

试卷代号:1365

国家开放大学(中央广播电视大学)2016年秋季学期“开放本科”期末考试

高级商务英语写作 试题

2017年1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. unbiased
2. 和蔼可亲的	b. gross weight
3. 公正的、无偏见的	c. amiable
4. 勤奋的	d. bid
5. 毛重	e. insurance policy
6. 企业文化	f. be promoted to
7. 出价, 递盘	g. industrious
8. (此报盘)无约束力	h. corporate culture
9. 最突出、最精彩的部分	i. highlight
10. 保险单	j. without engagement

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
12. Complete the order form and return it right now.
13. On behalf of the management and staff at Deerwood I wish you all the best in your future career.
14. 你方中国折扇(Chinese Folding Fans)报价太高,不能接受。
15. 请合理考虑我们的索赔要求并尽快答复。

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. 20.

- a. I am writing to apply for the position of Public Affairs Associate, which was advertised last week in the International Herald Tribune.
- b. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.
- c. I would be pleased to discuss my curriculum vitae with you in more detail at an interview.
- d. I would particularly welcome the chance to work for your company and as you will notice in my enclosed curriculum vitae, the job you are offering suits both my personal and professional interests.
- e. Dear Ms Black,
- f. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position.
- g. In the meantime, please do not hesitate to contact me if you require further information.
- h. Yours sincerely,
- i. I look forward to hearing from you.

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. 请根据下文中的信息, 写作一篇关于支付的英文信函。

关于 230 号销售合同, 我们想请你方注意, 货物已经备好发运, 但是目前为止, 我们没有收到相关信用证的任何消息。请参考合同, 信用证将于两天内到期。

为了确保合同的准时执行, 请敦促开出信用证。否则, 我们将无法按时交货。

我们希望你们理解我们的处境, 并给予合作。

期望你们的早日回复。

试卷代号:1365

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国家开放大学(中央广播电视大学)2016年秋季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2017年1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 the following 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 information given below. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学(中央广播电视大学)2016年秋季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2017年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
12. Complete the order form and return it right now.
13. On behalf of the management and staff at Deerwood I wish you all the best in your future career.
14. 你方中国折扇(Chinese Folding Fans)报价太高,不能接受。
15. 请合理考虑我们的索赔要求并尽快答复。

参考答案

11. 工作职责包括接待访客,安排会议、书写日常信函及报告。
12. 马上填好订单把它寄给我们吧。
13. 我谨代表德尔伍德(Deerwood)公司管理层和全体员工祝福你未来工作中一切顺利。
14. Your quotation of Chinese Folding Fans is too high to be acceptable.
15. Please give our claim your most favorable consideration and let us have your settlement at an early date.

Part 3 Paragraph Organization (20 points)

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

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

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>

试卷代号:1365

国家开放大学(中央广播电视大学)2017年春季学期“开放本科”期末考试

高级商务英语写作 试题

2017年6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. 补偿	a. accompany
2. 陪伴, 陪同	b. versatile
3. 以我方最后确认为准	c. mission
4. 卸船	e. compensation
5. 专门经营	d. marital status
6. 多用途的	f. discharge
7. 有幸邀请	g. specialize in
8. 可循环利用的	h. subject to our final confirmation
9. 婚姻状况	i. recyclable
10. 使命, 宗旨	j. have pleasure in inviting

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. Our products are attractive in design and superior in quality.
12. Regarding the terms of payment, we usually require confirmed, irrevocable letter of credit payable at sight.
13. 随信附上 50 箱标题项下货物的发票, 请查收。
14. 我们借此机会与贵方接洽, 希望与贵方建立贸易关系。
15. 很遗憾, 我方不能考虑贵方用付款交单的方式来支付货款。

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 instruction

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. 请根据下文中的信息,写作一篇英文询盘信函。

感谢 8 月 10 日来函,我们很高兴与你方建立商务关系。

我们看了贵公司的产品目录,对竹制篮子很感兴趣。如果能寄送样品给我们,并提供所有必要信息,我们将非常感激。同时,请给我们报 CIF Liverpool 最低价,并请说明最早的装船日期。

期望你们的早日回复。

试卷代号:1365

座位号

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国家开放大学(中央广播电视大学)2017 年春季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2017 年 6 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. _____

试卷代号:1365

国家开放大学(中央广播电视大学)2017年春季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2017年6月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题:

11. Our products are attractive in design and superior in quality.
12. Regarding the terms of payment, we usually require confirmed, irrevocable letter of credit payable at sight.
13. 随信附上 50 箱标题项下货物的发票,请查收。
14. 我们借此机会与贵方接洽,希望与贵方建立贸易关系。
15. 很遗憾,我方不能考虑贵方用付款交单的方式来支付货款。

参考答案:

11. 我们的产品款式优美,质量上乘。
12. 关于支付条件,我们通常要求使用保兑的、不可撤销的、即期信用证支付。
13. Enclosed you will find an invoice of 50 cases of captioned goods.
14. We take this opportunity to approach you, hoping to enter into business relations with you.
15. We regret that we are unable to consider your request for payment on D/P basis.

