

# 第一部分

## 高等学校英语应用能力考试概述和样题

### 一、考试概述

高等学校英语应用能力考试是专门为已完成高职教育英语课程的高等职业教育、普通高等专科学校教育、成人高等教育和本科独立学院各非英语专业的学生设立的一门既测试语言知识，也测试语言技能，既测试一般性语言内容，也测试与涉外业务有关的应用性内容的考试。其性质是教学水平考试。目的是考核考生的英语语言知识、语言技能，以及使用英语处理有关日常和一般业务的涉外基本能力。由于我国面积辽阔，目前高等职业教育的教学现状差异较大，学生的英语入学水平参差不齐，所以，考试的等级分为 A 级考试和 B 级考试两种，考试的内容也分为笔试和口试两种，分别实施，以适应考生的不同需求。笔试的重点是测试考生的英语语言知识和读、听、译、写四种英语技能，口试的重点则是测试考生的听说技能。

根据考试大纲，笔试包括五个部分：听力理解、语法结构、阅读理解、翻译——英译汉和 写作/汉译英。具体内容如下：

1. 听力理解 (Listening Comprehension) (20 分，考试时间为 20 分钟)：考查学生理解所听对话、会话和简单短文的能力。听力材料的朗读语速为每分钟 120 词。对话、会话和短文以涉外日常交际和通用的涉外业务交际内容为主。

2. 语法结构 (Structure) (15 分，考试时间为 10 分钟)：考查学生运用语法知识的能力。内容包括职业教育英语课程涉及的全部语法，即词法和句法。

3. 阅读理解 (Reading Comprehension) (35 分，考试时间为 40 分钟)：考查学生从书面文字材料获取信息的能力。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）和应用性文字材料，不包括诗歌、小说、散文等文学性材料。其内容能为各专业学生所理解。其中，应用性文字材料（术语、简历、业务函电、广告、说明书、业务单证、合同书、故障维修、简介等）约占 60%。

总阅读量约 1,000 词。

阅读理解部分主要考查学生以下阅读技能：

- 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) 理解语篇的结论;
- 8) 进行信息转换。

4. 翻译——英译汉 (Translation—English into Chinese) (15 分, 考试时间为 25 分钟): 考查学生将英语正确通顺地译成汉语的能力。所译材料为句子和段落, 包括一般性内容和应用性内容 (各约占 50%)。

5. 写作/汉译英 (Writing/Translation—Chinese into English) (15 分, 考试时间为 25 分钟): 考查学生填写英文表格、书写应用性短文和信函或将简短的汉语应用性文字翻译成英语的能力。

考试项目、内容、题型、分值比重及时间分配见下表:

| 序号  | 考试项目    | 题号    | 考试内容                   | 题型                 | 分值比重 | 时间分配   |
|-----|---------|-------|------------------------|--------------------|------|--------|
| I   | 听力理解    | 1-20  | 对话、会话、短文               | 4 项选 1、听写、简答       | 20%  | 20 分钟  |
| II  | 语法结构    | 21-35 | 句法结构、词性等               | 4 项选 1、填空          | 15%  | 10 分钟  |
| III | 阅读理解    | 36-60 | 术语、语篇 (应用性文字)          | 4 项选 1、填空、匹配、简答    | 35%  | 40 分钟  |
| IV  | 翻译——英译汉 | 61-65 | 句子和段落                  | 句子翻译: 3 项选 1, 段落翻译 | 15%  | 25 分钟  |
| V   | 写作/汉译英  |       | 应用性文字 (通告、信函、简历表、申请表等) | 写短文、填表、汉译英等        | 15%  | 25 分钟  |
| 合计  |         | 65+1  |                        |                    | 100% | 120 分钟 |

从上表可以看出, 高等学校英语应用能力考试采用主客观题混合题型以保证良好的信度和效度。考试按百分制计分, 满分为 100 分, 60 分及 60 分以上为及格, 85 分及 85 分以上为优秀。考试成绩合格者可获得高等学校英语应用能力考试相应级别的合格证书。

## 二、考试样题

### PRACTICAL ENGLISH TEST FOR COLLEGES

Level A

SAMPLE TEST

#### Part I Listening Comprehension (20 minutes)

**Directions:** This part is to test your listening ability. It consists of 4 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.*

*Now the test will begin.*

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

- B. At the bank.  
D. In the office.  
B. Go sightseeing.  
D. Go skating.  
B. Sports goods.  
D. Home appliances.

## 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.*  
*Now listen to the conversations.*

#### Conversation 1

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

#### Conversation 2

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

#### Section C

**Directions:** *In this section you will hear a recorded short passage. The passage is printed in the test paper, but with some words or phrases missing. The passage will be read **two times**. You are required to put the missing words or phrases on the Answer Sheet in order of the numbered blanks according to what you hear.*

*Now the passage will begin.*

Good evening, ladies and gentlemen. A warm welcome to you all to this reception. First, I'd like to say a few words about tonight's \_\_\_\_ 11 \_\_\_\_\_. We shall begin with a talk by Professor Richard Johnson from London. This will be followed by a question and answer period. You will be free to \_\_\_\_ 12 \_\_\_\_\_ with the professor. At about 8 o'clock tonight when the talk finishes, the reception will \_\_\_\_ 13 \_\_\_\_\_. And we have prepared some chocolates, drinks and fruits outside for you.

