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3895 《管理英语 1》开放大学期末考试 笔试+机考试题库（按拼音）（254）

适用：【笔试+机考】【课程号：04017】

总题量（254）： 交际用语(68) 词汇与语法(120) 阅读理解（单选）(12) 阅读理解（判断）(9) 翻译题(45)

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交际用语(68)--:

（微信搜：Wj585858-）

- 1、—Anything else I can do for you? () Thank you!
- B. That's all.
- 2、—Are you ready, folks?— () -->(Yes, I'm ready, I'll have the vegetable salad.)
- 3、—Can you copy these papers for me?— () -->(Ok. Just wait a moment please.)
- 4、—Could you please give me a hand?— () B. Sure , what is the matter?
- 5、—Dad, this is my roommate, Andrea. — () A. I've heard so much about you .
- 6、—Do you have any plans for tomorrow morning?— () -->(No. I have nothing planned tomorrow.)

- 7、—Do you mind if I smoke here?— () You can go to smoke in the yard.
C. You'd better not.
- 8、—Excuse me where is the post office?—Sorry I'm new here.— ()
B. Thank you all the same.
- 9、—Excuse me, () -->(could you please tell me what's the telephone number on my desk?— Yes, it's 8633-278)
- 10、—Excuse me where is the post office?—Sorry I'm new here.— ()
B. Thank you all the same.
- 11、—Good morning, can I help you?— () -->(I'd like to borrow a book named Gone With the Wind from your liary.)
- 12、—Hello, I'd like to speak to Phil. -He's out to lunch now.
C. Would you mind calling back later?
- 13、—Hello, I'm David Chen. Nice to meet you.— ()
C. Nice to meet you too.
- 14、—Hello, I'd like to speak to Phil.—He's out to lunch now. () -->(Would you mind calling back later?)
- 15、—Hello, I'm David Chen. Nice to meet you.— () -->(Nice to meet you too.)
- 16、—Hello, this is John speaking. Could I speak to Mike?-->(Hold the line, please.— ())
- 17、—Hello, This is Yang Lin speaking.— ()
A. This is Carol here.
- 18、—Hello, I'd like to speak to Phil.—He's out to lunch now. ()
C. Would you mind calling back later?
- 19、—Hello, I'm David Chen. Nice to meet you.— ()
B. Nice to meet you, too.
- 20、—Hello. Could I speak to Mike? () I'll get him to phone.
C. Hold the line, please.
- 21、—Hello. Sky Travel Agency. May I help you?— () ?-->(Yes, I'd like to make reservations to Beijing on the flight ZH8147 at 6:00 pm on December 19th.)
- 22、—Hello, I'm David Chen. Nice to meet you.— ()
C. Nice to meet you too.
- 23、—Hello, This is Yang Lin speaking. — ()
A. This is Carol here.

- 24、—Hey, Derek, which do you think is harder to learn, marketing or designing?— () -->(Personally, I think designing is more difficult.)
- 25、—Hey, You look so pale. What's wrong?— () -->(I didn't sleep well last night.)
- 26、—Hey, Derek, which do you think is harder to learn, marketing or designing?— ()
B. Personally, I think designing is more difficult.
- 27、—Hey, You look so pale. What's wrong? ()
C. I didn't sleep well last night
- 28、—Hi, I'm Melinda Smith, nice to meet you all here.— () .
C. Nice to meet you, too
- 29、—Hi, Melinda. Can I make a brief introduction of the office work to you?— () .
B. Thank you! It's very kind of you
- 30、—Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.-->(I hope you'll be happy working here.— Hi, I'm Mike Brown from the Training Center. ())
- 31、—I would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday?— ()
Well, either time will do.
- 32、—I'd like to apply for a library card. ?— () -->(?Fill out the application form first, please.)
- 33、—I'd like to invite you for dinner on Saturday.— () -->(Thank you for your kind invitation. I'll be there on time.)
- 34、—I've got the system running, but I can't open my file.— () -->(Let me see if I can get it to work.)
- 35、—It's rather cold in here. Do you mind if I close the window?— ()
B. No, go ahead.
- 36、—It's lovely. I have never been to such beautiful place like that.-->(How about your trip?)
- 37、—May I see your tickets, please?— () .
A. Sure
- 38、—May I speak to Tom?—I'm sorry. He isn't in the office now.-->(Can I leave a message? () — Yes, of course.)
- 39、—May I use your bike for a moment?— () -->(By all means.)
- 40、—Mom, must I finish my homework now?-->(needn't— No, you () . You may have supper first.)
- 41、—My mother is retired. My father is a manager.
C. What do your parents do

