**江苏城市职业学院常州办学点\_五\_\_\_年制高职**

**2017 —2018 年度第二学期期末（A/B）试卷**

**《基础英语写作2》　复习范围**

1. **Choose the best option(s) to complete the statement(s) and answer the question(s).** （每题2分，共计20分）
2. Which of the following best describes meeting minutes?
3. Secretaries are allowed to put personal opinions and comments in the minutes they write.
4. Minutes serve as an objective record of all the points, not necessarily every word, discussed at a meeting.
5. Minutes must be very accurate so every single comment should be written down.
6. Minutes are all about the procedures of meetings.

2. If you deny the request, you should .

A. explain the reasons why the request cannot be granted

B. try to offer some partial or substitute or offer some friendly advice

C. adopt a cordial and non-combative manner when replying

D. all of the above

3. Which of the following statements is not true about an adjustment letter?

1. It is a written response with some corrections for the wrong that has been complained about.
2. It informs the reader that the complaint has been received and is being properly handled.
3. You can not amend or improve a business relationship only through an adjustment letter.
4. It is one of the best ways to show that the complaint has been treated most seriously.

4. When would you write a complaint letter?

1. After you were fooled by your colleagues.
2. After you were mistaken by a restaurant waiter.
3. After you bought substandard goods at a plaza.
4. After you were stolen on bus.

5. With a complaint letter, what do you want to achieve?

1. To have your voice heard.
2. To release your anger.
3. To solve your problems.
4. To meet your requirements.

6. Which of the following information should not be included in a cover letter?

1. Your complete address and contact number(s).
2. The position you are applying for.
3. Your key accomplishments.
4. A plea for favors.

7. When writing an applicant letter, you should avoid being .

1. enthusiastic and confident
2. pretentious and boastful
3. polite and focused
4. sincere and friendly

8. Which of the following best defines a resume?

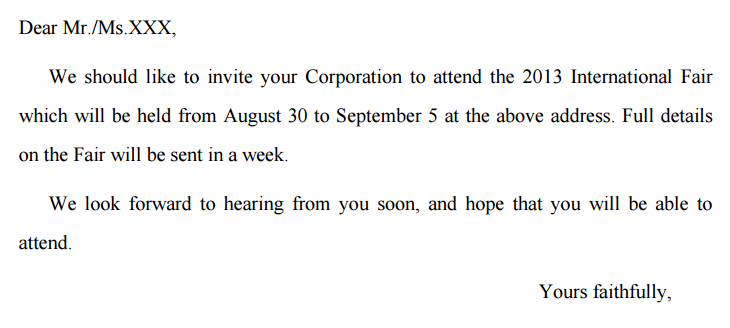
1. A summary of your education and work experience.
2. A written self-introduction to your future employers.
3. A summary of educational and academic history.
4. A document that includes details about teaching experience, publications and academic honors and awards.

9. Which of the element(s) cannot be used in the heading of a resume?

1. Names and address(es)
2. Phone number(s)
3. References
4. Address

10. Which of the following statement is not true?

1. There are four types of writing: persuasive, expository, narrative and descriptive.
2. You must know the product or service being sold thoroughly before writing a sales letter.
3. When writing a sales letter, you should specify a real selling point, e.g. the unique features of the product or the benefits it will bring to the customer.
4. Unsolicited persuasive writing is generally easier than solicited message.
5. Translation：
6. We have pleasure in sending you a copy of our catalogue, which includes details and prices of our complete range of telephones.
7. I would like to apply for the post of accountant advertised in today’s *Morning Post*.
8. I hope this special shipment will compensate in part for the trouble we have caused you.
9. The major findings of the present investigation can be summarized as follows.
10. I am writing to you concerning a problem that has arisen from the purchase of one of your DVD selections on September 10, 2006 at Kinglord’s Store.
11. 你可以免费试用两周我们新开发的手机。
12. 非常高兴收到您2月2日寄来的聘任书以及随信附上的公司简介。
13. 对于这一严重错误，我方深表歉意。
14. 我希望在三周内能收到你们关于此问题的答复和解决方案，否则我将转交消费者委员会作进一步处理。
15. 本协议书一式两份，业经双方授权代表于下文日期签署，特此
16. Letter Translation：



发信人：李平湖州进出口贸易公司总经理

Smith先生： 感谢您一直以来对本公司的关心和支持，使公司得以业务蓬勃发展，诚邀请您在下周四，5 月15日来我公司进行考察指导交流。并赴本公司的庆典午宴。 谨上

四、True or False：

1 Tone and attitude are two terms which may often replace each other.

2 Outline making belongs to the “Drafting” process in the whole writing process.

3 Format is very important in business writing but format is not the only thing in writing an effective business document.

4 Notices, letters, memos, and reports are the most fundamental business documents in business writing.

5 Business people prefer choosing indented style in business letters writing.

6 A memo usually includes two parts -- the heading and the body.

7 Memos are commonly used inside a company as well as emails.

8 Business emails are similar to personal emails in tones and words choosing.

9 An email is not only a type of business writing but also a medium of business communication.

10 A formal report is usually longer and more complex than an informal report.

1. Practical writing：
   * + 1. Write a formal invitation according to the following situation:

深圳华强进出口有限公司总经理王华强先生将携夫人于2007年1月10日至15日访问澳大利亚MALAKA公司。届时MALAKA公司董事长William Smith先生将于2007年1月12日（周六）晚7点，在PLAZA大酒店为王华强先生及夫人举行一个欢迎酒会。现William Smith先生准备发一份正式的邀请函给王华强先生多年的好友——澳大利亚BLIGHT公司的Jon Kean先生，邀请他参加这一次的欢迎酒会，并希望Jon Kean先生收到请柬后能及时给出一个答复。（注：该次酒会需正规着装）

要求，调理清楚，按照要求明确表达意思，段落清晰。

* + - 1. Write the envelope according to the given information.

Mary Jons的地址：U.S.A.; Masachusetts; Boston; 123 International Lane; Zip Code 01234

你的地址：中国；江苏省；常州市；劳动西路256号；常州开放大学；商务英语专业，\*\*\*

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3.曾在我校任教的Mary Jons女士将在2018年6月14日和Tom Kean先生举行结婚典礼，而那天也正好是Mary Jons女士的生日。作为曾经的学生，请你向Mary Jons女士发一封祝贺函。