

学院:

姓名:

学号:

年级、专业、班级:

线 封 密

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B
(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。	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]	[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]	
		[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]	

I. Cloze. (20 points, 2 points each)

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]

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

1.(5分)

2.(5分)

3.(5分)

4.(5分)

5.(5分)

III. E-mail writing. (15 points)

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. Report writing. (25 points)

[illegible][illegible]