any of the reserved books.
42. Many factors are important such as class, gender, age, and education.
43. Mary loved getting wedding presents, but hated to write thank you notes.
44. Many cities subways and bus systems provide inexpensive and efficient transportation.
45. The article Living with Inflation was published in today's newspaper.
46. David got a can of soda from the refrigerator, Then he walked outside to sit on the porch steps.
47. The price is too high, moreover, the house isn't in a suitable position.
48. There's only one way out left for the CEO, resign.
49. The company opened a new office in Shenzhen Guangzhou.
50. How can you drink so much beer, Luke!

五、备忘录写作:本大题 15 分。

按要求写一份 50 个单词左右的备忘录。

51. You're the marketing manager of a large company. Your company is going to hold a lecture on marketing. Please write a memo to the staff in the Marketing Department:
- Telling them what the content is;
 - Telling them what the time and place is;
 - Asking them to listen to the lecture carefully so as to work well.



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六、信函写作：本大题 25 分。

按要求写一封字数为 130–150 单词左右的信函。

52. 你叫王毅。John Smith 邀请你参加 11 月 18 日至 19 日在北京举办的食品安全研讨会,并请你就有关中国绿色食品生产的最新发展在会上发言。请写一封拒绝邀请信。包括如下内容:

- (1) 感谢邀请。
- (2) 对不能应邀表示遗憾。
- (3) 陈述理由。
- (4) 致以问候。