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>

试卷代号:1365

国家开放大学(中央广播电视大学)2017年秋季学期“开放本科”期末考试

高级商务英语写作 试题

2018年1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. 企业简介	g. Company profile
2. 有幸邀请	h. Have pleasure in inviting
3. 赞同、接纳	c. Acceptance
4. 追索权	a. Recourse
5. 在平等互惠的基础上	d. On the basis of equality and mutual benefit
6. 拒绝付款	i. Dishonor
7. 保险单	f. Insurance policy
8. 卸船	b. Discharge
9. 最精彩部分	j. Highlight
10. 上市公司	e. Publicly traded company

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. 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。
12. We would like you to inform us of what you decide to do regarding our losses.
13. 随信附上 50 箱标题项下货物的发票, 请查收。
14. Should your price be competitive and the date of shipment acceptable, we intend to place an order with you.
15. 不要迟疑, 请尽快订货, 因为我们的畅销产品很快将会脱销。

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	20	
e			f		c			h

- a. I am writing to apply for the position of Public Affairs Associate, which was advertised last week in the International Herald Tribune.
- b. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.
- c. I would be pleased to discuss my curriculum vitae with you in more detail at an interview.
- d. I would particularly welcome the chance to work for your company and as you will notice in my enclosed curriculum vitae, the job you are offering suits both my personal and professional interests.
- e. Dear Ms Black,
- f. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position.
- g. In the meantime, please do not hesitate to contact me if you require further information.
- h. Yours sincerely,
- i. I look forward to hearing from you.

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. 感谢昨天发来参考资料。我非常感谢你为我收集信息并尽快交给我。这些资料非常有用,将帮助我计算来年采购的计划。你提供的信息是最新的信息,而且适合我公司的需要。很高兴有你这样有才华的同事。

试卷代号:1365

座位号

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国家开放大学(中央广播电视大学)2017年秋季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2018年1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 the following 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 information given below. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学(中央广播电视大学)2017年秋季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2018年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. 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。
12. We would like you to inform us of what you decide to do regarding our losses.
13. 随信附上 50 箱标题项下货物的发票,请查收。
14. Should your price be competitive and the date of shipment acceptable, we intend to place an order with you.
15. 不要迟疑,请尽快订货,因为我们的畅销产品很快将会脱销。

参考答案

11. 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.
12. 对于我方的损失,请贵公司告知你方的处理办法。
13. Enclosed you will find an invoice of 50 cases of captioned goods.
14. 如果你方报价很有竞争力,装运日期也能被接受,我方将向你方下单。
15. Please order without delay since our popular products may well be out of stock soon.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. a | 17. d | 18. b | 19. g | 20. i |
|-------|-------|-------|-------|-------|

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>

试卷代号:1365

国家开放大学(中央广播电视大学)2018年春季学期“开放本科”期末考试

高级商务英语写作 试题

2018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. 产品特点	a. specialize in
2. 陪同	b. foamed plastics
3. 告知收到	c. acknowledge
4. 专门经营	d. specifications
5. 规格	e. mission
6. 毛重	f. carrier
7. 承运人	g. product feature
8. 泡沫塑料	h. accompany
9. 出价	i. gross weight
10. 使命	j. bid

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. 多年以来我们出口各类洁具,在客户中享有良好的声誉。
12. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.
13. You are an internationally acclaimed scholar and educator, and your participation will be among the highlights of the conference.
14. 我们十分感激贵方如此详细的活动清单。
15. 此报盘着眼于扩大销路而且很有竞争性。

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	20	
d		g		j	f	e	k		i	c			m

- a. Your position requires experience in computer systems and financial application software.
- b. I am confident that I can perform the job efficiently.
- c. I shall call you next week to see if a meeting can be arranged.
- d. Dear Ms. Strand.
- e. My enclosed resume provides more details on my qualifications.
- f. My practical experience in my university's IT Office as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations.
- g. The position fits well with my education, experience, and career interests.
- h. I am applying for the position of systems analyst, which was advertised in the Daily News on January 22, 2011.
- i. Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity?
- j. With a major in Computer Information Systems, I have training on mainframes and microcomputers with a variety of software programs and applications.
- k. My background and career goals seem to match your job requirements well.
- l. Thank you for your consideration.
- m. Sincerely yours.
- n. Should you need to reach me, please feel free to call me at (777) 549-2543.

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. 感谢贵公司长期以来是本公司的忠实顾客。我们很高兴想你们推荐我们的新产品SD15号产品。

该产品是目前市场上最新款式的产品。由德国制造,价格优惠,技术先进,质量上乘。如果需要更多信息,请直接与我们联系。

试卷代号:1365

座位号

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国家开放大学(中央广播电视大学)2018年春季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2018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 the following 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 information given below. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学(中央广播电视大学)2018年春季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2018年7月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. 多年以来我们出口各类洁具,在客户中享有良好的声誉。
12. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.
13. You are an internationally acclaimed scholar and educator, and your participation will be among the highlights of the conference.
14. 我们十分感激贵方如此详细的活动清单。
15. 此报盘着眼于扩大销路而且很有竞争性。

参考答案

11. We have been exporting various sanitary wares for many years and have enjoyed good reputation among our customers.
12. 我了解到该职位需要工作有条理,注意细节,能在压力下很好工作,敬业乐群的工作候选人。
13. 您是享誉国际的学者和教育家,您的光临将会是我们会议的亮点之一。
14. We are very grateful for such a detailed account of your activities.
15. This offer is made with a view to expanding the market and is competitive.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. h | 17. a | 18. b | 19. n | 20. l |
|-------|-------|-------|-------|-------|

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>

试卷代号:1365

国家开放大学(中央广播电视大学)2018年秋季学期“开放本科”期末考试

高级商务英语写作 试题

2019年1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. 婚姻状况	a. Have pleasure in inviting
2. 企业简介	b. Performance
3. 售后服务部	c. After-sales service department
4. 有幸邀请	d. Specialize in
5. 专门经营	e. Dishonor
6. 毛重	f. Dependable
7. 可靠的	g. Marital status
8. 表现	h. Company profile
9. 追索权	i. Gross weight
10. 拒付	j. Recourse

