

东南大学考试卷 (B 卷)

课程名称 研究生学位英语 考试学期 19-20-秋 得分
适用专业 19 级全日制研究生 考试形式 闭卷 考试时间 90 分钟

ATTENTION: All answers on the Answer Sheet!

Part 1 International conference (30%)

Section A

Directions: In this section, there are four choices for each item, select one to complete the blank or answer the question. (10%)

- Which of the following is the most formal welcome remark in an opening session?
 - I'd like to welcome you all to the conference.
 - May I take the opportunity to welcome you to this conference?
 - A very warm welcome to this seminar. Thank you for showing up.
 - I'd just say a warm welcome.
- Which of the following is **NOT** correct concerning a closing speech at a conference?
 - It is the closing speaker's job to remind audience of the all-important takeaways from the conference.
 - The closing speech is the last thing the participants will hear.
 - After you summarize key ideas you need to give a verbal clue that your speech is coming to an end.
 - A closing speech doesn't need to have an introduction, a body and a conclusion.
- Which of the following statements is **NOT** true about the effective academic presentation skills?
 - During the presentation, you may stay relaxed by reading the messages from the slides.
 - During the presentation, you may use nonverbal aids to attract the attention of the audience.
 - During the presentation, you can speak loudly, clearly, confidently and positively.
 - During the presentation, you can use gestures, including walking patterns.
- Which of the following signals the end of a presentation?
 - First, we will begin with a brief history of XYZ Project.
 - I would like to conclude by discussing the future of XYZ Project.
 - Let's move on to the current situation of XYZ Project.
 - Could you expand on the issue of cyberspace safety?
- Which of the following is **correct** concerning signposting in a presentation?
 - Title of the presentation.
 - Graphics in the presentation.
 - Pace and pause you can use in your speech to your advantage.
 - Words or phrases signaling different parts of the presentation.

Section B

Directions: In this section, there are ten statements about how to give an effective presentation. Decide whether it is **true (T)** or **false (F)** for each statement. (10%)

- Intonation can show the speaker's meaning.
- If keynote speakers are very well known to the audience, there is no need to introduce them before they give the speech at a conference.
- You should keep eye contact with only one of the audience during the presentation.
- The introduction of the keynote speaker should be thorough in details at the conference.
- Keynote speakers should research the purpose and theme of an academic conference.
- Keynote speakers don't have to know the audience ahead of time.
- Give a strong ending by summarizing your best points and adding new information.
- Making a presentation is, in a sense, acting and making entertainment so the speaker should do something that's not within his character to amuse the audience.
- Use more complex words and sentences in the slides to make yourself more professional and academic.
- You can repeat where necessary to highlight your strong points.

Section C

16. Directions: The following paragraphs are from a sample of an opening speech. Rearrange them into the correct order. (5%)

- Your strong support and active participation have made our conference this year a record-breaking event. We have exceeded the total number of papers ever presented and the total number of people ever registered. Several new Symposiums are added this year, such as AMT, FST, GE, and MST, all make the technical programming strong and attractive.
- The purpose of this Conference is to give vision and political impetus to this issue and to help define directions and options which should be proposed for decision at the highest academic level. Therefore, in conclusion, I would ask you to find answers to the following questions...
- Ladies and gentlemen, I am confident that you will make a crucial contribution to the process of reforming the European School System and in doing so you will serve the best interests of the children and of the European Institutions.
I wish you a very successful Conference.
- The Organizing Committee members worked extremely hard in the last year to prepare an outstanding conference. We attempted to replicate the spirit of the original "Symposium" written by Plato. As a result, we prepared many "symposiums" & "forums" to discuss the truth and beauty of science, technology and education, while celebrating our global friendships.

e. Dear Chairman,
Ladies and Gentlemen,
Good Morning! I am very pleased to be here today for the opening of this Conference
on the European Schools in Denmark.

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Section D

17. **Directions:** Match the left sentences of an introduction of a keynote speaker with the functions on the right side. Two functions will not be used. (5%)

E 1. Good afternoon students.

