

试卷代号:1391

国家开放大学2020年春季学期期末统一考试

## 商务英语 4 试题

2020年9月

### 注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后方可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 根据对话内容选择恰当的选项。

1. — Betty, we'll have a buffet party next Saturday. Will you join us?

— \_\_\_\_\_, Susan. Thank you!

A. I'd love to

B. I'm afraid not

C. By no means

2. — I'm really fed up with Larry!

— \_\_\_\_\_

A. I'm sorry to hear that.

B. Really?

C. Hey, what's up?

3. — Hello, is this the Sail Moving Company?

— \_\_\_\_\_

A. Yes, Thanks for calling.

B. Thanks, I'm here.

C. Hello, what did he say?

4. — Thanks for inviting me, John, but I've already made other plans.

— \_\_\_\_\_ Maybe another time.

A. I hope you enjoy it.

B. That's good.

C. Oh! I'm sorry to hear that.

5. — Hello, Sir. \_\_\_\_\_

— I'd like to order a pizza.

A. What do you do?

B. How are you?

C. What can I help?

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

6. Can you fill me \_\_\_\_\_? I need some detailed information.

- A. in
- B. up
- C. out

7. \_\_\_\_\_ you have a job, you may be in the market for another one.

- A. Even if
- B. When
- C. Since

8. Traveler's checks are generally \_\_\_\_\_ small face value.

- A. at
- B. on
- C. of

9. We used to \_\_\_\_\_ cash advances.

- A. had
- B. having
- C. have

10. \_\_\_\_\_ the situation may be, make sure that you don't leave your customer with an unanswered question.

- A. Whatever
- B. Whenever
- C. However

11. You can show respect to your teammates \_\_\_\_\_ everyone fairly and equally.

- A. to treat
- B. treated
- C. by treating

12. The franchisor \_\_\_\_\_ the franchisee should observe the regulations to make the business go well.

- A. or
- B. as well as
- C. either

13. Customers won't find store clerks sitting around \_\_\_\_\_.  
A. watching TV or playing cards      B. to watch TV or play cards  
C. watching TV or to play cards
14. Can you tell us why you think this makes good business \_\_\_\_\_ to you?  
A. deal      B. sense  
C. program
15. While the other people \_\_\_\_\_ and discussed the problem together, Ted ignored them.  
A. interacted      B. intensive  
C. interviewed
16. Please \_\_\_\_\_ an open return flight from Barcelona to Frankfurt.  
A. paper      B. text  
C. book
17. Although he has sought to find a peaceful \_\_\_\_\_, he is facing more pressure from his business rivals.  
A. solute      B. solve  
C. solution
18. The people in your department seem so \_\_\_\_\_ and nice to be around.  
A. capacity      B. capable  
C. capably
19. You can download and print off the \_\_\_\_\_ online.  
A. from      B. form  
C. formal
20. Some of the \_\_\_\_\_ solutions will support these requirements better at the moment.  
A. property      B. prosperity  
C. proprietary

三、阅读理解(共计 40 分,每小题 4 分)

21—25 题:阅读下列短文,从 A、B、C 三个选项中选出一个正确答案。

The following steps can help you apply for a Schengen visa.

Identify the country or countries you will be travelling to. It is particularly important to know which countries you are travelling to because it determines where and how you are going to send your application.

If you are intending to visit just one Schengen country, you will need to apply for the Schengen visa directly with the embassy or consulate of that particular country.

If you are intending to visit two or more Schengen countries, your application must be sent to the embassy or consulate of the country that shall be your main destination.

If you are intending to visit several Schengen countries, but do not have a main destination, you should apply for the visa at the embassy or consulate of the first Schengen country on your travel itinerary.

Fill out an application form beforehand to obtain a Schengen visa. You can download and print off the form online.

Prepare all the requirements for your Schengen visa application. Depending on the consulate or embassy, you are required to show the following documents;

- A valid national passport
- Evidence showing the purpose of your trip (e.g. hotel reservations)
- Proof of medical insurance
- A round-trip travel ticket
- Proof of funds

Check the processing time to ensure you get your Schengen visa on time. The processing time varies per embassy, so it is important to take the processing time into account when planning your trip.

21. This passage is mainly about \_\_\_\_\_.

- A. what is a Schengen visa
- B. who can apply for a Schengen visa
- C. how to apply for a Schengen visa

22. If you are intending to visit two or more Schengen countries, you will need to send your application \_\_\_\_\_.

- A. to the embassy or consulate of the country that shall be your main destination
- B. directly with the embassy or consulate of that particular country
- C. to the embassy or consulate of the first Schengen country on your travel itinerary

23. You can download and print off the form \_\_\_\_\_.

- A. via your phone
- B. on the Internet
- C. by your friends

24. You are required to show the following documents EXCEPT \_\_\_\_\_.

- A. a round-trip travel ticket
- B. a valid national passport
- C. a birth certificate

25. The processing time is \_\_\_\_\_ per embassy.

- A. different
- B. the same
- C. similar

26—30 题: 阅读下面的句子, 根据文章内容进行判断, 正确写“T”错误写“F”。

Many of the banks and travel services in western countries provide a convenience for travelers by issuing traveler's checks. Travelers, when buying the checks, have to sign the checks in the presence of the bank or service clerks. During the trip, travelers can cash the checks at the agencies of the bank or the travel service whenever they need after their counter-signatures are recognized. A lot of travelers like to buy these checks as they don't have to take along much cash and worry about counterfeit signatures. The agencies will get back the money they have paid by sending the checks to the issuing offices.