- 42、—Please give me a hand to print out the report, won't you?— () -->(Of course I will.)
- 43、—Sally, () Mary Brown.—Nice to meet you. I'm Sally Johnson, the Sales Manager.
B. this is our new secretary
- 44、—Thank you for inviting me.
B. Thank you for coming.
- 45、—This is Melinda speaking from Qiaoxiang Community Service Center. -->(I'm calling for the arrangement of the visit next Monday.— Let me see. There will be some visits to our community liary and learning center.)
- 46、—Unbelievable! I have failed the driving test again! ?-->(Cheer up!— () This is not the end of the world.)
- 47、—We'll have a charity book sale together with Menglin Publishing House next month. () —Yes. I think the Music Square is large enough. ?-->(Could you give any suggestion on the location?)
- 48、—What color would you like ?— () .
C. I want the green one
- 49、—What time does the office open?
A. I think it opens at 8.
- 50、—Why don't you come and join us for a dance ?— () .
A. I can't , but thank you
- 51、—Will you show me how to use this software?
A. Sure. You'll master it in no time.
- 52、—Will you show me how to use this software?— () -->(Sure. You'll master it in no time.)
- 53、—Would you like to go to the concert with us this evening?
B. I'd love to, but I'm busy tonight.
- 54、—Would you mind helping me for a minute, Barbara?-->(I'd be glad to.— () What do you want me to do?)
- 55、—Would you mind helping me for a minute, Barbara?— () .What do you want me to do?
B. I'd be glad to
- 56、—Wow, this place is amazing.
B. Thank you.
- 57、— () -->(What is the exact air fare?— The round-trip air fare for a person is only \$18)
- 58、— () -->(What are your plans for summer vacation?— I'm not sure what I'll do. I hope to watch TV and enjoy myself.)
- 59、— () .—My mother is retired. My father is a manager.
B. What do your parents do

- 60、— () — I've called the maintenance worker.-->(This copier needs repairing.)
- 61、— () — It's my pleasure. -->(Would you please fax the document for me?)
- 62、— () —?Please accept my sincere regrets for not being able to join you.-->(I'm just wondering if you could come to join us.)
- 63、— () — It takes about 3 hours.-->(How long will the journey take?)
- 64、— () — Nothing much.-->(What's up?)
- 65、— () — Please call me Mary. That's my first name
A. How shall I address you
- 66、— () ? — I'm afraid not. But I'll be free this afternoon.
C. Can you spare me a few minutes now
- 67、— () ? — Please call me Mary. That's my first name.
A. How shall I address you
- 68、— Excuse me, where is the post office? — Sorry I'm new here.
A. Thank you all the same
- 词汇与语法(120)—:
(微信搜: Wj585858-)
- 1、A good tour guide tells visitors () .
B. what they couldn't miss during the trip
- 2、A letter of invitation is () to invite people for a business event or personal occasion.
A. written
- 3、A secretary must () big pile of files and correspondence in office.-->(deal with)
- 4、A well () job description can answer a lot of questions from job seekers.
A. written
- 5、After you are () with all these jobs, we will discuss it.
B. familiar
- 6、Are you still looking () a job?
A. for
- 7、Can we () another worker to help Jimmy or find another solution -->(assign)
- 8、Can you explain your arrangements () ?
B. in detail
- 9、Charles regretted () the TV set last year. The price has now come down.
B. buying
- 10、Children under fifteen are not permitted to see such kind of movies () bad for their mental development
B. which is