2. Today's class is a new format with a guest speaker. We all need to know how to drive safely, because statistically 10 out of the 40 of us here today will be involved in a serious accident sometime during our life. If we reduce accidents we save lives and lower the cost of insurance premiums—two things we are all interested in.

D 3. Larry Smith is the assistant director of the State Transportation Safety Agency.

A 4. He helped draft the first State legislation regarding mandatory seat belts and air bags. He has worked as Claims Manager for AAA Insurance Company.

F 5. Larry has been a licensed driver since 16 and has only been involved in one fender bender. He credits his good driving record to having taken this class. His topic is "Arrive Alive." Please help me welcome Larry Smith.

A. Work achievements

B. Introduction of the presentation title

C. Subject introduction

D. Job title

E. Greetings

F. Education background

G. Fame and popularity of the speaker

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Part 2 Technical communication (70%)

Section A Basics

Directions: In this section, there are four choices for each question or statement, select one to complete the blank or answer the question. (30%)

18. Standard memos are divided into five main segments to organize information and to help achieve the writer's purpose. They are _____.

- B
- A. heading, salutation, opening, discussion and closing
 - B. heading, opening, discussion, closing and signature
 - C. title, heading, opening, discussion and closing
 - D. heading, opening, discussion, closing and distribution

C 19. If a memo ends with the statement "I would like to resolve the issue only after hearing from you. Hence, kindly inform me before 25 December 2019." it ends with _____.

- A. a mandatory close
- B. a complimentary close
- C. a directive close
- D. a recommendatory close

D 20. Which of the following is **NOT** the feature of a résumé?

- A. Written in points
- B. Objective and formal in approach
- C. Conveying short routine messages quickly
- D. Written in third person

A 21. The ideal length for résumé is around _____ page(s).

- A. one
- B. two
- C. three
- D. four

A 22. The _____ résumé emphasizes education and work experience.

- A. chronological
- B. functional
- C. skills
- D. video

C 23. We should use a _____ when drafting the title for instructions.

- A. verb phrase
- B. gerund
- C. noun string
- D. sentence

D 24. When you design a set of instructions, you need not to consider _____.

- A. reader's expectation
- B. language used
- C. specific environment
- D. intimidating information

A 25. Which of the following statements about definitions is **NOT** correct?

- A. Writers should include as many technical details as possible in one definition.
- B. Writers should use recognizable terms to communicate with less knowledgeable readers.
- C. Graphics may help readers understand a term of concept.
- D. A sentence definition is usually more formal than a parenthetical definition.

A 26. Which of the followings is a parenthetical definition?

- A. The computers were infected by a Trojan horse (a destructive program that appears to be benign).
- B. Hypnoanalysis is a psychoanalytical technique in which hypnosis is used to elicit information from a patient's unconscious mind.
- C. The Global Positioning System (GPS), originally NAVSTAR GPS, is a satellite-based radio navigation system owned by the United States government and operated by the United States Air Force.
- D. An unmanned aerial vehicle (UAV) is an aircraft without a human pilot on board and a type of unmanned vehicle. UAVs are a component of an unmanned aircraft system (UAS).

27. Which of the following statements about descriptions is **NOT** correct?

- d
- A. A step-by-step description should be structured chronologically.
 - B. Past tense is preferred while developing descriptions.
 - C. Causal relationships among steps should be addressed in process descriptions.
 - D. Descriptions are verbal and visual representations of the physical, operational features of objects, mechanisms, and process.

28. Poor spelling and grammar in email messages could lead some readers to question _____.

- A. the accuracy of the messages
- B. the writer's reliability
- C. the credibility of the messages
- D. the writer's competence

29. The employee who has violated the rules or breached the code of conduct in the organization will likely receive _____.

- A. a disciplinary memo
- B. a congratulatory memo
- C. a documentary memo
- D. a complimentary memo

30. As far as the structure of email is concerned, there are three parts including _____.

- A. header, subject and message
- B. receiver, subject and signature
- C. header, message and signature
- D. receiver, subject and message

31. Which of the following is **NOT** an email etiquette rule?

- A. Use proper structure and layout.
- B. Use URGENT and IMPORTANT in subject line.
- C. Use templates for frequently used responses.
- D. Use active instead of passive voice.