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. I have work experience in personnel affairs in a foreign-invested enterprise and educational background specializing in personnel management.
12. We hope you will take the opportunity to try this product, an excellent combination of highest quality and reasonable price.
13. 您在信息搜集上的努力程度以及将信息传递给我方的速度给我方留下了深刻印象。
14. We regret that we are unable to accept your counter-offer or give you any discount.
15. 我们借此机会与贵方接洽,希望与贵方建立贸易关系。

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	20
c				g		

Claire's Ear Care Lotion

- 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

国家开放大学(中央广播电视大学)2018年秋季学期“开放本科”期末考试

高级商务英语写作 试题答题纸

2019年1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 the following 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 information given below. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学(中央广播电视大学)2018年秋季学期“开放本科”期末考试

高级商务英语写作 试题答案及评分标准

(供参考)

2019年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. I have work experience in personnel affairs in a foreign-invested enterprise and educational background specializing in personnel management.

12. We hope you will take the opportunity to try this product, an excellent combination of highest quality and reasonable price.

13. 您在信息搜集上的努力程度以及将信息传递给我方的速度给我方留下了深刻印象。

14. We regret that we are unable to accept your counter-offer or give you any discount.

15. 我们借此机会与贵方接洽,希望与贵方建立贸易关系。

参考答案

11. 我具有外资企业人事事务的工作经验,和人事管理的专门学历背景。

12. 我们希望您能尝试一下这种集高端质量与适中价格于一体的产品。

13. We are quite impressed by your efforts in collecting the information and getting it to us so quickly.

14. 我方很遗憾不能接受你方的还盘也不能给你方任何折扣。

15. We take this opportunity to approach you, hoping to enter into business relations with you.

Part 3 Paragraph Organization (20 points)

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

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

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>

试卷代号:1365

国家开放大学2019年春季学期期末统一考试

高级商务英语写作 试题

2019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. 社会责任	a. modification
2. 可循环利用的	b. recourse
3. 企业文化	c. corporate culture
4. 修改,变动	d. reception
5. 招待会	e. section manager
6. 按照,遵照	f. compensation
7. 补偿	g. social responsibility
8. 追索权	h. recyclable
9. 忠诚的	i. in compliance with
10. 部门经理	j. loyal

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
12. 我期望有机会亲自与您讨论我的资格。
13. Our company is renowned for having the most extensive ranges of products including furniture and handicraft.
14. 我们要感谢您和贵公司近期 300,000 美元的捐款。
15. We are pleased to inform you that we have covered the above shipment with the People's Insurance Company of China against WPA.

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				20	
k		f				b	e	a		j

- a. Please order without delay since our popular products may well be out of stock soon.
- b. Your order can be delivered to your central warehouse in Los Angeles within 30 working days after we receive it.
- c. The items you inquired in your letter are selling extremely well in our area.
- d. We thank you for your inquiry about our newly designed office furniture.
- e. And a discount of 2 percent on the total value is possible if payment is made within 15 days of delivery.
- f. It is a great pleasure to serve you again.
- g. They are very easy to use, convenient for filing documents, and taking much less space than previous ones.
- h. We are looking forward to working on your order again.
- i. In addition, they are at least 25% lower in cost compared with our previous ones and those of our competitors.
- j. Yours sincerely,
- k. Dear Mr. Johnson,

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. 从你方 8 月 10 号来函了解到,我们的报价被认为价格偏高。

我们很感谢你们告诉我们市场上其他供应商的信息,但是很遗憾我们不能接受你们的还盘。其他的产品的质量是不能与我们的产品相比的。而且,价格有上涨的趋势,建议以我们的报价成交。

鉴于以上原因,我们希望你们能关注我们产品的优质质量。

盼望早日回复。

试卷代号:1365

座位号

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国家开放大学2019年春季学期期末统一考试

高级商务英语写作 试题答题纸

2019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 the following 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 information given below. Write about 150 words. Write your answers on the Answer Sheet.

试卷代号:1365

国家开放大学2019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)

2019年7月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考题

11. The responsibilities include receiving visitors, scheduling meetings, and writing routine letters and reports.
12. 我期望有机会亲自与您讨论我的资格。
13. Our company is renowned for having the most extensive ranges of products including furniture and handicraft.
14. 我们要感谢您和贵公司近期 300,000 美元的捐款。
15. We are pleased to inform you that we have covered the above shipment with the People's Insurance Company of China against WPA.

参考答案

11. 工作职责包括接待访客、安排会议、书写日常信函及报告。
12. I welcome the opportunity to discuss my qualifications with you in person.
13. 我们公司以拥有品种多样的产品包括各类家具和手工艺品而著称。
14. We wish to thank you and your company for your recent donation of US \$ 300,000.
15. 我们已向中国人民保险公司为上述货物投保了水渍险。

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. d | 17. c | 18. g | 19. i | 20. h |
|-------|-------|-------|-------|-------|

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>

试卷代号:1365

国家开放大学2019年秋季学期期末统一考试

高级商务英语写作 试题

2020年1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. 承运人; 运输公司 | a. damp-proof |
| 2. 毛重 | b. insurance policy |
| 3. 防潮 | c. discharge |
| 4. 发泡塑料; 泡沫塑料 | d. compensation |
| 5. 保险单 | e. recourse |
| 6. 代理人, 代理商 | f. gross weight |
| 7. 卸船 | g. dishonor |
| 8. 补偿 | h. agent |
| 9. 拒绝承兑, 拒绝付款 | i. carrier |
| 10. 追索权 | j. foamed plastics |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.

12. Our latest model cannot fail to attract your attention. It features a fashionable design and superior performance.

13. 多年以来我们出口各类洁具, 在客户中享有良好的声誉。

14. 不要迟疑, 请尽快订货, 因为我们的畅销产品很快将会脱销。

15. 我们十分感激贵方如此详细的活动清单。

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.

