

## 2021 秋学期学位英语期末统一考试说明

一、考试安排：1 月 4 日上午 9:00-10:30（第 17 周，周二）

具体考场等安排，以研究生院统一通知为准

### 二、笔试构成与题型范围

#### Module 1 Technical Communication 50%

题型范围：客观题—单选题、判断题、配对题、排序题等

主观题—写作题（给定场景）

#### Module 2 International Conference 50%

题型范围：客观题—单选题、判断题、配对题、排序题等

主观题—段落式/填空式翻译题

### 三、样题参考

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

**Example:** "CC" in an email stands for \_\_\_\_\_. (Answer: B)

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

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

**Example:** Do practice and time your presentation. (Answer: T)

**3. 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 (21st, December) and the classroom (Room 306, Jizhong Building).**

## 四、要点说明

### Module 1: 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 (good title)
    - general introduction (how to draft introductions)
    - step-by-step instructions (tips)
    - a conclusion (how to draft conclusions; troubleshooting guide)
- ✧ 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
- ✧ “you-attitude”
- ✧ Ways to improve the appearance
- ✧ 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
- ✧ Difference between a résumé and a CV
- ✧ Writing skills
  - Starting with power verbs
  - Achievement* (résumé) writing skills
  - Cover letter writing skills

- ✧ Ways to improve the appearance
- ✧ Linguistic features

## **Module 2: International Conference**

### **Unit 1 Presentation skills**

- ✧ Advantages and disadvantages of visual aids
- ✧ Good ways to open a presentation
- ✧ Good ways to end a presentation
- ✧ Techniques for handling questions
- ✧ Functions of body language
- ✧ Functions of pitch, pace and pause in a presentation

### **Unit 2 Welcome/Opening speech**

- ✧ Elements of a welcome speech and its features
  - greeting and appreciation
  - background of the event
  - purposes/questions to be discussed
  - agenda
  - good wishes
- ✧ Purposes of a welcome speech
  - extending welcome and appreciation
  - setting the tone
  - informing the attendees of the theme and agenda
  - declaring the opening
- ✧ General linguistic patterns for each purpose in a welcome speech
- ✧ Language: useful expressions

### **Unit 3 Introducing speakers**

- ✧ How to make preparation for speaker introduction
- ✧ Contents of speaker introduction
- ✧ Dos and don'ts in a speaker introduction
- ✧ What to do after the introduction
- ✧ Language: useful expressions

### **Unit 4 Keynote speech**

- ✧ Definition of keynote speech
- ✧ Definition of keynote Speaker
- ✧ Structure of keynote speech
- ✧ Organization of the body of the speech
- ✧ Techniques of delivering a keynote speech
- ✧ Language: useful expressions

## **Unit 5 Q & A**

- ✧ The time for the Q &A Session
- ✧ Announcing the Q &A Session
- ✧ Timing the Q & A Session
- ✧ Possible question types
- ✧ Tips for answering questions
- ✧ Language: useful expressions

## **Unit 6 Closing speech**

- ✧ Functions of a closing speech
- ✧ Elements of a closing speech
- ✧ Similarity and difference between an opening speech and a closing speech
- ✧ Linguistic features of a closing speech
- ✧ Language: useful expressions