

2020 秋学期

研究生公共英语课程期末笔试说明

一、考试时间（预通知）： 2021 年 1 月 12 日上午 9:00-10:30（第 18 周，暂定）
具体考试时间与考场，以研究生院统一通知与安排为准

二、期末笔试题型

Part I International Conference (30%)

题型范围： 单选题、判断题、配对题、排序题、填空题等

Part II Technical Communication (70%)

题型范围： 客观题—单选题、判断题、配对题、排序题等

主观题—改写题、写作题等

三、样题及评分标准

Part I International Conference (30%)

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

Example:

1. Academic presentation is usually a _____ talk given by a speaker in public.
- A. prepared and formal
 - B. casual and impromptu
 - C. serious and impromptu
 - D. prepared but casual

Answer: A

Directions: Decide whether the following statements are true (T) or false (F).

Example:

1. Do practice and time your presentation.

Answer: T

Part II Technical Communication (70%)

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

Example:

1. "CC" in an email stands for _____.

- A. courtesy cover
- B. courtesy copy
- C. courtesy care
- D. courtesy concern

Answer: B

Directions: Suppose you are James. Judith Kroll is your new teacher who will take your class from the 3rd week. Please send an e-mail to let her know the time (9:30-11:30), date of her first class (21th, December) and the classroom (Room 306, Jizhong building).

样题评分说明:

本题目为 TC 技能型任务。主要考察 TC 常用技能中的邮件写作/改写。得分要点如下:

1. 重要信息点是否全面(time, date, location, etc.)
2. Purpose (e.g., I'm writing to inform...)
3. Opening (address, Greetings)
4. Closure (e.g., Yours, Sincerely, etc.)
5. Politeness (e.g., Please feel free /don't hesitate to contact me if you have any questions, I'd appreciated it if you reply soon/should eliminate impolite words...)
6. Language (correctness, appropriateness)

Directions: Read the following memo. Rewrite it in a more appropriate style.

样题评分说明:

本题目为 TC 技能型任务。主要考察 TC 常用技能中的 memo 写作。要求学生根据所学技能,进行写作/改写。得分要点如下:

1. Subject line should be specific
2. Discussion: 有条理; easy on your eyes
3. Recommendation: polite
4. Language: appropriate and grammatically correct

Directions: Read the following resume. Rewrite it in a more appropriate style.

样题评分说明:

本题目为 TC 技能型任务。主要考察 TC 常用技能中的 resume 写作。要求学生根据所学技能,进行写作/改写。得分要点如下:

- ◆ Identification lines
- ◆ Career objective: precise and specific
- ◆ Summary of qualifications: list, parallel phrases
- ◆ Employment (job title, name of the company, location, time period, job duties, etc.)
- ◆ Education: reverse chronological presentation
- ◆ Professional skills: quantify

Directions: Read the following instruction. Rewrite it in a more appropriate style.

样题评分说明：

本题目为 TC 技能型任务。主要考察 TC 常用技能中的 instruction 写作。要求学生根据所学技能，进行写作/改写。得分要点如下：

1. 步骤以时间顺序排列
2. Number the steps (以数字标注每一步骤)
3. 使用祈使句
4. 每一步骤包含一个信息点
5. Language (correctness, appropriateness)