...e 16. d 17. 18. 19. g 20. .h

a. I am writing to apply for the position of Public Affairs Associate, which was advertised last week in the International Herald Tribune.

b. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment.

c. I would be pleased to discuss my curriculum vitae with you in more detail at an interview.

d. I would particularly welcome the chance to work for your company and as you will notice in my enclosed curriculum vitae, the job you are offering suits both my personal and professional interests.

e. Dear Ms Black,

f. My work experience has familiarised me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position.

g. In the meantime, please do not hesitate to contact me if you require further information.

h. Yours sincerely,

i. I look forward to hearing from you.

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. 关于 203 号销售合同想下的 1000 件自行车,我们很高兴的通知你们,我们已经订好船舱。火炬号货轮将于下个月月初从上海驶往伦敦。请尽早准备好货物,并尽力由这艘货轮运输,不要延迟。

希望上述安排足够清楚。感谢你们的合作。

试卷代号:1365

座位号

国家开放大学2019年秋季学期期末统一考试

高级商务英语写作 试题答题纸

2020年1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2019年秋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1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考试命题:

11. I understand that the position requires a candidate who is organized and detail-oriented, works well under pressure and enjoys working with a variety of people.

12. Our latest model cannot fail to attract your attention. It features a fashionable design and superior performance.

13. 多年以来我们出口各类洁具,在客户中享有良好的声誉。

14. 不要迟疑,请尽快订货,因为我们的畅销产品很快将会脱销。

15. 我们十分感激贵方如此详细的活动清单。

参考答案:

11. 我了解到该职位需要工作有条理,注意细节,能在压力下很好工作,敬业乐群的工作候选人。

12. 我们最新的型号一定会吸引您。它具备了时尚的外观和优质的性能。

13. We have been exporting various sanitary wares for many years and have enjoyed good reputation among our customers.

14. Please order without delay since our popular products may well be out of stock soon.

15. We are very grateful for such a detailed account of your activities.

Part 3 Paragraph Organization (20 points)

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

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

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>

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>

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9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. 企业简介 | a. social responsibility |
| 2. 使命, 宗旨 | b. loyal |
| 3. 社会责任 | c. product feature |
| 4. 企业文化 | d. company profile |
| 5. 产品特点 | e. recyclable |
| 6. 股票公开上市的公司 | f. elegant |
| 7. 忠诚的 | g. corporate culture |
| 8. 可循环利用的 | h. mission |
| 9. 优美的, 漂亮的 | i. versatile |
| 10. 多用途的 | j. publicly traded company |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. 我们的产品已得到广大用户的一致认可和信赖,并能满足不断发展的经济和社会需求。
12. We hope you will take the opportunity to try this product, an excellent combination of highest quality and reasonable price.
13. 我的职责包括领导小型和大型团队活动。
14. 附件是我的简历,将进一步地介绍我的能力和以前的工作经历。
15. 我特别感谢你和你的团队在道易(DOE)项目上的杰出工作。

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.

- ...k 16. f 17. g 18. b e 19. 20. j

- a. Please order without delay since our popular products may well be out of stock soon.
- b. Your order can be delivered to your central warehouse in Los Angeles within 30 working days after we receive it.
- c. The items you inquired in your letter are selling extremely well in our area.
- d. We thank you for your inquiry about our newly designed office furniture.
- e. And a discount of 2 percent on the total value is possible if payment is made within 15 days of delivery.
- f. It is a great pleasure to serve you again.
- g. They are very easy to use, convenient for filing documents, and taking much less space than previous ones.
- h. We are looking forward to working on your order again.
- i. In addition, they are at least 25% lower in cost compared with our previous ones and those of our competitors.
- j. Yours sincerely,
- k. Dear Mr. Johnson,

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. 关于 230 号销售合同,我们想请你方注意,货物已经备好发运,但是目前为止,我们没有收到相关信用证的任何消息。请参考合同,信用证将于两天内到期。

为了确保合同的准时执行,请敦促开出信用证。否则,我们将无法按时交货。

我们希望你们理解我们的处境,并给予合作。

期望你们的早日回复。

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9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9月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考试题目:

11. 我们的产品已得到广大用户的一致认可和信赖,并能满足不断发展的经济和社会需求。

12. We hope you will take the opportunity to try this product, an excellent combination of highest quality and reasonable price.

13. 我的职责包括领导小型和大型团队活动。

14. 附件是我的简历,将进一步地介绍我的能力和以前的工作经历。

15. 我特别感谢你和你的团队在道易(DOE)项目上的杰出工作。

参考答案:

11. Our products are widely recognized and trusted by users and can meet continuously changing economic and social needs.

12. 我们希望您能尝试一下这种集高端质量与适中价格于一体的产品。

13. My responsibilities included leading small and large group activities.

14. Enclosed is my resume, which further details/ outlines my qualifications and previous work experience.

15. My special thanks to you and your team for the wonderful job you did on the Doe Project.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. d | 17. c | 18. i | 19. a | 20. h |
|-------|-------|-------|-------|-------|

