

高等学校英语应用能力考试 指南及全真题解析



新世纪高职高专教材编委会 组编

主 编 鄢曜来 程 艳

(第二版)

大连理工大学出版社

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前 言

“高等学校英语应用能力考试(PRETCO)”是教育部批准实施的考试,由高等学校英语应用能力考试委员会与各省、市、自治区教学主管部门共同实施。考试对象为修完《高职高专教育英语课程教学基本要求》(以下简称《基本要求》)所规定的全部内容的高等职业教育、普通高等专科学校和成人高等教育各专业的学生。本考试的目的是考核学生的语言知识、语言技能和用英语处理一般业务和进行涉外交际的基本能力。考试的结果也是英语教学质量检查评估的重要依据。

本书按照《基本要求》和《高等学校英语应用能力考试大纲》的要求编写,包括高等学校英语应用能力考试(A级)指南、高等职业教育英语课程教学要求、2005—2010年10套全真试题、听力原文、答案与解析。本书随盘特别附上了必须掌握词汇与短语和词频表,该表将近年来英语应用能力考试中出现的单词和短语进行了归纳统计。学生通过使用本书可以更清楚地知道高等职业教育英语课程的性质、教学目标和教学要求,以便培养自己学习英语的兴趣,制定出合理的学习计划,提高自主学习的能力,从而获得最佳学习效果。当然,要正确处理好测试与教学的关系,学习英语不是做几套试卷,记一些词汇就可以的。在培养学生听、说、读、写、译方面能力的同时还要注意提高学生用英语进行交流和沟通的能力。学生可以把英语过级作为在校学习英语的奋斗目标,通过逐步过级来提高自己的英语水平,为今后在工作中进一步学习及运用英语打下坚实的基础。

本书听力部分配有MP3光盘,以便学生进行听力训练。

本书由武汉商业服务学院应用外语系的教师负责编写,同时得到大连理工大学出版社的大力支持,在此深表谢意。

本书尚有不足之处,敬请批评指正。

所有意见和建议请发往:dutpwy@163.com

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高等学校英语应用能力考试(A级)指南

第一部分:听力理解(Listening Comprehension)

听力理解是测试考生理解所听对话、会话和简单短文的能力。听力材料的语速为每分钟 120 词。对话、会话和短文以日常生活和实用交际性内容为主。本部分的得分占总分的 15%。测试时间为 15 分钟。

本部分由三部分组成:

Section A 是短对话(short conversations),每题由两句对话和一个问题组成。共五篇对话。每篇对话和问题听一遍。

Section B 是长对话(long conversations),考生将听到两篇十句左右的对话,和五个问题。每篇对话和问题听两遍。

Section C 是篇章听力(passage listening),考生将听到一篇 120 字左右的文章,和根据文章提出的五个问题,要求使用不超过三个单词来完成句子。文章和题目听两遍。

考生要想做好听力理解题,应当学会理解主旨要义、获取事实性具体信息、理解明确表达的含义和理解说话者的意图、观点或态度等。在听懂大意的基础上,抓住所听内容的主旨与有关细节,同时利用在预读中得到的潜在信息,并用自己熟悉的形式把关键信息、数字等迅速记录下来。做到耳眼并用,一边听录音信息,一边浏览书面信息,边听边分析整理。采取抓信息词,抓关键词,采用预测法,排除法等等一切手段进行判断和选择。

第二部分:语法结构(Structure)

语法结构是测试考生运用语法知识的能力,内容包括句法结构、词法、词形变化等。本部分的得分占总分的 15%,测试时间为 15 分钟。

这一部分分为 A、B 两节,各 10 题,其中 A 节是选择题,侧重考查语法知识及考生运用词汇、短语的能力,B 节是填空题,考查范围较广,包括句法结构、词形转换、动词用法、固定搭配等。

常考的知识点如下:

Section A 选择题

1. 非谓语动词

试题主要涉及非谓语动词(动词不定式、动名词、现在分词和过去分词)的形式以及主要用法;不同类型的非谓语动词的时态、语态的各种变化;分词的独立结构等。

2. 谓语动词

试题主要涉及行为动词、连系动词、情态动词、助动词的用法,动词的各种时态,语态和语气(特别是虚拟语气)的变化和用法,以及主谓一致等。

3. 句法结构

试题主要考查:句子的倒装结构;定语从句,名词性从句、同位语从句和状语从句的引导词的选用、时态呼应、语态选用;强调句型的结构和用法等。

4. 固定搭配

固定搭配主要测试:词语的固定搭配和习惯用法;形容词和介词的固定搭配和语义搭配;介词短语的固定用法;以及限定词,代词或连词的惯常用法等。

5. 形容词和副词的比较级

主要考查形容词和副词的比较结构。

Section B 填空题

1. 词形转换

主要是英语四大实词(动词、名词、形容词和副词)之间的词性转换,即根据句子的结构和含义选用正确词形,一般可用构词法对原词进行转换。

2. 语法结构

考查动词的时态、语态、语气以及主谓语一致、非谓语动词(动词不定式、动名词、现在分词、过去分词)、名词的单、复数、形容词和副词的比较级和最高级等。

解题技巧:

1. 分析题干句子结构,若句子成分不全,应在确定句子所缺成分后寻找符合该句结构的答案;
2. 辨认题干句子类型,根据句意和内在逻辑关系,确定句子类型,找出合适引导词、缺少的成分,由句中状语可判断出应选用的时态;
3. 注意词汇辨异、固定搭配和常用句型的用法;
4. 在平时的学习、阅读中,注重单词识记,增加词汇量,留心习惯短语及特殊句型。

第三部分:阅读理解(Reading Comprehension)

测试考生从书面文字材料获取信息的能力。总阅读量约1,000词。

本部分测试的文字材料包括一般性阅读材料(文化、社会、常识、科普、经贸、人物等)和实用性文字;其内容能为各专业学生所理解。其中,实用性文字材料约占60%,如:函电、广告、说明书、业务单证、合同书、摘要、序言等。本部分的得分占总分的35%,测试时间为40分钟。

主要测试以下阅读技能:

1. 了解语篇和段落的主旨和大意;
2. 掌握语篇中的事实和主要情节;
3. 理解语篇上下文的逻辑关系;
4. 对句子和段落进行推理;
5. 了解作者的目的、态度和观点;
6. 根据上下文正确理解生词的意思;
7. 了解语篇的结论;
8. 进行信息转换。

第四部分:翻译——英译汉(Translation—English to Chinese)

测试学生对英语书面材料的理解能力和汉语的表达能力。所译材料为句子和短文,包括一般性内容和实用性内容(各约占50%)。共5题,前面4题以选择的形式出现,每小题有四个选项,且译文与原句意思非常接近。根据译文与原句的达意程度,得分依次为2分、1分、0.5分和0分。共计8分。另一题是短文翻译,长度为60~80词。句意翻译正确,汉语通顺,给满分,计12分;主要内容翻译正确,局部内容错误,或基本句意译对,但汉语不是很

通顺,给6~8分;译对一半内容给4~6分;基本句意译错,或仅译出一些不连贯的单词,不给分。本部分的得分占总分的20%;测试时间共为25分钟。

英译汉常用的方法和技巧包括;词义的选择,引申和褒贬,增词、减词法,省略法,被动语态的译法,长句的译法,从句的译法等。在翻译中应该根据原作的具体思想内容加以灵活运用,不应生搬硬套,无论运用何种方法和技巧,只要忠实表达原作和原句的思想内容和文体风格就是好的作品。

第五部分:写作/汉译英(Writing/Translation—Chinese to English)

测试考生套写应用性短文、信函、填写英文表格或翻译简短的实用性文字的能力。

写作:能就一般性题材,在30分钟内写出80~100词的命题作文;能填写和模拟套写简短的英文应用文,如填写表格与单证,套写简历、通知、信函等,词句基本正确,无重大语法错误,格式恰当,表达清楚。本部分的得分占总分的15%,测试时间为25分钟。

英文书信的要点

英语书信与作文的写法不同。它并不要求华丽的辞藻。目前,英国人和美国人都倾向于在书信中用简明的语言来表达思想。写信时,特别在公函中,应遵循下列要点:

1. 明了(Clearness):一封信应着重说明一两件事。主题要突出,层次要清楚,使对方一目了然。
2. 简洁(Conciseness):言简意赅,文字力求简短。把必要的事项说清楚,不提无关的事。尽量使用短句,避免陈词滥调。
3. 准确(Correctness):达意准确。平时要注意语言修养的提高,随时收集并掌握丰富的常用习惯短语,这样才能运用自如,做到语言的准确。书信中要避免使用过多的形容词和副词。
4. 礼貌(Courtesy):话语要有礼貌,应尊重对方,切忌迎合、恭维。

英语书信的格式

英语书信的格式大体可以分为下列三种:

1. 缩行式(Indented Style):地址和其他需要分行的地方,后行比前行缩入二至三个英文字母。日期放在信笺的右上端,签名放在中间偏右下方。每段开始一般缩入五个英文字母。段与段之间要用双行距(double space)以示分段。整封信要显得匀称美观。如例一。
2. 齐头式(Blocked Style):分段时,日期和签名都从左边开始,每行取齐,成一垂直线。打字时,不必考虑左边的留空,可节省时间。如例二。
3. 混合式(Modified Style):大致与缩行式相似,所不同的是每段开始不缩入五个英文字母。两种格式混合使用,故称混合式。如例三。

例一

Dept. of Foreign Languages

Wuhan Commercial Service College

Wuhan, China

December 23, 2007

Director

Beijing Olympic Games Committee

Beijing, China

Dear Madam or Sir,

I'm a second-year student majoring in Tourist English in Wuhan Commercial Service College. I'm 19 years old, male and good at playing basketball and oral English. I worked as a volunteer of an English interpreter for the International Women's Football Cup in 2007.

I'm writing to apply for a volunteer to work as a guide, interpreter or receptionist for Beijing Olympic Games. I look forward to your reply.

Faithfully yours,
Li Ming

例二

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例三

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Faithfully yours,

Li Ming

书信的组成包括下列若干部分:

1. 信头(Heading):写信人的地址,或发信日期。
2. 封内地址(Inside Address):收信人的姓名、地址。
3. 称呼(Salutation):通用的称呼是“Dear...”,其后接逗号。
4. 信的正文(Body of the Letter):信的主体。
5. 结束语(Complimentary Close):常用语是:Faithfully yours,(美式英语)
Yours faithfully,(英式英语)。

6. 签名(Signature):写信人自己的名字。如果要对方了解自己的职务或单位,可在签名下行用括号标明。

高等学校应用能力考试(A级)

2010年6月全真试题

Part I Listening Comprehension (15 minutes)

Directions: This part is to test your listening ability. It consists of 3 sections.

Section A

Directions: This section is to test your ability to understand short dialogues. There are 5 recorded dialogues in it. After each dialogue, there is a recorded question. Both the dialogues and questions will be spoken only once. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.

Example: You will hear:

You will read: A) New York City.

B) An evening party.

C) An air trip.

D) The man's job.

From the dialogue we learn that the man is to take a flight to New York. Therefore, C) **An air trip** is the correct answer. You should mark C) on the Answer Sheet with a single line through the center.

[A] [B] ~~[C]~~ [D]

Now the test will begin.

1. A) The man booked a double room.
B) The man should come tomorrow.
C) The man can't have a room at present.
D) The man can have a room with a shower.
2. A) At the post office.
B) At the bank.
C) In the office.
D) In the street.
3. A) Go sightseeing.
B) Go camping.
C) Go shopping.
D) Go skating.
4. A) Household appliances.
B) Sports goods.
C) Frozen foods.
D) Office equipment.
5. A) Inquiring about the functions of the mobile phone.
B) Asking about the price of the mobile phone.
C) Comparing the models of the mobile phone.
D) Complaining about the mobile phone.

Section B

Directions: This section is to test your ability to understand short conversations. There are 2 recorded conversations in it. After each conversation, there are some recorded questions. Both the conversations and questions will be spoken two times. When you hear a question, you should decide on the correct answer from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.

Conversation 1

6. A) A job related to designing.
B) A job related to computers.
7. A) Ask for an interview.
B) Look for a well-paid job.
- C) A job related to marketing.
D) A job related to advertising.
C) Try some advertising companies.
D) Write an application letter.

Conversation 2

8. A) She cannot attend the training course this week.
B) She has suddenly fallen ill with a bad cold.
C) She cannot meet the man this afternoon.
D) She has forgotten the man's address.
9. A) Attend a sales meeting.
B) Visit an important client.
10. A) At 1 p. m. tomorrow.
B) At 2 p. m. today.
- C) Go to a department store.
D) Move to a new office.
C) At 3 p. m. tomorrow.
D) At 4 p. m. today.

Section C

Directions: This section is to test your ability to comprehend short passages. You will hear a recorded passage. After that you will hear five questions. Both the passage and the questions will be read two times. When you hear a question, you should complete the answer to it with a word or a short phrase (in not more than 3 words). The questions and incomplete answers are printed in your test paper. You should write your answer on the Answer Sheet correspondingly. Now the passage will begin.

11. What does the speaker think of his working conditions?
He thinks that the working conditions are _____.
12. How many hours does the speaker work every week?
_____.
13. How does the speaker spend his holiday in winter?
He usually takes one week to _____.
14. What system did the company introduce last year?
It introduced a flexible _____ system.
15. When can the speaker start his work in the morning?
Any time between _____.

Part II Structure (15 minutes)

Directions: This part is to test your ability to construct grammatically correct sentences. It consists of 2 sections.

Section A

Directions: In this section, there are 10 incomplete sentences. You are required to complete each one by deciding on the most appropriate word or words from the 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.

16. The proposal _____ at the meeting now is of great importance to our department.
A) being discussed
B) to be discussing
C) having discussed
D) discussing
17. It was because of his good performance at the interview _____ he got the job with the big company.
A) so
B) what
C) that
D) while
18. It is reasonable for people to pursue a career in fields related _____ their favorite hobbies.
A) on
C) at

- B) for D) to
19. There is no evidence _____ he was on the site of the murder.
A) where C) which
B) that D) how
20. Only when we hurried to the airport _____ the flight was cancelled.
A) we found C) have we found
B) did we find D) we have found
21. Our company's visitors decided to stay in our city for _____ two days as they wanted to have a look around.
A) other C) another
B) the other D) other's
22. According to the time table, the train for Beijing _____ at 9:10 p. m. from Monday to Friday.
A) was leaving C) leaves
B) is leaving D) has left
23. The new drug will not be put on the market _____ it has proved safe on humans.
A) if C) since
B) until D) when
24. Students are expected to pay the loan back _____ they are earning enough.
A) so far as C) even if
B) now that D) as soon as
25. Immigrants have to adapt themselves culturally and physically to the new surroundings _____ they have moved.
A) on which C) into which
B) by which D) from which

Section B

Directions: There are 10 incomplete statements here. You should fill in each blank with the proper form of the word given in brackets. Write the word or words in the corresponding space on the Answer Sheet.

26. Nowadays, electronic (pay) _____ is a more convenient way to pay for purchases than cash and checks.
27. Most of the high school students who (interview) _____ yesterday believed that they should continue with their education.
28. According to the survey (conduct) _____ recently, 52% of American business people booked their business travel online last year.
29. The (grow) _____ of online shopping is producing a fundamental change in consumer behavior.
30. The total output of this factory (double) _____ since it was put into operation in 2006.
31. It is the (responsible) _____ of the Human Resources Department to employ new staff members.
32. It was reported that the (injure) _____ people were taken to the hospital immediately after the accident.
33. The bank refused (accept) _____ my application for the loan because they weren't convinced by my business plan.
34. It's important to realize how (quick) _____ this disease can spread over the globe.
35. Of all the marketing plans proposed at the meeting, this one is believed to be the (practical) _____.

Part III Reading Comprehension (40 minutes)

Directions: This part is to test your reading ability. There are 5 tasks for you to fulfill. You should read the reading materials carefully and do the tasks as you are instructed.

Task 1

Directions: After reading the following passage, you will find 5 questions or unfinished statements, numbered 36 to 40. For each question or statement there are 4 choices marked A), B), C) and D) given in your test paper. Then you should mark the corresponding letter on the Answer Sheet with a single line through the center.

Welcome to our small business set-up guide, providing all the information you need to start your business on a healthy, solid basis.

From choosing the right name for your company and making your first business plan, through to up-to-date taxation(税务) advice, banking and insurance tips, each subject is discussed in the guide.

We also look at the vital characteristics you'll need to survive in business. Determination and originality (原创性) are key. Equally, so is the ability to organize your time and to put in the required effort during the early days.

As with any new business, success can never be guaranteed, but our aim is to reduce the difficulties involved in setting up a business on your own. We'll *forewarn* you of the most common problems, including failure to research your market in sufficient detail and not setting aside enough funds for tougher financial times.

Starting up even the smallest business can be challenging. But take comfort in the fact that you are not alone. In fact, of the four million businesses currently in operation in the UK, more than 99.3% are classified as "small," with fewer than 50 employees.

In order to keep this guide as brief as possible, where we've not had enough room to include every detail, you'll find a link taking you to the most relevant (相关的) articles.

Good luck with your business idea!

36. This guide is intended to help people to _____.
A) cope with an economic crisis
B) start a new small business
C) raise funds for a new firm
D) build up public relations
37. What are the most important for a business to survive ?
A) Banking and insurance services.
B) Research and business planning
C) Organization and management
D) Determination and originality
38. What does the word "*forewarn*" (Line 2, Para. 4) mean?
A) Deal with.
B) Argue with.
C) Advise beforehand.
D) Give instructions to.
39. What kind of businesses are regarded as "small" in the UK?
A) Those with fewer than 50 employees.
B) Those with only two or three owners.
C) Those with a loan of 99.3% in their capital.
D) Those with an output value less than £ 4 million.
40. More information about how to start a small business is available by _____.
A) contacting the writer in person
B) linking to other relevant articles
C) reading the advertising brochures

- D) communicating with other readers

Task 2

Directions: This task is the same as Task 1. The 5 questions or unfinished statements are numbered 41 to 45.

College is a place to explore many possibilities; you really can't do it all—unless you manage your time wisely. Here are some tips I have found very helpful for managing my time and maximizing my study efforts:

1. Determine your goals. What do you want to get out of a college education? Academic (学术的) knowledge? Leadership experience within a club? Decide what is the most important to you. Then devote proportionate (成比例的) amounts of time to those efforts.

2. Plan ahead. You may think you can keep everything in your head, but as the activities on your schedule start piling up, making a schedule can really help organize even little tasks.

3. Study at strategic (关键的) times. Don't wait until you're falling asleep to study. Study first. Save those e-mails to check later, because tasks that don't require much energy and attention can still be done when you're tired.

4. Motivate (激励) yourself! You know that TV show you've been dying to see, or that game of chess you've been waiting all week to challenge your friends to. These and many other special activities can be used for motivation. Promise yourself that you'll finish your biology assignment before you go off and "play". That way, you'll force yourself to work efficiently. (Don't rush through the assignment, though.)

5. Take a nap. Sometimes even a 20-minute nap in the afternoon will give you the extra energy you need to get through the day.

41. We need to plan ahead in order to _____.
A) keep a record of all the events
B) better organize our activities
C) store everything in our head
D) pile up little tasks neatly
42. Strategic times are best for us to _____.
A) save energy
B) check e-mails
C) study efficiently
D) organize activities
43. Which of the following could be used as a motivation to do our assignments?
A) Remembering our urgent tasks.
B) Any activities we're eager to do.
C) Taking a break in the afternoon.
D) The promise to study efficiently.
44. What can help us to keep refreshed throughout the day?
A) Doing some physical exercise.
B) Taking a short nap in the afternoon.
C) Rushing through some assignments.
D) Playing a game of chess with a friend.
45. Which of the following could be the best title for the article?
A) Study Habits and Time Management
B) Business Management and Leadership
C) University Education and Campus Life
D) Life Goals and Academic Development

Task 3

Directions: The following is a passage about the writing of a CV. After reading it, you are required to complete the outline below it (No. 46 to No. 50). You should write your answers briefly (in not more than three words) on the Answer Sheet correspondingly.

How to write contact details in your CV?

