## LESSON 1 Greetings, Introductions, Gift-giving 基本社交礼仪 第一单元测试

1、 问题:A  
greeting is more effective when we combine verbal and non-verbal ways of  
communication.  
选项：  
A:正确  
B:错误  
答案: 【正确】

2、 问题:When we address a  
teacher as Professor, he/she will feel honored.  
选项：  
A:正确  
B:错误  
答案: 【错误】

3、 问题:Job titles are  
usually put in front of people’s surnames in international communication.‍  
选项：  
A:正确  
B:错误  
答案: 【错误】

4、 问题:James  
is an exchange student studying mathematics in China.  
选项：  
A:正确  
B:错误  
答案: 【正确】

5、 问题:James has  
introduced Dan to Professor Zhou (Jennifer).  
选项：  
A:正确  
B:错误  
答案: 【错误】

6、 问题:When shaking hands, we should hold the other  
person’s hand firmly and shake as many times as possible to show friendliness.  
选项：  
A:正确  
B:错误  
答案: 【错误】

7、 问题:In international communication, we should avoid  
talking about each other’s religious beliefs.  
选项：  
A:正确  
B:错误  
答案: 【正确】

8、 问题:The  
more expensive our gift is, the more respect we show to the gift-recipient.  
选项：  
A:正确  
B:错误  
答案: 【错误】

9、 问题:We should wrap up our gifts before giving them away.  
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题:Receiving  
compliments gracefully is more important than giving compliments.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:In international  
communication, we should avoid talking about each other’s family.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:Gifts made by gift-givers for gift recipients  
are too cheap.  
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:It  
is not necessary to greet people whom we already know.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:When  
you are not sure if a lady is single or married, use Ms before her full name.  
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:James  
loves to play football.  
选项：  
A:正确  
B:错误  
答案: 【正确】

## LESSON 2 Dressing 着装 第二单元测试

1、 问题:There is a possibility that business casual attire will also cost a lot due to the fact that \_\_\_\_\_\_.   
选项：  
A:the occasion is special   
B:men and women wear differently  
C:the good quality materials are essential  
D:the etiquette is casual  
答案: 【the good quality materials are essential】

2、 问题:While conversing with others, you should refrain from looking like checking messages, which implies that you are \_\_\_\_\_\_.  
选项：  
A:arrogant   
B:excited   
C:uninterested   
D:selfish  
答案: 【uninterested 】

3、 问题:When you intent to exhibit the best of you during an interview, you should adhere to \_\_\_\_\_\_.  
选项：  
A:original fashions  
B:special fashions  
C:formal fashions  
D:neutral fashions  
答案: 【neutral fashions】

4、 问题:For a job interview for women, which of the following is acceptable?  
选项：  
A:something with extreme cuts  
B:something extravagant  
C:complicated jackets  
D:pant suits  
答案: 【pant suits】

5、 问题:Dressing is significant because \_\_\_\_\_\_.  
选项：  
A:the way you dress communicates to the people around you  
B:a person’s dressing style tells what he thinks about himself  
C:a person’s dressing style tells how much he respects his body and probably what kind of person he is  
D:all of the above  
答案: 【all of the above】

6、 问题:It is up to men themselves to decide whether to wear long-sleeved shirts in case it is too hot in a business casual event.  
选项：  
A:正确  
B:错误  
答案: 【错误】

7、 问题:It is perceived improper for men to wear athletic shoes in a business casual event.  
选项：  
A:正确  
B:错误  
答案: 【正确】

8、 问题:For women in a business casual event, they are supposed to keep away from the  jewelry with pronounced color or style.   
选项：  
A:正确  
B:错误  
答案: 【正确】

9、 问题:The purse of the women should have a striking contrast with their shoes.  
选项：  
A:正确  
B:错误  
答案: 【错误】

10、 问题:Jeans are decent as semi-casual attire in that they are ceremonial.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:In a semi-casual event, a tuxedo is indispensability because the wearer could be regarded properly dressed.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:Wearing in a suit and tie or skirt suit and heels might be informal for leisure wear.  
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:For a job interview for men, a formal black suit is more appropriate.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:Women with average height should wear flats to make themselves more aggressive.  
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:When choose a tie for a job interview, ties with fancy patterns should be avoided.   
选项：  
A:正确  
B:错误  
答案: 【正确】

## LESSON 3 Table Manners 餐桌礼仪 第三单元测试

1、 问题:You have been served a bowl of soup. How do you eat it appropriately?  
选项：  
A:Eat the chunky bits with a fork and use the bowl like a cup to drink the liquid.  
B:Dip your spoon at the edge closest to you and fill it as you move it away from you.  
C:Quietly dip your spoon into the center of the bowl and wait for it to fill.  
D:Suck it up with a straw.  
答案: 【Dip your spoon at the edge closest to you and fill it as you move it away from you.】

2、 问题:The  napkin should be  ***\_***\_\_\_ , when you have dinner.  
选项：  
A:placed on the table  
B:folded in the glass  
C: tucked in your shirt  
D: left on your lap  
答案: 【 left on your lap】

3、 问题:At a formal dinner, the fork should be placed ***\_***\_\_\_.  
选项：  
A:next to the soup spoon  
B:to the left of the butter knife.  
C:to the right of the butter knife  
D:beside the plate when the course is served  
答案: 【beside the plate when the course is served】