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>

试卷代号:1365

国家开放大学2020年秋季学期期末统一考试

高级商务英语写作 试题

2021年1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. 条款 | a. specifications |
| 2. 告知收到 | b. out of line |
| 3. 出价, 递盘 | c. without engagement |
| 4. 按照, 依照 | d. acknowledge |
| 5. 规格, 说明 | e. specialize in |
| 6. 不相符的 | f. subject to our final confirmation |
| 7. (此报盘) 无约束力 | g. on the basis of equality and mutual benefit |
| 8. 以我方最后确认为准 | h. terms and conditions |
| 9. 专门经营 | i. in compliance with |
| 10. 在平等互利的基础上 | j. bid |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. Congratulations on your recent promotion to the vice president for international marketing at Dell Corporation.
12. We know that you are a state-owned enterprise and we have confidence in the quality of your company's products.
13. 你被提升为全国市场部经理对我们来说不感意外。
14. 我们的货物价格公道, 包装精美, 在国内国际市场很受顾客欢迎。
15. 我们会提出让你无法拒绝的条件。

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. 20.

a. You mentioned that Japanese goods are offered to you at a price approximately 10% lower than that quoted by us.

b. We accept what you say, but we are of the opinion that the quality of the other makes does not measure up to that of our products.

c. We are disappointed to hear that our price for flame cigarette lighters is too high for you to work on.

d. Thank you for your letter of 29 December 2012.

e. Although we are keen to do business with you, we regret that we cannot accept your counter-offer.

f. We look forward to hearing from you.

g. The best we can do is to reduce our previous quotation by 2%.

h. We trust that this will satisfy your requirement.

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. 我们收到了7月2号得来信,要求我们为521号订单货物办理保险。

我们通常的做法是向中国人民保险公司为货物按照发票金额110%投保水渍险。我们支付保险费。

如果你们能接受我们的建议,请尽早发传真给我们确认。感谢你们的合作。

试卷代号:1365

座位号

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国家开放大学2020年秋季学期期末统一考试

高级商务英语写作 试题答题纸

2021年1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年秋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)

2021年1月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考试命题:

11. Congratulations on your recent promotion to the vice president for international marketing at Dell Corporation.

12. We know that you are a state-owned enterprise and we have confidence in the quality of your company's products.

13. 你被提升为全国市场部经理对我们来说不感意外。

14. 我们的货物价格公道,包装精美,在国内国际市场很受顾客欢迎。

15. 我们会提出让你无法拒绝的条件。

参考答案:

11. 祝贺你近期被提拔成戴尔集团负责国际营销业务的副总裁。

12. 我方了解你方是一家国有企业,我方对贵公司产品质量是有信心的。

13. Your promotion to national marketing manager certainly came as no surprise to us.

14. Moderate in price and attractive in packing, our goods are very popular with customers in both domestic and overseas markets.

15. We'd like to make you an offer you won't be able to reject.

Part 3 Paragraph Organization (20 points)

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

- | | | | | |
|-------|-------|-------|-------|-------|
| 16. c | 17. a | 18. b | 19. e | 20. h |
|-------|-------|-------|-------|-------|

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>

试卷代号:1365

国家开放大学2021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)

2021年7月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

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

考试原题	参考答案
11. Your desire to establish business relations coincides with ours.	11. 你方想同我方建立业务关系的愿望与我方是一致的。
12. 除非你们减价 5%，否则我们无法接受报盘。	12. We can't accept your offer unless the price is reduced by 5%.
13. 包装必须十分坚固，以承受粗率的搬运。	13. The packing must be strong enough to withstand rough handling.
14. It compares favorably with its counterparts abroad.	14. 该产品完全可以同国际上的同类产品相媲美。
15. By the courtesy of Mr. Black, we are given to understand the name and address of your firm.	15. 承蒙布莱克先生的介绍，我们得知贵公司的名称和地址。

Part 3 Paragraph Organization (20 points)

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

16. d
17. f
18. a
19. b
20. e

Part 4 Writing (40 points)

Directions: Write a business letter according to the given information. Write about 150 words. Write your answers on the Answer Sheet.

21. 请根据下文中的信息，写作一篇英文感谢信。
- 我借此机会感谢贵公司在去年选择本公司的产品。我们为拥有贵公司这样的客户而骄傲。期望未来还能合作。
- 如果对我们的产品有任何疑问，欢迎致电，我们很乐意为你服务。
- 最后，再次感谢你们的惠顾。

评分标准

36—40 分	全部完成答题要求 ● 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。 给读者的印象极佳。
31—35 分	较好的完成答题要求 ● 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。 给读者的印象良好。
21—30 分	尚能达到答题要求 ● 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。 给读者的印象较好。
11—20 分	不能完全达到答题要求 ● 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。 给读者的印象不佳。
0—10 分	未能达到答题要求 ● 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 给读者的印象极差。

试卷代号:1365

国家开放大学2021年春季学期期末统一考试

高级商务英语写作 试题

2021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. state-of-the-art | a. 无效的 |
| 2. superb quality | b. 设计科学 |
| 3. scientifically designated | c. 小册子 |
| 4. request the pleasure of | d. 交货 |
| 5. dependable service | e. 恭请 |
| 6. as no surprise | f. 质量卓越 |
| 7. brochure | g. 最新水平 |
| 8. delivery | h. 可靠的服务 |
| 9. counter sample | i. 毫无意外 |
| 10. be null and void | j. 回样 |

Part 2 Translation (20 points)

Questions 11—15 are based on the following task.

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

11. Your desire to establish business relations coincides with ours.
12. 除非你们减价5%,否则我们无法接受报盘。
13. 包装必须十分坚固,以承受粗率的搬运。
14. It compares favorably with its counterparts abroad.
15. By the courtesy of Mr. Black, we are given to understand the name and address of your firm.

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 product manual.