- 11、Copying files under Linux is similar () copying files under DOS.
C. to
- 12、Do not do anything () should go against his will.-->(that)
- 13、Do you require a deposit (定金) to () a reservation -->(confirm)
- 14、Do you understand () the teacher said?
A. what
- 15、Do you want to fly first or () class?
C. economy
- 16、Does David () ?
A. like flying
- 17、Don't be afraid () ask a lot of questions.
A. to
- 18、Everyone in these schools () English well.
A. speaks
- 19、Everyone is very () to this boy.
A. friendly
- 20、Had you come five minutes earlier, you () the train to Beijing. But now you missed it.-->(would have caught)
- 21、Have you () to say to me?
A. anything else
- 22、He can () good English.
B. speak
- 23、He has been looking forward to () to England for a long time.-->(going)
- 24、He has learned English and German. Now he is going to learn () language.
A. another
- 25、He published the journal () from 1991 to 2015.
C. annually
- 26、He said this would () companies from creating new jobs.
A. prevent
- 27、He () lunch in the canteen right now.
B. is having
- 28、Hello, everyone. I'd like to () to you our new secretary, Melinda Smith.
C. introduce
- 29、He () lunch in the canteen right now.
B. is having
- 30、How do I () the gym?
A. get to
- 31、I have an English class () a week.
A. three times
- 32、I have been looking forward to () from my parents. -->(hearing)
- 33、I heard Lily () the song once.
A. sing
- 34、I like the working atmosphere here. It's very () .
C. friendly
- 35、I like the working () here.
C. atmosphere
- 36、I think () is impolite to call people by their first names.-->(it)
- 37、I usually go to the office () train.-->(by)
- 38、I will give you () to finish it.
C. two weeks' time
- 39、I'd like to book a table for ten under the name of Jordan () 7 p. m. () December 24th.
C. at, on
- 40、I'd love to have a break, but I can't () the time now.
A. spare
- 41、I'm looking forward to () you.
B. seeing
- 42、I'm looking forward to () together with you.
C. working
- 43、I'm () to do anything at your word.
C. ready
- 44、I'll make a list of all the documents on this file () make it more clearly. -->(in order to)
- 45、I'm a deputy manager. I () an IT company. -->(work for)
- 46、I'm afraid I won't be available then. I () a friend off at five this afternoon.-->(will be seeing)
- 47、I'm looking forward to () together with you.-->(working)
- 48、If there are changes, don't forget () the related persons know. -->(to let)
- 49、If you have any questions here, please tell us. We'll all be () to help you.
C. ready
- 50、Isn't it impolite to call people by their first names? "The underlined word is the same word class as () .
B. interesting
- 51、It is very important for us to find a () between work life and home life.
B. balance
- 52、It may be helpful to set your watch just two minutes () ?
A. ahead
- 53、It was on the beach () Miss White found the kid lying dead.
A. that
- 54、It will take us () hour to get there.
C. an

- 55、It's high time that he settled down in the country and () a new life. -->(started)
- 56、I'm looking forward to () together with you.
C. working
- 57、Jack () to see you. He'll be here soon.
B. is coming
- 58、Keeping eye contact makes the other person () welcome and comfortable.
B. feel
- 59、Mary has been a secretary in this company () she graduated from Beijing University.
C. since
- 60、Mike () his colleagues when the phone rang. -->(was talking with)
- 61、Most tour companies () advance payment when a booking is made.-->(insist on)
- 62、Mr. White () short stories, but he () a TV play these days. -->(writes, is writing)
- 63、Neither John () his father was able to wake up early enough to catch the morning train.-->(nor)
- 64、Neither John () his father was able to wake up early enough to catch the morning train.
A. nor
- 65、Nowadays office work can be done by hand () very fast speed.
C. at
- 66、On our () we were told that our rooms had not been reserved.
B. arrival
- 67、On their arrival, you should () the following points.
B. pay attention to
- 68、People here usually () each other by their first names instead of family names.
A. call
- 69、Please hand () your homework in time.
C. in
- 70、Please pay () to what was discussed yesterday.
A. attention
- 71、Please see the suggestions below to () that your files are not lost.-->(make sure)
- 72、Professor Smith promised to look () my paper, that is, to read it carefully before the defense. -->(over)
- 73、Professor Smith promised to look () my paper, that is, to read it carefully.
B. over
- 74、Scientists have made great contributions () development of our human beings.-->(to)

75、 See the bottom of this page for details of how to apply () this job.

B. for

76、 She doesn't have the funds to () her design.

B. carry out

77、 She felt very tired and was glad to off () him.

C. lean on

78、 She hasn't the funds to () her design.-->(carry out)

79、 She kept on () although she was tired.-->(working)

80、 She wants a job where () .-->(her management skills can be put to good use)

81、 Smile a lot and be () friendly as possible to everyone you meet.-->(as)

82、 Such office software is popular () the executive secretaries .-->(with)

83、 The bus came after they () for about half.

C. had been waiting

84、 The company hosted a(n) () for their new staff.-->(reception)

85、 The environmentalists and wild goats' () on the vast grasslands was a good indication of the better environment.-->(attendance)

86、 The Foreign Language Department is on () second floor.-->(the)

87、 The manager will not () us to use his car.

C. allow

88、 The next train () the station at 11 o'clock.

B. leaves

89、 The question never () in discussion.-->(came up)

90、 The secretary has a lot of things to take up in the office since she () away for quite a few days.-->(has been)

91、 The teacher showed the students () the laboratory.

C. around

92、 The Two parties made it clear that they would not () the invitation unless the Centre reduced its tax component. -->(accept)

93、 The work was done () her instructions.

A. according to

94、 They were successful () a communication satellite.-->(in launching)

95、 This book gives some useful () on how to save money.

C. tips

96、 This is true of management () of workers.-->(as well as)

97、 Through the work plan, the team leader is able to () the tasks at hand, the deadlines for completion, and the responsible parties for effective management.-->(identify)

98、 To () the ice , after introduction , you can ask about their journey.

B. break

99、 We have () to at the hotel before 6 pm

A. check in

100、 What is your job?—I' m () accountant.

B. an

101、 When will the General Manager be () -->(available)

102、 With his work completed, the manager stepped back to his seat, feeling pleased () he was a man of action. -->(that)

103、 Within the team , a work plan can tell each member what is being () and why.

C. done

104、 Within the team, a work plan can tell each member what () and why.-->(is being done)

105、 You can pick a specific time and place and ask them () they want to go.-->(if)

106、 You have more apples than () do. But () are better than yours.-->(we, ours)

107、 Your goal is to publish a book and have () manuscript (手稿) sent out to publishers by November 2016.

B. the

108、 () means to do what you should do on time.-->(To be punctual)

109、 () wine do you need for the party -->(How much)

110、 () ,after introduction ,you can ask about their journey.

C. To break the ice

111、 () eye contact is very important in western culture.

C. Keeping

112、 () means to do what you should do on time.

A. To be punctual

113、 () means to do what you should do () .

C. To be punctual, on time

114、 () the paperless management is widely used now, some important files are still kept as hard copies. -->(Although)

115、 () these honors he received a sum of money.

C. Besides

116、 () wine do you need for the party?

A. How much

117、 () you deal with the data files, the more familiar you get with them.-->(The more)

118、 () your plan and don't stop until it is finished.-->(Follow)

119、 () , after introduction , you can ask about their journey.

A. To break the ice

120、 "Isn't it impolite to call people by their first names?" The underlined word is of the same word class (词-1 生) as () .

B. interesting

阅读理解 (单选) (12) --

(微信号: Wj585858-)

1、 A business itinerary is written for busi...

2、 A letter of invitation is written to inv...

3、 A letter of invitation is written to inv...

4、 A work plan is an important tool to tell...

5、 Hi, Joe, How are you? I'm sitting on the...

6、 Hi, Xiaoyan, You want to know about my gy...

7、 If you thought handshakes were just a ge...

8、 If you thought handshakes were just a ge...

9、 If you thought handshakes were just a ge...

10、 Meetings are very common nowadays.

11、 Shaking Hands Manners

12、 There are different pieces of software t...

1、 A business itinerary is written for business trips,

1. What is a business itinerary written for? ()

-->C. Business trips.

2. What does the underlined word stop mean? ()

-->B. A brief stay in the course of a

journey.-->C. The event of something ending.

3. What can help prevent you from forgetting something important? () -->A. To write down any

special information.

4. What does meeting information include? ()

-->C. The name of organization, time, address, and

a contact name and number.

5. Which statement is TRUE according to the passage? () -->B. Complete hotel information

should be provided.

2、 A letter of invitation is written to invite people for a business event or personal occasion.

1. What's the purpose of writing a letter of invitation? () -->C. Either A or B.

2. Which is not necessary when writing a letter of invitation? () -->B. weather

3. The letter of invitation should not be () -->B. easy

4. Why should we send the letter of invitation in advance? () -->B. Because the receiver will need to

plan to come to the event.

5. Which might be the title of the whole passage? ()

-->A. How to write a letter of invitation

3、 A letter of invitation is written to invite people for a business event or personal occasion.

A letter of invitation is written to invite people for a business event or personal occasion.

21. What does the passage tell us? -->A. How to write an invitation letter?

22. What kind of tone should be used to write an invitation letter? -->B. Soft and polite.

23. What should be included in an invitation letter? -->C. Date, time and the event.

24. How long is an invitation letter sent appropriately according to the passage? -->B. At least a week in advance.

25. The reason why we should send an invitation letter in advance is () -->C. the receiver will need to plan to come to the event

4、 A work plan is an important tool to tell what tasks to do,

1. Which of the following statements is not mentioned in the passage? () -->B. A work plan

helps cut down expenses.

2. What can the clear objectives help? () -->C. It can

help the process of planning, developing and

managing a project.

3. What does the underlined word deadlines mean? () -->C. the point in time at which something must

be completed

4. Which of the following statements is true according to the passage? () -->A. When meeting

any problems you can change your plan for more

realistic timelines.

5. The best title for the passage would be () -->B. The importance of a work plan

5、 Hi , Joe, How are you? I'm sitting on the balcony of my hotel.

1. What does Xiaoyan stay in London for? ()

-->B. She is working.

2. What are Xiaoyan's London colleagues like? ()

-->C. They are very nice.

3. What does Xiaoyan think of London? ()

-->C. She thinks it is exciting.

4. What does Xiaoyan think of people in London? ()

-->B. She thinks they are friendly.

5. What's the weather like in London when Xiaoyan is writing this letter? () -->A. It is warm.

6、 Hi, Xiaoyan, You want to know about my gym.

1. When can you go to aerobics class in New You? () -->B. On Saturday evening.

2. When does the Tai Chi class start? () -->C. At 2:00 p.m. on Wednesday and Saturday.

3. What is free in the gym? () -->B. Cosmetics.

4. Why is it best to come in the evenings? ()

-->A. Because there are a lot of trainers to help you.

5. How can you pay for the class? () -->C. By credit card or cash.

7、If you thought handshakes were just a gesture of greeting, then think again!

21. The best title for this passage would be

() -->B. Shaking Hands Manners

22. According to the passage, which of following statements is True? -->C. It is important to know the right shaking handsmanners.

23. Which is the proper way to shake hands? -->B. When someone comes for a handshake, you should stand up.

24. One's handshake should show a feeling of () -->C. strength and warmth

25. How brief should a handshake be? -->A. Let go of each other's hand after 2-3 seconds.

8、If you thought handshakes were just a gesture of greeting,

21. Which of the following is an appropriate title for this passage? -->B. Shaking Hands Manners.

22. According to the passage, which of following statements is True? -->C. It is important to know the right manners for shaking hands.

23. Which is the proper way to shake hand? -->B. When someone comes for a handshake, you should stand up.

24. One's handshake should show a feeling of -->C. strength and warmth

25. How brief should a handshake be? -->A. Let go of each other's hand after 2-3 seconds.

9、If you thought handshakes were just a gesture of greeting, then think again!

