试卷代号:11365

座位号□□

# 国家开放大学2026年春季学期期末统一考试

# 高级商务英语写作　试题

2026年7月

**注意事项:**

1. 将你的准考证号、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.

考点名称:_____

姓名:_____

准考证号:_____



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

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

| | |
|---|---|
| 1. job title | a. 会展中心 |
| 2. mission | b. 电汇 |
| 3. instruction | c. 职位 |
| 4. moderate price | d. 价格公道 |
| 5. exhibition center | e. 出售中 |
| 6. beyond words | f. 使命,宗旨 |
| 7. on offer | g. 偏高 |
| 8. on the high side | h. 采购代表 |
| 9. purchasing representative | i. 操作说明 |
| 10. telegraphic transfer | j. 难以言表 |

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

**Directions: Translate the following sentences into Chinese /English.**

11. 请您放心,我们交货期不会迟于4月份上半月。

12. 除非减价5%,否则我们无法接受报盘。

13. 由衷感激您的好心帮助。

14. This product compares favorably with its counterparts abroad.

15. An administrative position will provide challenge and freedom where I can bring my creativity into full play.

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

**Directions: Rearrange the sentences to form a proper letter.**

| 16 | 17 | | 18 | | 19 | 20 |
|---|---|---|---|---|---|---|
| | | g | | a | | |

( )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 letter about packing in about 150 words according to the given information. Write your answer on the Answer Sheet.**

21. 请根据下文中的信息,写作一篇关于包装的英文信函。

感谢 6 月 15 日的来信。我们很高兴地通知你方关于包装的安排。

每个玩具装在一个塑料袋里,5 个塑料袋装在一个纸箱里。请在外包装上印刷“保持干燥”的标志。

期望你们能接受我们的建议。

**试卷代号**:11365

# 国家开放大学2026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）

2026年7月

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

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

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

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

**Directions: Translate the following sentences into Chinese /English.**

11.（题目）请您放心，我们交货期不会迟于4月份上半月。

（参考答案）We assure you that shipment will be made no later than the first half of April.

12.（题目）除非减价5%，否则我们无法接受报盘。

（参考答案）We cannot accept your offer unless the price is reduced by 5%.

13.（题目）由衷感激您的好心帮助。

（参考答案）Thank you from the bottom of my heart for your kind help.

14.（题目）This product compares favorably with its counterparts abroad.

（参考答案）该产品完全可以同国际上的同类产品相媲美。

15.（题目）An administrative position will provide challenge and freedom where I can bring my creativity into full play.

（参考答案）管理职位将提供挑战和自由，使我能充分发挥我的创造力。

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

**Directions: Rearrange the sentences to form a proper letter.**

| 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|
| c | b | d | e | f |



**Part 4 Writing　(Item 21, 40 points)**

**Directions: Write a letter about packing in about 150 words according to the given information. Write your answer on the Answer Sheet.**

21. 评分标准

| | |
|---|---|
| 36—40分 | 全部完成答题要求<br>● 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。<br>● 语言规范、恰当；错误少，且均属小错。<br>● 多样化的语言结构和丰富准确的词汇。<br>● 组织结构好，前后呼应自然。<br>● 格式完全适当。<br>给读者的印象极佳。 |
| 31—35分 | 较好的完成答题要求<br>● 所有内容点都处理得不错，展开得不够。<br>● 大体准确；运用复杂语言时有错误。<br>● 结构合理，用词基本准确。<br>● 大体上组织较好，注意逻辑关系。<br>● 格式总体来说适当。<br>给读者的印象良好。 |
| 21—30分 | 尚能达到答题要求<br>● 所有的主要内容点已包括进去，遗漏了一些次要的内容。<br>● 语言使用时出现一些错误，但不妨碍交流。<br>● 结构和词汇掌握范围适度。<br>● 组织和安排总的来说尚令人满意。<br>● 格式尚可，虽然并不完全成功。<br>给读者的印象较好。 |
| 11—20分 | 不能完全达到答题要求<br>● 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。<br>● 语言错误有时影响交流，错误较多，使读者感到迷惑。<br>● 结构、词汇掌握有限。<br>● 内容条理不清、不连贯，造成理解困难。<br>● 格式不适当。<br>给读者的印象不佳。 |
| 0—10分 | 未能达到答题要求<br>● 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。<br>● 语言严重不规范，经常出现基本错误。<br>● 结构和词汇使用有严重错误。<br>● 缺乏组织，造成交流失败。<br>● 几乎没有使用适当的格式。<br>● 篇幅太短<br>给读者的印象极差。 |