Professor Johnson is taking \_\_\_\_ 14 \_\_\_\_\_ home tonight. Although we would like to have him here longer with us, we'd have to \_\_\_\_ 15 \_\_\_\_\_ that he leaves here by 8:30.





23. The new drug will not be put on the market \_\_\_\_\_ it has proved safe on humans.  
A. when B. until  
C. since D. if
24. Students are expected to pay the loan back \_\_\_\_\_ they are earning enough.  
A. as soon as B. in order that  
C. even though D. in case
25. Those people have to adapt themselves culturally and physically to the new surroundings \_\_\_\_\_ which they have moved.  
A. on B. by  
C. with D. into
26. 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
27. It was because of his good performance at the interview \_\_\_\_\_ he got the job with the big company.  
A. while B. what  
C. so D. that
28. It is reasonable for people to seek a career in a field related \_\_\_\_\_ their favorite hobbies.  
A. on B. to  
C. at D. for
29. There is no evidence \_\_\_\_\_ he was on the site of the accident.  
A. where B. that  
C. which D. how
30. Only when we hurried to the airport \_\_\_\_\_ that the flight was cancelled.  
A. did we find B. we found  
C. have we found D. we have found

## Section B

**Directions:** There are 5 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.

31. When he came to the city for the second time ten years later, he found it completely (change) \_\_\_\_\_.
32. The Internet is an important means of communications, (allow) \_\_\_\_\_ fast access to information.
33. It is the (responsible) \_\_\_\_\_ of the Human Resources Department to employ new staff members.
34. Most of the high school students who (interview) \_\_\_\_\_ yesterday believed that they



should continue with their education.

35. The bank refused to accept my (apply) \_\_\_\_\_ for the loan because they weren't convinced by my business plan.

### 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. You should make the correct choice and mark the corresponding letter on the Answer Sheet with a single line through the center.*

College is a place to explore many possibilities; so you really can't do it all—unless you manage your time wisely. Here are some tips very helpful for managing your time and maximizing your 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 most important to you. Then devote appropriate 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 the best time of day times. Don't wait until you're falling asleep to study. Study first. Save those emails to check later, because tasks that don't require much energy and attention can still be done when you're tired.
  4. Motivate yourself! You know that TV show you've been dying to see, or that game of chess (象棋) you've been waiting all week to challenge your friend to. These and many other special activities can be used for motivation. Promise yourself that you'll finish your math assignment before you go off and "play". That way, you will force yourself to work efficiently. (Don't rush through the assignment, though.)
  5. Take a nap (午睡). Sometimes even a 20-minute nap in the afternoon will give you the extra energy you need to get through the day.
36. We need to plan ahead in order to \_\_\_\_\_.
- A. make a record of all the events
  - B. avoid doing unimportant tasks
  - C. keep important things in mind
  - D. better organize our activities



- What would be the best title for this article?
- Management
- Leadership
- Campus Life
- Development

management  
leadership  
campus Life  
development

ue as Task 1. The 5 questions or unf

ess set-up guide, providing all the information for the analysis.

time for your company and making y  
务 ) advice, banking and insurance tips,

Equally, so is the ability to organize your days.

success can never be guaranteed, but can help you set up a business on your own. We'll for sure be able to research your market in sufficient financial times.

business can be challenging. But take four million businesses currently in operation, with fewer than 50 employees.

brief as possible, where we've not had





every detail, you'll find a link taking you to the most relevant articles.

Good luck with your business idea!

41. 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
42. What are the vital characteristics we'll need to survive in business according to the guide?
  - A. Banking and insurance services.
  - B. Research and business planning.
  - C. Organization and management.
  - D. Determination and originality.
43. What does the word "forewarn" (Para. 4, Line 2) mean?
  - A. Deal with.
  - B. Argue with.
  - C. Advise in advance.
  - D. Give instructions to.
44. What kind of business is regarded as "small" in the UK?
  - A. Those with fewer than 50 employees.
  - B. Those with only a single business owner.
  - C. Those with 99.3% of bank loan to start up.
  - D. Those with annual sales of less than 4 million pounds.
45. More information about how to start a small business is available by \_\_\_\_\_.
  - A. trying to get in touch with the writer in person
  - B. clicking on the link to the relevant articles
  - C. reading the related advertising brochures
  - D. visiting the writer's website online

### Task 3

**Directions:** *The following is a passage about the writing of a resume. After reading it, you are required to complete the outline below it (No. 46 to No. 50). You should write your answers briefly (in no more than 3 words) on the Answer Sheet correspondingly.*

#### How to Write Contact Details in Your Resume?

Print your name in large letters at the top of the page. You don't have to write "Resume" or "Curriculum Vitae" ( 简历 ) 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 would-be employers to talk to you, so include your address, email address, and mobile phone number. If you are posting your resume 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 ( 婚姻的 ) status, disabilities, health and details of parents or children. There is no need to include a photograph unless it is requested.