Traveler's checks are generally of small face value, such as ten or twenty dollars, or five or ten pounds, for miscellaneous payments. There is no time limit for their circulation period. It is very profitable for the issuing offices to finance the funds they collect by issuing traveler's checks because they not only receive a service charge from the check buyers, but

they also don't need to pay any interest no matter how long the checks remain in circulation before clearing. This is why banks and travel services are willing to provide this convenience.

26. It is convenient for the travelers to travel around the world as many banks and travel services issue travelers' checks.

27. There are no signatures of travelers who have bought the checks.

28. Quite a few travelers like to buy the checks.

29. Travelers do not worry about the circulation period of the checks as there is no time limit for it.

30. Banks and travel services are reluctant to provide travelers' checks.

#### 四、写作(共计 20 分)

31. 根据要求,完成作文。

According to the following information, please write an application letter for salary raise.

(1) You are George, and your boss is Mr. Smith.

(2) Your reasons for the letter

(3) Your expectation for the salary raise

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## 商务英语 4 试题答题纸

2020 年 9 月

题 号	一	二	三	四	总 分
分 数					

得 分	评卷人

### 一、交际用语 (共计 10 分,每小题 2 分)

1—5 题:根据对话内容选择恰当的选项。

1.                      2.                      3.                      4.                      5.

得 分	评卷人

### 二、词汇与结构 (共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

6.                      7.                      8.                      9.                      10.  
11.                      12.                      13.                      14.                      15.  
16.                      17.                      18.                      19.                      20.

得 分	评卷人

### 三、阅读理解 (共计 40 分,每小题 4 分)

21—25 题:阅读短文,根据短文内容从 A、B、C 三个选项中选出一个正确答案。

21.                      22.                      23.                      24.                      25.

26—30 题:阅读短文,根据短文内容进行判断,正确写“T”错误写“F”。

26.                      27.                      28.                      29.                      30.



得 分	评卷人

#### 四、写作(共计 20 分)

31. 根据要求,完成作文。

#### An Application Letter for Salary Raise

试卷代号:1391

国家开放大学2020年春季学期期末统一考试

商务英语4 试题答案及评分标准

(供参考)

2020年9月

一、交际用语(共计10分,每小题2分)

1—5题:根据对话内容选择恰当的选项。

1. A                      2. C                      3. A                      4. C                      5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项。

6. A                      7. A                      8. C                      9. C                      10. A  
11. C                      12. B                      13. A                      14. B                      15. A  
16. C                      17. C                      18. B                      19. B                      20. C

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,根据短文内容从A、B、C三个选项中选出一个正确答案。

21. C                      22. A                      23. B                      24. C                      25. A

26—30题:阅读短文,根据短文内容进行判断,正确写“T”错误写“F”。

26. T                      27. F                      28. T                      29. T                      30. F

#### 四、写作(共计 20 分)

##### 31. 评分标准:

16~20 分	<ul style="list-style-type: none"><li>● 完全完成了试题规定的任务;</li><li>● 覆盖所有内容要点;</li><li>● 语法结构、句型和词汇有变化;</li><li>● 语法结构和用词准确;</li><li>● 应用文写作格式规范</li></ul>
11~15 分	<ul style="list-style-type: none"><li>● 较好地完成了试题规定的任务;</li><li>● 覆盖所有内容要点;</li><li>● 句型和词汇有变化;</li><li>● 语法结构和词汇基本准确,些许错误主要是由尝试使用较复杂的语法结构或词汇所致;</li><li>● 应用文写作格式较为规范</li></ul>
6~10 分	<ul style="list-style-type: none"><li>● 基本完成了试题规定的任务;</li><li>● 覆盖所有内容要点;</li><li>● 运用语法结构和词汇方面的能力能满足任务的基本要求;</li><li>● 有一些语法结构或词汇方面的错误,但不影响理解;</li><li>● 应用文写作格式基本规范</li></ul>
3~5 分	<ul style="list-style-type: none"><li>● 虽尽力但不足以完成试题规定的任务;</li><li>● 仅覆盖部分主要内容,或写了一些无关内容;</li><li>● 对语法结构和词汇的运用能力很弱;</li><li>● 有许多语法结构或词汇方面的错误,影响了对写作内容的理解;</li><li>● 应用文写作格式不规范</li></ul>
1~2 分	<ul style="list-style-type: none"><li>● 未完成试题规定的任务;</li><li>● 句子不完整或无法理解;</li><li>● 语法结构或词汇方面错误连篇,影响对写作内容的理解;语言运用能力差;</li><li>● 应用文写作格式不规范</li></ul>
0 分	<ul style="list-style-type: none"><li>● 未答题,或虽作答但让人不知所云</li></ul>