2022秋学期学位英语期末统一考试说明

一、**考试安排**：12 月 27日上午 9:00-10:30（第 17 周，周二）

　　本次期末考试具体考场等安排，请查看研究生院主页"关于2022—2023学年秋学期研究生公共课期末考试安排的通知"（2022-11-23）。

　　下学期初进行的期末考试，根据研究生院统一安排另行通知。

二、**笔试构成与题型范围**

Module 1　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

Module 2　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）

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 International Conference

Unit 1   Presentation skills
◇ Coping with nerves
◇ Non-verbal language
◇ Voice production (pitch, pace, volume, pause, etc.)
◇ The structure of a presentation
◇ Ways to open and end a presentation
◇ Advantages and disadvantages of visual aids
◇ Principles for an effective presentation
◇ Presentation triangle, presentation outline, organization patterns

Unit 2   Welcome/Opening speech
◇ The definition of a welcome speech
◇ Elements of a welcome speech and its features
◇ Purposes of a welcome speech
◇ 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
◇ Do's and don'ts in a speaker introduction
◇ What to do after the introduction
◇ Language: useful expressions

Unit 4   Keynote speech
◇ The definition of keynote speech
◇ The definition of keynote Speaker
◇ The presentation skills
◇ Preparation before a keynote speech
◇ The approaches to opening/ending a speech
◇ The structure of a keynote speech/presentation
◇ The elements in different parts (beginning, body and ending) of a speech
◇ Language: useful expressions and tips

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

Module 2 Technical Communication

Unit 1   User manuals and instructions

✧ Basic qualities of technical communication

✧ Writing definitions: three types of definitions

✧ Guidelines for writing descriptions
     mechanism and object descriptions
     elements contained in instructions
          a title
          general introduction
          step-by-step instructions
          a conclusion

✧ Diagrammatic features

✧ Ways to improve the appearance

✧ Linguistic features

Unit 2   Email

✧ How communication flows in an organization

✧ Format and basic elements of an email

✧ Ways to improve the effectiveness

✧ Linguistic features

Unit 3   Memo

✧ Channels of communication at workplace

✧ Audience & purposes/functions

✧ Components and format of a memo

✧ Writing skills

   Subject writing skills
   Closing writing skills

✧ Ways to improve the appearance

✧ Linguistic features

Unit 4   Job application

✧ Background knowledge of a résumé

✧ Type, components, format of a résumé

✧ Difference between a résumé and a CV

✧ Writing skills

   Starting with power verbs
   Achievement (résumé) writing skills
   Cover letter writing skills

✧ Linguistic feature