	16	17	18		19	20
c				g		

Claire's Ear Care Lotion

- 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. 请根据下文中的信息, 写作一篇英文感谢信。

我借此机会感谢贵公司在去年选择本公司的产品。我们为拥有贵公司这样的客户而骄傲。期望未来还能合作。

如果对我们的产品有任何疑问, 欢迎致电, 我们很乐意为你服务。

最后, 再次感谢你们的惠顾。

试卷代号:11365

国家开放大学2022年秋季学期期末统一考试

高级商务英语写作 试题

2023 年 1 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 I Matching up (20 points)

Questions 1—10 are based on the following task.
Directions: Match the English words or phrases with their proper Chinese Meanings.

1. in loose packing	a. 合资企业
2. recommendation	b. 适应性强的
3. without engagement	c. 推荐,介绍
4. request the pleasure of one's company	d. 散装
5. cordial	e. 畅销全球
6. joint venture	f. (此报盘)无约束力
7. selling well all over the world	g. 有能力的
8. employment history	h. 衷心的
9. capable	i. 邀请某人出席
10. adaptable	j. 工作经历

Part 2 Translation (20 points)

- Questions 11—15 are based on the following task.
Directions: Translate the following sentences.
- 11. Shipment can be made within one month from receipt of your Letter of Credit.
 - 12. 此报盘着眼于扩大销路,而且很有竞争性。
 - 13. This agreement is entered into between the parties concerned on the basis of equality and mutual benefit to develop business on terms and conditions mutually agreed upon as follows.
 - 14. 你可以免费试用我们新开发的真空吸尘器一个月。
 - 15. All powders are wrapped in plastic bags and packed in tins, the lids of which are sealed with adhesive tape.

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 application letter.

	16		17	18	19				20	
k		f				b	e	a		j

- a. Please order without delay since our popular products may well be out of stock soon.
- b. Your order can be delivered to your central warehouse in Los Angeles within 30 working days after we receive it.
- c. The items you inquired in your letter are selling extremely well in our area.
- d. We thank you for your inquiry about our newly designed office furniture.
- e. And a discount of 2 percent on the total value is possible if payment is made within 15 days of delivery.
- f. It is a great pleasure to serve you again.
- g. They are very easy to use, convenient for filing documents, and taking much less space than previous ones.
- h. We are looking forward to working on your order again.
- i. In addition, they are at least 25% lower in cost compared with our previous ones and those of our competitors.
- j. Yours sincerely,
- k. Dear Mr. Johnson,

Part 4 Writing (40 points)

Question 21 is based on the following task.

Directions: Write a product description according to the information given below.

Write about 150 words. Write your answer on the Answer Sheet.

21. 从你方 8 月 10 号来函了解到,我们的报价被认为价格偏高。

我们很感谢你们告诉我们市场上其他供应商的信息,但是很遗憾我们不能接受你们的还盘。其他的产品质量是不能与我们的产品相比的。而且,价格有上涨的趋势,建议以我们的报价成交。

鉴于以上原因,我们希望你们能关注我们产品的优质质量。

盼望早日回复。

试卷代号:11365

2022年秋季学期考试
高级商务英语写作 参考答案

2023 年 1 月

Part 1 Matching Up (20 points)

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

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

Part 2 Translation (20 points)

Directions: Translate the following sentences.

11. 在收到你方信用证一个月内即可安排发货。
12. This offer is made with a view to expanding the market and is competitive.
13. 本协议双方为了发展贸易,在平等互利的基础上,按下列条件签订本协议。
14. You can try our newly-developed vaccum cleaner for one month absolutely free.
15. 所有粉末都用塑料袋包装,装入罐内罐盖密封。

Part 3 Paragraph Organization (20 points)

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

16. d
17. c
18. g
19. i
20. h

Part 4 Writing (40 points)

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	全部完成答题要求 ● 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。 给读者的印象极佳。
31—35 分	较好的完成答题要求 ● 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。 给读者的印象良好。
21—30 分	尚能达到答题要求 ● 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。 给读者的印象较好。
11—20 分	不能完全达到答题要求 ● 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。 给读者的印象不佳。
0—10 分	未能达到答题要求 ● 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 给读者的印象极差。

试卷代号:11365

国家开放大学2023年春季学期期末统一考试

高级商务英语写作 试题

2023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子上。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, 2 points each)
Part 2: Translation (20 points, 4 points each)
Part 3: Paragraph Organization (20 points, 4 points each)
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 (Items 1—10, 20 points, 2 points each)

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

1. Attention line
2. Reference
3. Stakeholder
4. Accompany
5. Losing party
6. Customs broker
7. Container
8. Counter sample
9. Foreign enterprise
10. Internship

a. 外资企业
b. 报关行
c. 指明收信人
d. 实习
e. 陪伴,陪同
f. 证明人,介绍人
g. 败诉方
h. 集装箱
i. 股东
j. 回样

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. We look forward to the possibility of sending our executives to you in the years ahead.

12. Our products appeal to a wide age-group.

13. I have extensive knowledge of five computer languages and good management and sales experience.

14. 填好订单并尽快寄给我们。

15. 这封短信是要谢谢您邀请我们到贵公司去。

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16	17		18		19		20
		a		e		h	

- () a. You mentioned that Japanese goods are being offered to you at a price approximately 10% lower than that quoted by us.
- () b. We accept what you say, but we are of the opinion that the quality of the other makes does not measure up to that of our products.
- () c. We are disappointed to hear that our price for flame cigarette lighters is too high for you to work on.
- () d. Thank you for your letter of 29 December, 20xx.
- () e. Although we are keen to do business with you, we regret that we cannot accept your counter-offer.
- () f. We look forward to hearing from you.
- () g. The best we can do is to reduce our previous quotation by 2%.
- () h. We trust that this will meet with your approval.

Part 4 Writing (Item 21, 40 points)

Directions: Write a sales letter in about 150 words according to the information given below.

Write your answer on the Answer Sheet.