32. Suppose you write an email to your team leader to explain why you are not able to attend the class activity; you also send a copy to the monitor and the other members in your team, but the monitor isn't seen in the other recipients' received email. In which field will you write the monitor, your team leader and the other team members respectively?

- A. TO: The monitor
- B. TO: The other team members
- CC: The team leader
- CC: The monitor
- BC: The other team members
- BC: The team leader
- C. TO: The team leader
- D. TO: The team leader
- CC: The other team members
- CC: The monitor
- BC: The other team members
- BC: The team leader

Section B True or false

Directions: In this section, there are ten statements about technical communication. Decide whether it is **true (T)** or **false (F)** for each statement. (10%)

- 33. We should use the passive voice, and avoid the imperative mood when drafting steps in instructions.
- 34. Articles should be omitted in drafting the instruction steps in order to save space.
- 35. A glossary is necessary for long documents.
- 36. A manual is usually a short version of an instruction.
- 37. When sending an email to a company requesting information about a product, it is better to say "Product information" than to mention the actual name of the product in the subject.
- 38. Since the terms *résumé* and *curriculum vitae* (CV) are synonyms, they are the same.

39. In a *résumé* the line spacing within an item should be greater than the line spacing between items.

40. Within the categories of a chronological *résumé*, such as Education and Work Experience, entries should be listed in reverse chronological order.

41. Instructions are process descriptions written to help readers perform a specific task.

42. Most sets of instructions contain a title, a general introduction, step-by-step instructions and an explanation.

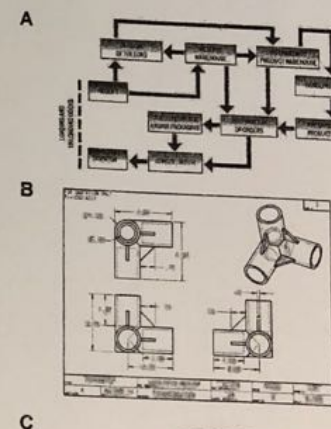
Section C Matching

43. Directions: You will find five terms of commonly used graphics in technical communication. Please match the terms in **Column A** with graphics in **Column B**. (5%)

Column A

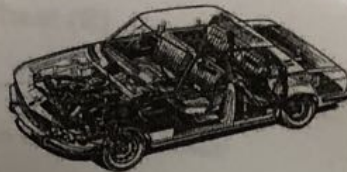
- 1) Photos
- 2) Cutaway
- 3) Drawing

Column B



Exploded
diagram

D



5)

Flow
chart

E



1) _____ 2) _____ 3) _____ 4) _____ 5) _____

Section D Writing (25%)

Task 1

Directions: Please improve readability by revising the writing style and design of these instructions. Consider both **verbal** and **visual** presentations. (10%)

What to Do Before Jacking Up Your Car

Whenever the misfortune of a flat tire occurs, some basic procedures should be followed before the car is jacked up. If possible, your car should be positioned on a firm and level surface. The engine has to be turned off; the parking brake should be set; and the automatic transmission shift lever must be placed in "park" or the manual transmission lever in "reverse." The wheel diagonally opposite the one to be removed should have a piece of wood placed beneath it to prevent the wheel from rolling. The spare wheel, jack, and lug wrench should be removed from the luggage compartment.

jack up: (informal) To raise, increase, or accelerate; often said of prices, fees, or rates.

transmission shift lever: 变速杆

Task 2

Directions: (15%)

Context: You are the leader of your English study group. Earlier Doctor Harris has agreed to give your group a lecture on *How to Design Graphics for Presentations*. Now there are three options of time for the lecture next week: 2:00-3:30pm Monday, 9:00-10:30am Wednesday and 3:30-5:00pm Friday. You are required to contact Doctor Harris by email to see if any of the options would be convenient for him.

Requirements must be fulfilled on

- 1) the format of the email interface
- 2) the appropriate formality of language style
- 3) the clarified delivery of information
- 4) the correctness of grammar

From:

To: Dr. Harris<Harris@seu.edu.cn>

Subject: