

泰山学院外国语学院2023级商务英语专业专科
2024~2025学年第二学期
《商务英语写作B》试卷A
(答题纸共4页, 答题时间120分钟)

注意 事项	1. 请严格按照题号在相应答题区域作答，超出答题区域的答案无效；在草稿纸、试卷上答题无效。禁止填涂答题纸四角的识别区。 2. 答题前请先将姓名、学号填涂清楚。 3. 客观题使用2B铅笔填涂；修改时用橡皮擦干净。 4. 保持卷面清洁，不要装订、折叠、破损。										学号(*必填项*)									
	[0] [0] [0] [0] [0] [0] [0] [0] [0] [0]										[0] [0] [0] [0] [0] [0] [0] [0] [0] [0]									
	[1] [1] [1] [1] [1] [1] [1] [1] [1] [1]										[1] [1] [1] [1] [1] [1] [1] [1] [1] [1]									
填 涂	正确填涂：  错误填涂：     																			
	[2] [2] [2] [2] [2] [2] [2] [2] [2] [2]										[2] [2] [2] [2] [2] [2] [2] [2] [2] [2]									
	[3] [3] [3] [3] [3] [3] [3] [3] [3] [3]										[3] [3] [3] [3] [3] [3] [3] [3] [3] [3]									
	[4] [4] [4] [4] [4] [4] [4] [4] [4] [4]										[4] [4] [4] [4] [4] [4] [4] [4] [4] [4]									
	[5] [5] [5] [5] [5] [5] [5] [5] [5] [5]										[5] [5] [5] [5] [5] [5] [5] [5] [5] [5]									
	[6] [6] [6] [6] [6] [6] [6] [6] [6] [6]										[6] [6] [6] [6] [6] [6] [6] [6] [6] [6]									
	[7] [7] [7] [7] [7] [7] [7] [7] [7] [7]										[7] [7] [7] [7] [7] [7] [7] [7] [7] [7]									
考生禁填	缺考 作弊 违纪   																			
										[8] [8] [8] [8] [8] [8] [8] [8] [8] [8]										
										[9] [9] [9] [9] [9] [9] [9] [9] [9] [9]										

I. Memo. (15 points)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

II. Translation. (25 points, 5 points each)

1.(5分)

2.(5分)

3.(5分)

4.(5分)

5.(5分)

III. Translate the memo below into Chinese. (20 points)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

IV. Rewrite the following informal e-mail to a customer as a more formal one. Use the expressions below to help you. (15 points)

[illegible]

V. Letter writing. (25 points)

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the page is completely blank except for the lines themselves.