21. 请根据下文中的信息, 写一篇英文销售函。

感谢贵公司长期以来都是本公司的忠实顾客。我们很高兴向贵公司推荐我公司的新产品SD15号产品。

该产品是目前市场上最新款式的产品, 由德国制造, 价格优惠, 技术先进, 质量上乘。

如果需要更多信息, 请直接与我们联系。

国家开放大学2023年春季学期期末统一考试

高级商务英语写作 试题答题纸

2023 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 (Items 1—10, 20 points, 2 points each)

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 (Items 11—15, 20 points, 4 points each)

Directions: Translate the following sentences into Chinese/English.

11. We look forward to the possibility of sending our executives to you in the years ahead.

12. Our products appeal to a wide age-group.

13. I have extensive knowledge of five computer languages and good management and sales experience.

14. 填好订单并尽快寄给我们。

15. 这封短信是要谢谢您邀请我们到贵公司去。

得 分	评卷人

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16	17	18	19	20

得 分	评卷人

Part 4 Writing (Item 21, 40 points)

Directions: Write a sales letter in about 150 words according to the information given below.

Write your answers on the Answer Sheet.

21.

Blank writing area for page 3, consisting of 25 horizontal lines.

Blank writing area for page 4, consisting of 25 horizontal lines.

试卷代号:11365

国家开放大学2023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)

2023年7月

Part 1 Matching Up (Items 1—10, 20 points, 2 points each)

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

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

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. (题目) We look forward to the possibility of sending our executives to you in the years ahead.

(参考答案) 我们期待着将来能派我们的主管到您这里来。

12. (题目) Our products appeal to a wide age-group.

(参考答案) 我们的产品对多个年龄段的人都有广泛的吸引力。

13. (题目) I have extensive knowledge of five computer languages and good management and sales experience.

(参考答案) 我广泛掌握五种计算机语言的知识,并有很好的管理和销售经验。

14. (题目) 填好订单并尽快寄给我们。

(参考答案) Complete the order form and return it as soon as possible.

15. (题目) 这封短信是要谢谢您邀请我们到贵公司去。

(参考答案) This short letter is to express our appreciation for inviting us over to your company.

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16	17	18	19	20
d	c	b	g	f

Part 4 Writing (Item 21, 40 points)

Directions: Write a sales letter in about 150 words according to the information given below.

Write your answers on the Answer Sheet.

21. 评分标准

36—40分	全部完成答题要求 ● 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。 给读者的印象极佳。
31—35分	较好的完成答题要求 ● 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。 给读者的印象良好。
21—30分	尚能达到答题要求 ● 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。 给读者的印象较好。
11—20分	不能完全达到答题要求 ● 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。 给读者的印象不佳。
0—10分	未能达到答题要求 ● 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 给读者的印象极差。

试卷代号:11365

座位号

国家开放大学2023年秋季学期期末统一考试

高级商务英语写作 试题

2024 年 1 月

注意事项:

- 1. 将你的学号、姓名及考点名称填写在试题和答题纸的规定栏内。考试结束后,把试题和答题纸放在桌上。试题和答题纸均不得带出考场。待监考人员收完试题和答题纸后方可离开考场。
- 2. 仔细阅读题目的说明,并按题目要求答题。所有答案必须写在答题纸的指定位置上,写在试题上的答案无效。
- 3. 用蓝、黑圆珠笔或钢笔(含签字笔)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,2 points each)
 - Part 2: Translation (20 points,4 points each)
 - Part 3: Paragraph Organization (20 points,4 points each)
 - 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 (Items 1—10, 20 points, 2 points each)

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

1. Externship	a. 良好状态
2. Nationality	b. 校外实习
3. State-of-the-art	c. 付款条件
4. Sales expertise	d. 杰出的表现
5. Outstanding performance	e. 最新水平
6. Country of origin	f. 即期汇票
7. Terms of payment	g. 原产国
8. Partial shipment	h. 销售技能
9. Sound condition	i. 国籍
10. Draft at sight	j. 分批装运

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. Please quote your lowest prices as requested in our inquiry and state the earliest delivery date.

12. Our products appeal to a wide age-group.

13. Should your price be competitive and the time of shipment acceptable, we are going to place an order with you.

14. 我方希望货物抵达时状况完好并令你方完全满意。

15. 我方希望你方能尽早将空调发出,因为炎热的季节即将到来。

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16		17		18	19	20
	b		d			

- () a. We may now prefer to import from your company because we understand that you are able to supply larger quantities at more attractive prices.
- () b. We would be obliged if you would give us a quotation per kilogram C&F Liverpool, England.
- () c. We are interested in importing steel screws at present.
- () d. We used to purchase these products from other sources.
- () e. In addition, we have confidence in the quality of your products.
- () f. We look forward to hearing from you soon.
- () g. It would also be appreciated if you could send samples and your price list to us.

Part 4 Writing (Item 21, 40 points)

Directions: Write a product description in about 150 words according to the information given below. Write your answer on the Answer Sheet.

21. 请根据下文中的信息, 写作一篇英文产品描述。

快乐牌饮料, 是一种无糖无卡路里的软饮料。该品牌诞生于 1961 年, 1984 年正式进入中国。作为碳酸饮料的领导品牌, 畅销于 190 多个国家。消费者对它的喜爱, 不仅由于它具有清爽的口感和解渴的功能, 更源于其自由率真的品牌态度。

试卷代号:11365

国家开放大学2023年秋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)

2024 年 1 月

Part 1 Matching Up (Items 1—10, 20 points, 2 points each)

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

1. b

2. i

3. e

4. h

5. d
6. g

7. c

8. j

9. a

10. f

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. (题目)Please quote your lowest prices as requested in our inquiry and state the earliest delivery date.