21. Which of the following statements about the significance of handshakes is not true? -->A. Handshakes are just a gesture of greeting.

22. If you are seated when someone comes for a handshake, you should _____. -->A. stand up and shake his or her hand

23. Keeping eye contact while shaking hands makes the other person feel _____. -->B. comfortable

24. How long does a handshake usually last? -->C. 2-3 seconds.

25. Which of the following words can best describe a proper handshake? -->B. brief and firm

10、 **Meetings are very common nowadays.**

21. Most meetings are sometimes thought to be _____. -->B. killing time and uninteresting

22. In order to have a successful meeting, the organizer should ____ first. -->C. assign different roles to different people

23. When you are in charge of a meeting, you should do the following things EXCEPT _____. -->B. only discussing things listed on the agenda

24. Which of the following statements is TRUE according to the passage? -->A. The organizer should be open to the participants' opinions.

25. The best title for the passage is _____. -->B. How to Run an Effective Meeting

11、Shaking Hands Manners

If you thought handshakes were just a gesture of greeting, then think again!

1. Which of the following statements about the significance of handshakes is not true? () -->A. Handshakes are just a gesture of greeting.

2. If you are seated when someone comes for a handshake, you should () -->A. stand up and shake his or her hand

3. Keeping eye contact while shaking hands makes the other person feel () -->B. comfortable

4. How long does a handshake usually last? () -->C. 2-3 seconds.

5. Which of the following words can best describe a proper handshake? () -->B. brief and firm

12、There are different pieces of software to deal with electronic files.

21. What do people do by using Word 2010? -->B. process text.

22. Which is the best software to deal with data according to the passage? -->C. Excel 2010.

23. What is the aim of using different software? -->B. To improve the effectiveness of work.

24. Which of the following statements is NOT TRUE according to the passage? -->C. All of the documents are kept in the electronic form.

25. What does the phrase "hard copies" mean? -->A. It means the documents in the form of paper.

阅读理解（判断）(9) -

（微信搜：Wj585858-）

1、 **Do you seem to be late for work or school...**

2、 **Do you, sometimes, need to go to meet so...**

3、 **Hi, Xiaoyan. You want to know about my g...**

4、 **How often should filing be done? It depe...**

5、 **In Britain people usually have a doctor ...**

6、 **INTRODUCE YOURSELF ON THE FIRST DAY OF W...**

7、 **Last week Polly decided to give up her j...**

8、 **Meetings are very common nowadays. They ...**

9、 **Whatever projects you do, you need to ha...**
1、 **Do you seem to be late for work or school a lot?**

1. Being punctual has nothing to do with personal success. (F)

2. It is unnecessary to set your watch two minutes ahead. (F)

3. You'd better place your alarm clock beside your bed so that you can turn it off at once. (T)

4. Being a punctual person, one should sleep earlier to allow himself more than 7 hours sleep. (T)

5. This passage is mainly about the importance to be punctual. (F)

2、 **Do you, sometimes, need to go to meet some visitors at the airport?**

Do you, sometimes, need to go to meet some visitors at the airport? What should you do when you meet them? What should you talk about? On their arrival, you should pay attention to the following points:

• Going up to meet the visitors

• Asking about their journey

• Helping with their luggage

When going to the visitors and making introduction at the airport, you should remember that the person of less importance, regardless of gender, is introduced to the person of greater importance and the visitor is always more important than anyone in your organization. The introduction is usually followed by a brief and firm handshake

To break the ice, after introduction, you can ask about their journey, like: "Did you enjoy your journey?" "How was your trip?" etc. If you want to be more friendly and helpful, you may offer to take the luggage.

When you get to the hotel, accompany your visitors to the hotel front desk and help them with the check-in. After check-in, ask a bellboy to help carry the luggage. When your visitors have settled down, discuss the schedule with them to see if there might be any changes. If there are changes, don't forget to let the related persons know.

