**商务英语写作考试宝典（大全）**

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1. **考试框架：本课程考试只有笔试，考试时间为30分钟**

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| **“商务英语写作（Business English Writing）”课程终结考试试卷结构和内容** | | | | | | | | |
| **部分** | **内容** | **内容** | **题型** | **长度** | **题量** | **分数** | **时间（分钟）** |
| **1** | **短篇写作** | **引导性写作** | **引导性写作** | **40字左右** | **1** | **30** | **10** |
| **2** | **长篇写作** | **引导性写作** | **引导性写作** | **80字左右** | **1** | **70** | **20** |
| **总计** | | | | | **1** | **100** | **30** |
| **说明：** | | | | | | | | |
| **1. 命题范围为教材第1－8单元主题相关的写作。** | | | | | | | | |

1. **重点复习话题**

**Part One: Internal communication**

1) You are the training manager of a company which has won a large export order recently. You are asked to organise foreign language training for some of your staff. Write a **memo** to staff:

* + explaining why the courses are essential
  + saying which members of staff should attend
  + announcing when the courses will start

2）You have just received a message that a new client, James King, is arriving at your office tomorrow morning at 10 o’clock. Write a **memo** to your secretary, Sara Grimaldi:

* + Telling her about Mr King’s visit
  + Explaining why you might be late
  + Telling Sara what to do with Mr King until you arrive

3) You want to order a new calculator as you’ve lost the old one. Write a **memo** to your supervisor, Ann Ray:

* + saying that you need a replacement
  + explaining what happened to the old calculator
  + asking her to approve the request

4) You are the manager of sales department. You want your secretary to tell all your staff that the meeting scheduled for this afternoon will have to be postponed because of the visit of Mr. Jones, your counterpart in another company.

Write a **memo** to your secretary.

* + Telling her that the meeting is postponed
  + Explaining the reason for the postponement
  + Asking her to inform all the staff of the postponement

5) You plan to attend a workshop next week and you think your colleague Gerald will also be interested in going.

Write a **memo** to your colleague, Gerald:

* + telling him what the workshop is about
  + explaining why you think it would help in his work
  + suggesting that you travel to the seminar together

6) Your company has just merged with a competitor to become Golding & Co. Write a **memo**:

* + informing staff of the new name
  + telling them when to start using the new name
  + asking staff to use only the new name after that time.

7) You have arranged a department meeting in your company and you need to book a room. Write a **memo** to David Morgan, who is in charge of room bookings:

* + asking him to book a conference room
  + telling him when the meeting will be held
  + saying what facilities you need for the meeting

8）You are a hotel manager. Your hotel recently hosted its first major conference. Write a **memo** to the staff:

* Telling them about the positive feedback from the conference organizers
* Congratulating them on their professionalism
* Thanking them for their hard work.

9)You want to attend a sales conference in Vancouver, but your department is planning to cut costs. Write an email to your supervisor, Paul Johnson:

* + asking him to allow you to go to the conference
  + explaining why you should go
  + suggesting how you can reduce the cost of the trip

**Write about 40 words on your Answer Sheet.**

**Part Two: External communication**

1) You have received a job application letter from Mr. Washington. Write a **letter** back to Mr Washington:

* thanking him for his interest in the job;
* stating the company’s decision to accept him;
* giving a few details about the salary and fringe benefit;
* Informing him of the starting date.

2) Your company plans to arrange training for its staff. Write a **letter** to Mark Jekins, the owner of J&C training consultancy:

* expressing interest in his company’s service
* describing your company’s training needs
* asking whether the training could be held in your company’s premises and explain why
* inviting him to a meeting next week

3) You’ve received an email from Peter Watson, the Marketing Manager of Speedex, a delivery company. Write back to him:

* acknowledging his letter
* saying why you need a new delivery company
* explaining what type of goods you need delivering
* inviting him to visit your office.

4) Mr Greene has invited you to deliver a speech to the graduates at her university in June. Writean **email** back to him:

* acknowledging his letter
* saying which date (or dates) you are available
* giving the topic and a brief summary of your speech
* asking for further confirmation

5) You have received an email from Ms Hutton, the Bookings Coordinator at a business training center, advising delegates to reserve places in advance of the course start dates. Write an **email** to Ms. Hutton:

* thanking her for the email
* saying how many people will be on the course
* explaining why you cannot give her the course date yet
* enquiring about discounts

6) You have just received a letter from Bill Evans, the manager of an office supplies company. He is asking for the reasons why you haven’t placed an order for 5 months, and offering a small discount on your next order at office supplies. Write a **letter** to Mr Evans:

* thanking him for the letter
* explaining why you were unhappy with the last delivery of his products
* requesting an up-to-date catalogue
* saying how much discount you want

7) You are organising an event for your company. Write an **email** to Jenny Hamilton, who’s running a catering company:

* referring their ads you read in a local newspaper
* telling her you are organising an event for your company
* explaining what type of event it is, and how many people will attend
* asking for a quotation, and about discount for large numbers

8) You are organising a weekend team-building activity course for your staff. Write a **letter** to the training centre, Outdoor Business, asking for information.

* Asking what kind of courses they offer
* Asking for a quotation for a group of 30
* Finding out if there are any restrictions on participants
* Finding out about available dates

9) As the customer service manager, you’ve received a letter complaining the non-arrival of an order. Please reply to the customer:

* acknowledging his/her letter
* apologising for the problem
* giving an explanation why the delivery is late
* offering a discount of 5% on the order

**Write about 80 words on your answer sheet.**

1. **复习资源**

* **论坛上课本电子版**
* **模拟考题**
* **vob 考前串讲**

**注：课程论坛是大家在学习和复习中遇到寻求帮助最重要的途径，请积极有效地把它利用起来。**