What to Be Included in a Resume

Top of page: \_\_\_\_\_ 46 \_\_\_\_\_ your name in larger letters

Items:

to be included: 1) \_\_\_\_\_ 47 \_\_\_\_\_

2) email address

3) \_\_\_\_\_ 48 \_\_\_\_\_ 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 mark the corresponding letters with a single line through the center in order of the numbered blanks, 51 through 55, on the Answer Sheet.*

A — Supply agreement

C — Long-term contract

E — Cash price

G — Fixed price

I — Paying bank

K — Prompt shipment

M — Letter of credit

O — Advice note

Q — Port of delivery

B — Trade agreement

D — Sales contract

F — Contract law

H — Late payment

J — Port of arrival

L — Cash against delivery

N — Advice of delivery

P — Notice of claim

**Examples:** (L) 交货付款

(N) 到货通知书

51. ( ) 现金价格

52. ( ) 到达港

53. ( ) 逾期付款

54. ( ) 贸易协定

55. ( ) 固定价格

( ) 销售合同

( ) 供货合同

( ) 索赔通知

( ) 信用证

( ) 即期装运

**Task 5**

**Directions:** *The following is an introduction of a kind of service with an American bank. After reading it, you should give brief answers to the 5 questions (No. 56 to No. 60) that follow. The answers (**in no more than 3 words**) should be written after the corresponding numbers on the Answer Sheet.*

***It'sMe247* Puts Your Bank Accounts at Your Fingertips!**

The employees of the bank make it possible for you to access your bank accounts right from your PC keyboard. If you have a PC and connection to the Internet, you can check your balances, transfer money, and get information on the bank rates when it's convenient for you.

Our flexible *It'sMe247* home banking system makes taking care of your bank transactions faster and easier than ever! Because you have round-the-clock access to your accounts, this service is perfect for today's busy lifestyles.

Remember that security requirements and the Internet technology change, so will these banking service requirements. If you are having the trouble accessing online banking features, the first step is always to improve your computer software.

If you have never used the *It'sMe247* online banking system or it has been more than 120 days since you last used *It'sMe247*, you must first contact the bank to get it started.

56. What kind of system is *It'sMe247* according to the passage?

It is a flexible \_\_\_\_\_ system.

57. What do you need to have if you want to use *It'sMe247*?

A computer and access to the \_\_\_\_\_.

58. What is one of the advantages of *It'sMe247*?

It makes your bank transactions \_\_\_\_\_.

59. When can you do online banking at home?

At \_\_\_\_\_ of a day.

60. What should you do if it is the first time that you have used the software?

To have it started by \_\_\_\_\_.

**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 three choices of suggested translation marked A, B and C. You should choose the best translation and mark the corresponding letter on your Answer Sheet with a single line through the center. And for the paragraph numbered 65, write your translation in the corresponding space on the Translation/Composition Sheet.*



61. When exporting goods, it is essential to arrange insurance cover in case the goods are lost or damaged in transit.
- A. 为了促进货物出口, 减少货物的丢失或者损坏, 必须发展保险业。  
B. 出口货物时, 务必办理保险, 以防货物在转运中丢失或损坏。  
C. 出口前, 货物都有了保险, 以便在货物丢失或损坏后能得到赔偿。
62. If we do not receive payment by the end of this month, we will have no alternative but to take legal action.
- A. 如果本月底还收不到付款, 我们会采取一切行动, 包括法律行动。  
B. 如果到本月底仍未收到货款, 我们只有采取法律行动, 别无选择。  
C. 如果到本月底我们还收不到订购的货物, 我们就不得不拒绝付款。
63. 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书面通知甲方取消合同。  
B. 乙方在下列条件下可有权拒绝接受甲方的条款。  
C. 乙方在下列情况下才有权与甲方终止书面合约。
64. I have already given instructions for the task to be taken up first and the engineers doing the job to work overtime.
- A. 我已下达指令, 涉及该项工作的技术人员应首先接受该项任务, 并要加班。  
B. 我已做了说明, 工程师们首先必须愿意加班工作才有可能来完成这项任务。  
C. 我已下达指示, 首先要承担这项任务, 而且做该项目的工程师们必须加班。
65. Ladies and gentlemen, thank you very much for coming this afternoon. Now I'm going to introduce you to a completely new idea in energy-saving air-conditioning. I will begin by talking about the market research which led to the development of this product. Then I will explain the technical developments of the product, the production and the marketing strategy. Finally, I will offer some advice as to how you can make this product a success in your market.

## Part V Writing (25 minutes)

**Directions:** This part is to test your ability to do practical writing. You are required to write a memo according to the following information given in Chinese. Remember to write the memo on the Translation/Composition Sheet.

假定你公司要为员工安排一个英语培训课程, 要求全体员工参加这次英语培训, 请你用英语写一个内部通知, 内容如下:

- \* 举办英语培训课程的目的 (请自拟)、课程内容 (请自拟);
- \* 培训时间和地点 (请自拟);
- \* 询问员工对培训有何建议, 并告知: 员工如有建议, 可以直接告诉你或用电子邮件发给你。