26. When making introductions, you should introduce the visitor in your organization first according to the passage. -->F

27. The introduction is usually followed by a brief and firm handshake. -->T

28. It is not friendly to ask about the visitor's journey. -->F

29. If you want to be more friendly and helpful, you'd better help carry the luggage. -->T

30. You should discuss the schedule with the visitors before they've settled down. -->F

3、 **Hi, Xiaoyan, You want to know about my gym.**

26. A yoga class is arranged on Tuesday morning. -->T

27. There are lots of bicycles in the gym. -->F

28. The best time to go to the gym is in the morning. -->F

29. There are many trainers in the evening. -->T

30. You can only pay by cash if you want to attend the classes. -->F

4、 **How often should filing be done? It depends on how busy the office is.**

Filing should be done every day in each office. (F)
It is necessary to do filing no less than once every week in a small office. (T)

Only big instruments are useful in sorting out files. (F)

If you need always read the documents, you can put them into lever arch files. (F)

The company's annual reports usually need to be filed. (T)

5、 **In Britain people usually have a doctor near their home or in their town.**

26. In the U. K. people usually have a doctor far away from their home. (F)

27. British families often register with the different doctors. (F)

28. Doctors often work together in groups in their own Doctor's Surgery. (T)

29. Doctors make up the medicine for the patients. (F)

30. British people usually have to pay for their prescription at the chemist's. (F)

6、INTRODUCE YOURSELF ON THE FIRST DAY OF WORK

How to introduce yourself on the first day of work?

1. Nobody expects you to know everything on the first day at work. (T)

2. You're new, so you shouldn't ask any questions. (F)

3. You should be friendly to both your co-workers and the leaders. (T)

4. It's not polite to learn about the interests of your co-workers. (F)

5. You can leave your office as quickly as you can at the end of the day. (F)

7、Last week Polly decided to give up her job. She is fed up with it,

1. Polly has decided to ask for a higher salary. (F)
2. She doesn't like her boss. (T)
3. Her friends agreed that she should resign. (T)
4. She has no experience of selling. (F)
5. She's worried about her lack of experience in some areas. (T)

8、Meetings are very common nowadays. They can be weekly,

1. A successful meeting should have different people to play different roles. (T)
2. Generally people only discuss the items listed on the agenda in a successful meeting. (F)
3. An unsuccessful meeting might be full of single-way communication. (T)
4. When the meeting is closed, it means there is nothing to do in the following weeks. (F)
5. Minutes should be sent out to the participants within a month after the end of the meeting. (F)

9、Whatever projects you do, you need to have a clear and accurate action plan.

1. Whether you need to have a clear action plan depends on what kind of project you do. (F)
2. SMART stands for suitable, measurable, achievable, relevant, timed. (F)
3. When making an action plan, you'd better take possible difficulties into consideration. (T)
4. Don't change your plan even if some unexpected events happen. (T)
5. This passage is mainly about how to make a good action plan. (F)

翻译题(45)--:

(微信搜: Wj585858-)

1、At last the Englishman got angry with the visitor though he tried not to show it.

B. 最后英国人已很讨厌这位游客,但他尽力不表现出来。

2、Do you want to fly first or economy class?

B. 您是想乘坐头等舱还是经济舱?

3、Don't forget to thank them for the ideas they present.

A. 不要忘记对提出想法的人表示感谢。

4、Follow your plan and don't stop until it's finished.

C. 按照你的计划进行,完成之前不要停下来。

5、George is traveling on business, and nobody else is in for the moment.

B. 乔治正在出差,其他人目前都不在。

6、He was too tired to say a word and went to bed at once.

A. 他太累了,一句话也没说就立刻上床睡觉去了。

7、How long have you been working here? ()

A. 你在这里工作多久了?

8、I am not particularly busy at the moment.

What's up?

A. 我现在不是很忙,怎么了?

9、I have no idea of how to use my OA account.

B. 我不知道如何使用我的 OA 账号。

10、I like the working atmosphere here.

A. 我喜欢这的工作气氛。

11、I want to know when he is leaving for New York tomorrow.

C. 我想知道他明天什么时候动身去纽约。

12、I was just wondering if I could come to your office and discuss the plan.

