

学号:

姓名:

年级、专业、班级:

学院:

线
封
密

泰山学院商学院2022级人力资源管理专业本科
2024~2025学年第二学期
《应用文写作》试卷A
(答题纸共6页, 答题时间120分钟)
(答案写在答题纸上, 写在试题纸上无效)

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。	学号(*必填项*)									
	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。	[0]	[0]	[0]	[0]	[0]	[0]	[0]	[0]	[0]	[0]
	4. 保持卷面清洁, 不要装订、折叠、破损。	[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]	
		[3]	[3]	[3]	[3]	[3]	[3]	[3]	[3]	[3]	[3]
考 生 禁 填		[4]	[4]	[4]	[4]	[4]	[4]	[4]	[4]	[4]	[4]
		[5]	[5]	[5]	[5]	[5]	[5]	[5]	[5]	[5]	[5]
		[6]	[6]	[6]	[6]	[6]	[6]	[6]	[6]	[6]	[6]
		[7]	[7]	[7]	[7]	[7]	[7]	[7]	[7]	[7]	[7]
		[8]	[8]	[8]	[8]	[8]	[8]	[8]	[8]	[8]	[8]
		[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]

一、单选题 (每题2分, 共30分)

1. [A] [B] [C] [D]
2. [A] [B] [C] [D]
3. [A] [B] [C] [D]
4. [A] [B] [C] [D]
5. [A] [B] [C] [D]
6. [A] [B] [C] [D]
7. [A] [B] [C] [D]
8. [A] [B] [C] [D]
9. [A] [B] [C] [D]
10. [A] [B] [C] [D]
11. [A] [B] [C] [D]
12. [A] [B] [C] [D]
13. [A] [B] [C] [D]
14. [A] [B] [C] [D]
15. [A] [B] [C] [D]

二、判断题 (每题1分, 共10分)

1. [T] [F]
2. [T] [F]
3. [T] [F]
4. [T] [F]
5. [T] [F]
6. [T] [F]
7. [T] [F]
8. [T] [F]
9. [T] [F]
10. [T] [F]

三、修改公文标题 (共10分)

1.(1分)

2.(1分)

3.(1分)

4.(1分)

5.(1分)

6.(1分)

7.(1分)

8.(1分)

9.(1分)

10.(1分)

四、简答题（共20分）

1. (10分)

2. (10分)

院

年级、专业、班级:

姓名: _____

咄咄

—— 鐵 欄 杆 ——



五、将下列的错误公文修改成一份规范的公文（共15分）

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. There is no handwriting or other markings on the paper.

Version 1.0

六、根据下列材料写作 (共15分)

This image shows a single page of white paper with horizontal 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.

答题严禁超出答题区域 第6页