2023秋学期学位英语期末考试说明

一、考试安排

2024年1月9日（周二）上午9:00～10:30

请登录信息服务门户（网址：i.seu.edu.cn）→ 研究生院→ 研究生综合管理系统，在"**研究生考试安排**"中，查询课程所对应的考试时间和地点。

二、试卷结构与题型分布

模块	分值	题型	检测知识点和技能
Module 1 Technical Communication	50%	单选题	详见《模块2知识技能点》。
		判断题	
		改写题	
Module 2 International Conference	50%	单选题	详见教材《国际学术会议使用英语教程》各章节。
		判断题	
		配对题	
		翻译题	

三、样题参考

单选题

Directions: *In this section, there are ＊＊ questions or unfinished statements. For each of them there are four choices marked A), B), C) and D). You should decide on the best choice and write your answer on the Answer Sheet.*

Sample Question:

"CC" in an email stands for _____.

A) courtesy cover
B) courtesy copy
C) courtesy care
D) courtesy concern

(Key: B)

判断题

Directions: *Decide whether the following statements are true (T) or false (F) and write your answers on the Answer Sheet.*

Sample Question:

____ A bar chart emphasizes a continuous trend rather than the discrete data.

(Key: F)

配对题

Directions: *Match the information elements below with each sentence. Write your answers on the Answer Sheet.*

Sample Question:

In each group there are six subjects at each of five different age levels.	A. Subjects B. Sampling technique C. Materials D. Location

(Key: A)

翻译题

Directions: *Translate the following sentences into English. Write your answers on the Answer Sheet.*

Sample Question:

文献综述是二手来源，不报告新的或原创性实验工作。

(Reference: Literature reviews are secondary sources and do not report new or original experimental work.)

改写题
Directions: *Rewrite the following sentences to make them more academic in style. Write your answers on the Answer Sheet.*
Sample Question:
We did a really thorough analysis of the data by using this method.
(Reference: The methodology employed in this study allowed for a comprehensive analysis of the data.)

四、模块2知识技能点
Module 2 Technical Communication
Unit 1   User manuals and instructions
- Basic qualities of technical communication
- Writing definitions: three types of definitions
- Guidelines for writing descriptions mechanism and object descriptions elements contained in instructions
- A title
- General introduction
- Step-by-step instructions
- A conclusion
- Diagrammatic features
- Ways to improve the appearance
- Linguistic features

Unit 2   Email
- How communication flows in an organization
- Format and basic elements of an email
- Ways to improve the effectiveness
- Linguistic features

Unit 3   Memo
- Channels of communication at workplace
- Audience & purposes/functions
- Components and format of a memo
- Writing skills
- Subject writing skills
- Closing writing skills
- Ways to improve the appearance
- Linguistic features

Unit 4   Job application
- Background knowledge of a résumé
- Type, components, format of a résumé
- Differences between a résumé and a CV
- Writing skills
- Starting with power verbs
- Achievement (résumé) writing skills
- Cover letter writing skills
- Linguistic feature