(参考答案)请按照我方询价单报最低价并说明最早交货期。
12. (题目)Our products appeal to a wide age-group.

(参考答案)我们的产品对各个年龄段的人都有吸引力。
13. (题目)Should your price be competitive and the time of shipment acceptable, we are going to place an order with you.

(参考答案)如果你方报价很有竞争力,装运日期也可接受,我方将向你方下订单。
14. (题目)我方希望货物抵达时状况完好并令你方完全满意。

(参考答案)We hope the goods will reach you in perfect condition and to your entire satisfaction.
15. (题目)我方希望你方能尽早将空调发出,因为炎热的季节即将到来。

(参考答案)We would like you to effect shipment of the air conditioners as soon as possible, for the hot season is rapidly approaching.

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16	17	18	19	20
c	g	a	e	f

Part 4 Writing (Item 21, 40 points)

Directions: Write a product description according to the given information. Write about 150 words.

Write your answers on the Answer Sheet.

21. 评分标准

36—40 分	全部完成答题要求 ● 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。 给读者的印象极佳。
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试卷代号:11365

座位号

国家开放大学2024年春季学期期末统一考试

高级商务英语写作 试题

2024 年 7 月

注意事项:

- 1. 将你的学号、姓名及考点名称填写在试题和答题纸的规定栏内。考试结束后,把试题和答题纸放在桌上。试题和答题纸均不得带出考场。待监考人员收完试题和答题纸后方可离开考场。
- 2. 仔细阅读题目的说明,并按题目要求答题。所有答案必须写在答题纸的指定位置上,写在试题上的答案无效。
- 3. 用蓝、黑圆珠笔或钢笔(含签字笔)答题,使用铅笔答题无效。

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 - Part 3: Paragraph Organization (20 points,4 points each)
 - 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 I Matching up (Items 1—10, 20 points, 2 points each)

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

1. Block style	a. 自我评价
2. Indented style	b. 索赔清单
3. Self-evaluation	c. 齐头式
4. Supplier	d. 缩进式
5. Unit price	e. 拼单装运
6. Statements of claims	f. 性能可靠
7. Commercial invoice	g. 教育背景
8. Dependable performance	h. 单价
9. Assorted shipment	i. 供应商
10. Educational background	j. 商业发票

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. I have work experience in personnel affairs in a foreign-invested enterprise and educational background specializing in personnel management.

12. Regular use of the cream results in the increase of skin cell vitality.

13. Nothing will be able to erase our wonderful memories; we will treasure them forever.

14. 我们最新的型号一定会吸引您。它具备了时尚的外观和优质的性能。

15. 如果您有任何问题,请及时联系我们,不要犹豫。

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

	16	17		18	19	20	
e			f				g

- () a. We feel it necessary to make our regret known since we cannot give reliable delivery dates to our customers unless we can count on our suppliers.
- () b. We did not receive them until this morning though you had guaranteed delivery within a week.
- () c. We regret having to complain about the late delivery of the filing cabinets ordered on 2nd July.
- () d. Unfortunately, there have been similar delays on several previous occasions and their increasing frequency in recent months compels us to say that business between us cannot be continued under such conditions.
- () e. Dear Sirs,
- () f. It was on this understanding that we placed the order.
- () g. Yours faithfully,
- () h. We hope that you will understand our position and that from now on we can rely upon punctual completion of our orders.

Part 4 Writing (Item 21, 40 points)

Directions: Write a company profile according to the information given below. Write about 150 words. Write your answer on the Answer Sheet.

21. 请根据下文中的信息, 写作一篇英文公司介绍。

我公司是北京的一家国营外贸企业。主要经营各类轻工业产品的进出口业务。近年来, 随着公司内部改革及业务量的迅速增加, 公司在增强经济实力方面已经取得了巨大的成绩。

玩具部作为公司的主要业务部门之一, 专营各类儿童玩具的出口。产品主要销往中国香港、欧洲、美国及亚洲市场。公司拥有诸多富有经验的玩具开发人员及商务人员, 并与北京及周边地区的十余家工厂建立了密切的联系, 公司可按客户的要求大批量定做各类玩具。

试卷代号:11365

国家开放大学2024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)

2024 年 7 月

Part 1 Matching Up (Items 1—10, 20 points, 2 points each)

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

1. c

2. d

3. a

4. i

5. h
6. b

7. j

8. f

9. e

10. g

Part 2 Translation (Items 11—15, 20 points, 4 points each)

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

11. (题目) I have work experience in personnel affairs in a foreign-invested enterprise and educational background specializing in personnel management.

(参考答案) 我具有从事外资企业人事事务的工作经验和人事管理的专门学历背景。
12. (题目) Regular use of the cream results in the increase of skin cell vitality.

(参考答案) 经常擦用本品可增强皮肤细胞活力。
13. (题目) Nothing will be able to erase our wonderful memories; we will treasure them forever.

(参考答案) 什么都不能抹掉我们美好的记忆, 我们会永远珍惜它。
14. (题目) 我们最新的型号一定会吸引您。它具备了时尚的外观和优质的性能。

(参考答案) Our latest model cannot fail to attract your attention. It features a fashionable design and superior performance.
15. (题目) 如果您有任何问题, 请及时联系我们, 不要犹豫。

(参考答案) If you have any questions, please do not hesitate to contact us.

Part 3 Paragraph Organization (Items 16—20, 20 points, 4 points each)

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

16	17	18	19	20
c	b	d	a	h

Part 4 Writing (Item 21, 40 points)

Directions: Write a company profile in about 150 words according to the given information. Write about 150 words. Write your answers on the Answer Sheet.

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