我想知道能否到你办公室讨论此计划。

13、I'll show you around and introduce you to other colleagues.

C. 我带你四处转转,把你介绍给其他的同事。

14、I'm calling for the arrangement of the visit next month.

B. 我打电话是想咨询下个月访问的安排。

15、If everything is going on well, just keep on following the plan.

C. 如果一切顺利,那就继续按计划进行。

16、If unexpected events stop you from finishing your tasks, you should change your plan.

如果意想不到的事情妨碍你完成任务,你应该变更计划。

17、If you would rather not carry a planner with you, consider a desk planner that will sit comfortably on a table.

B. 如果你不愿意随身携带记事簿,就考虑用安安稳稳呆在桌上的台式记事簿。

18、It is better to do something right the first time than have to do it again.

C. 最好第一次就把事情做好,而不要再返工。

19、List information for any meetings you are going to attend.

C. 列出你要参加的会议的所有信息。

20、Many people don't listen to music and they can get along quite well.

C. 许多人不听音乐,却生活得相当好。

21、New York University has forty-eight thousand students.

C. 纽约大学有学生四万八千名。

22、Of course, it has special meaning for people like me.

C. 当然,它对我这样的人具有特殊的含义。

23、On their arrival, you should pay attention to the following points.

B. 在他们到达的时候,你要注意以下几点。

24、Once you've set a specific timeline, the next step is to take daily action and do your own part.

C. 一旦你已经设置了具体的时间表,下一步就是每天行动起来,尽自己的职责。

25、Once, however, it failed to give the correct time.

B. 然而,它曾有一次没有报出准确的时间。

26、People need to file documents that are sent to or received from by other people or organizations.

A. 人们需要将与其他人或机构之间接发的文件资料予以归档。

27、Since we all want to set a good first impression, it is important to know the right shaking hands manners.

B. 既然我们都想给别人留下一个好的第一印象,那么了解一下正确的握手礼仪就非常重要了。

28、Smile a lot and be as friendly as possible to everyone you meet.

多微笑,尽可能友好地对待你遇到的每一个人。

29、Sometimes, the most difficult part of forming a plan to solve a problem is that you're not exactly sure what the problem is.

A. 有时候,制定解决问题的计划最难的部分是你并不能确定问题是什么。

30、Thanks to our hard work, we can fulfill the task on time.

C. 由于我们努力工作,才能按时完成任务。

31、The less clear you are about what you want to do, the less effective your plan will be.

B. 你越不清楚自己想要做什么,你的计划就越没有成效。

32、Think about it and answer me, why are you so happy now?

C. 思考一下这个问题,然后回答我“你现在为什么这么快乐?”

33、This makes our volunteers know we are grateful to them for what they have done.

这能使我们的志愿者们知道,我们对他们所做的一切心怀感激。

34、Those who'd like to visit the exhibition sign your name here.

C. 想去参观展览的人请在这儿签名。

35、Try sleeping earlier to allow yourself at least 7 hours' sleep.

试着早点睡,保证自己至少有 7 个小时的睡眠。

36、We don't need to clock in and out here.

A. 我们上下班不需要打卡。

37、We shall be flying to South America this time next month.

A. 下个月的今天我们将乘飞机飞往南美洲。

38、We'll telephone Helen, but she's out of reach.

A. 我们是想给海伦打电话的,可就是与她联系不上。

39、Whether long or short, documents can be sent in seconds.

A. 无论内容是长是短,在几秒钟内文件就会被发送出去。

40、Will this be a one-way trip?

C. 您是单程旅行吗?

41、Workers in this factory are required to clock in and out.

B. 这个工厂要求工人上下班打卡。

42、Years ago, zoos kept all kinds of animals in small cages.

A. 多年以前,动物园把各种动物都关在小笼子里。

43、You need to put the things which are similar together in a folder.

B. 你需要把类似的事情整理到一个文件夹里。

44、Your life has changed and will get used to it.

B. 你的生活已经发生了变化,你要去适应它。

45、Your life has changed and you will get used to it.

A. 你的生活已经发生了变化,你要适应它。

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