Print your name in large letters at the top of the page. You don't have to write "Curriculum Vitae" across the top, as we know what it is, and what we need to know is who you are.

Make it as easy as possible for prospective (未来的) employers to talk to you, so include your address, email, and mobile phone number. If you are posting your CV on a website, then remember basic web security and just use an email address. You do not have to include your home phone, and take care with work numbers and emails.

You do not need to give any personal information such as date of birth, marital status, disabilities, health and details of parents or children. There is no need to include a photograph unless it is requested.

How to write contact details in your CV?

Top of page: 46 your name in large letters

Items:

to be included: 1) 47

2) 48

3) mobile phone number

not to be included: 1) 49, such as date of birth

2) 50 unless it is requested

Task 4

Directions: The following is a list of terms used in International Trade. After reading it, you are required to find the items equivalent to (与……等同) those given in Chinese in the table below. Then you should put the corresponding letters in the brackets on the Answer Sheet, numbered 51 through 55.

A—Supply agreement

J—Port of arrival

B—Trade agreement

K—Prompt shipment

C—Long-term contract

L—Cash against delivery

D—Sales contract

M—Letter of credit

E—Cash price

N—Advice of delivery

F—Contract law

O—Advice note

G—Fixed price

P—Notice of claim

H—Late payment

Q—Port of delivery

I—Paying bank

Examples: (L) 交货付款

(N) 到货通知书

51. () 现金价格

() 销售合同

52. () 到达港

() 供货合同

53. () 逾期付款

() 索赔通知

54. () 贸易协定

() 信用证

55. () 固定价格

() 即期装运

Task 5

Directions: The following is a Sales Contract. After reading it, you should give brief answers to the 5 questions (No. 56 to No. 60) that follow. The answers (in not more than 3 words) should be written after the corresponding numbers on the Answer Sheet.

Sales Contract

NO. : SC - 3

Done and signed in Beijing on this 4th day of May 2009

Sellers: China National Cereals, Oils & Foodstuffs Corp.

Buyers: Canada Food Corp. , Vancouver

This contract is made by and between the Buyers and the Sellers; whereby the Buyers agree to buy and the Sellers agree to sell the under-mentioned commodity according to the terms and conditions stipulated below:

Commodity: Apple Jam, Great Wall Brand

Specifications: In cans of 340 grams

Quantity: 1000 cases (each 100 cans)

Unit price: US \$ 30.00 per case

Packing: In cases

Insurance: To be effected by the Sellers against All Risks

Time of Shipment: August 2009

Port of Shipment: Chinese Port

Port of Destination: Vancouver, Canada

Shipping Mark: At Seller's choices

Terms of Payment: By Letter of Credit

56. What is the brand of the Apple Jam?

_____.

57. What is the total value of the contract?

_____.

58. When will the goods be shipped?

In _____.

59. What are the terms of payment?

By _____.

60. Where are the goods to be sent to?

_____.

Part IV Translation—English into Chinese (25 minutes)

Directions: This part, numbered 61 through 65, is to test your ability to translate English into Chinese. After each of the sentences numbered 61 to 64, you will read four choices of suggested translation. You should choose the best translation and mark the corresponding letter on your Answer Sheet. And for the paragraph numbered 65, write your translation in the corresponding space on the Translation/Composition Sheet.

61. I have already given instructions for the task to be taken up first and the engineers doing the job to work over-time.

- A) 我已下达指示,首先要承担这项任务,并且从事该项工作的工程师们必须加班。
- B) 我已做了说明,从事该项工作并肯加班的工程人员具有优先权来参与这项任务。
- C) 我已经下达指令,涉及该项工作的人员应首先接受该项任务,并且要加班工作。
- D) 我已做了解释,首先必须有工程师们愿意加班工作才能有可能来完成这项任务。

62. Party B has the right to cancel the contract with a written notice to Party A under the following conditions.

- A) 乙方在下述情况下有权以书面通知甲方取消合同。
- B) 乙方有义务在下述条件下通知甲方签定书面合同。
- C) 乙方在下列条件下有权拒绝接受甲方书写的合同。
- D) 乙方在下列情况下才有权与甲方终止书面合同。