4、 问题:You should always wait until ***\_*** is served to begin eating your meal.  
选项：  
A:everyone   
B:the host   
C:the hostess   
D:the guest  
答案: 【everyone 】

5、 问题: Eat to your ***\_*\_, and drink to your**\_\_\_\_\_.  
选项：  
A:right, left  
B:right, right   
C:left, left  
D:left, right  
答案: 【left, right】

6、 问题:If you’re not sure what to do, you can always follow your ***\_***\_.  
选项：  
A:friend  
B:waiter  
C:host  
D:guest  
答案: 【host】

7、 问题: Generally, a tip of \_\_\_\_\_\_ percent of the bill is the norm.  
选项：  
A:25  
B:20  
C:15  
D:10  
答案: 【15】

8、 问题:Modern formal dinners typically have \_\_\_\_\_\_ courses that vary according to the types of food being served.   
选项：  
A:five  
B:six  
C:eight  
D:nine  
答案: 【eight】

9、 问题:When each course is finished, you should place the knife and fork \_\_\_\_\_\_ with the handles in the four o’clock position on the right rim of the plate.      
选项：  
A:crossed  
B:parallel  
C:separate  
D:overlapped  
答案: 【parallel】

10、 问题:White wine glasses are held by the***\_***.  
选项：  
A:stem  
B:bowl  
C:bottom  
D:rim  
答案: 【stem】

11、 问题:Use the same plate for your next pass through the buffet line.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:When taking a break from eating, you can rest your utensils in the center of your plate with the tips facing each other in an inverted V.   
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:The basic rule for using silverware and dinnerware is to work from the outside in.  
选项：  
A:正确  
B:错误  
答案: 【正确】

14、 问题:In western dining seating arrangements, the highest ranking male generally sits to the left of the hostess.   
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:Use the fork on the right and the knife on the left.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 4 Transport and Traveling 交通和旅行 第四单元测试

1、 问题:To have a trip without incidents, it is NOT sensible to dress as a traveler that is \_\_\_\_\_\_.  
选项：  
A:eminent  
B:wealthy  
C:indifferent  
D:intelligent  
答案: 【wealthy】

2、 问题:All of the following items should be left at home EXCEPT \_\_\_\_\_\_.  
选项：  
A:unneeded credit cards  
B:library card  
C:expensive jewelry   
D:travelers’ checks  
答案: 【travelers’ checks】

3、 问题:To ensure your safety on the street, you should be vigilant in the following areas EXCEPT: \_\_\_\_\_\_.  
选项：  
A:parking lots  
B:subways with too many people  
C:tourist sites  
D:festivals/gala  
答案: 【parking lots】

4、 问题:The one who helps pickpockets usually doesn’t \_\_\_\_\_\_.  
选项：  
A:point to the stains on your trousers  
B:divert your attention  
C:carry your luggage for you  
D:inquire the information  
答案: 【carry your luggage for you】

5、 问题:When you pack, what should you do?  
选项：  
A:to bring the entire guidebook with you  
B:to take the perfume instead of the scented lotions  
C:to include an iron and board  
D:to have a first-aid kit  
答案: 【to have a first-aid kit】

6、 问题:You should keep from doing the following EXCEPT when you drive \_\_\_\_\_\_.  
选项：  
A:leaving valuables in the car  
B:keeping the valuables locked in the truck  
C:parking the car on the street overnight  
D:picking up hitchhikers  
答案: 【keeping the valuables locked in the truck】

7、 问题:What should you do after reporting missing items to the police?   
选项：  
A:report the credit cards to the issuing company  
B:get rid of the traveler’s checks  
C:ask for a refund of the airline tickets  
D:apply for the insurance claims  
答案: 【report the credit cards to the issuing company】

8、 问题:When going through security check, you need to do the following EXCEPT \_\_\_\_\_\_.   
选项：  
A:take off the garments  
B:remove the jewelry if you set off the alarm  
C:remove the body piercings  
D:tell the staff about your body jewelry  
答案: 【remove the body piercings】

9、 问题:If you miss your flight, you should \_\_\_\_\_\_.  
选项：  
A:ask the airport staff to find and pay for alternative flight  
B:complain to the staff because of their negligence  
C:keep your temper  
D:ask for a compensation  
答案: 【keep your temper】

10、 问题:Which of the following is NOT a disadvantage of traveling by train?  
选项：  
A:its unreliable timekeeping  
B:its low speed  
C:the discomforts  
D:the crowded space  
答案: 【its low speed】

11、 问题:The advantages of road transport are the following EXCETP \_\_\_\_\_\_.   
选项：  
A:the affordable vehicles  
B:the speed limits from the government  
C:the flexible routes  
D:the unique door-to-door service  
答案: 【the speed limits from the government】

12、 问题:It is recommended to exchange greetings with someone in an elevator if he or she is distrustful.   
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:When you take trains, it is sensible to stay where you are if someone gets in your way and another one is coming to you from behind.   
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:You are allowed to take injections through the airport security since they pose great risks to the passengers even if you are screened.  
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:You are entitled to keep silent when you find it makes you uneasy to answer the security-related questions.   
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:Modern sea transport is not an effective method of transporting large quantities of spoilable goods.   
选项：  
A:正确  
B:错误  
答案: 【正确】

17、 问题:You should put your cash and credit cards in one wallet or purse in terms of convenience.  
选项：  
A:正确  
B:错误  
答案: 【错误】

18、 问题:The luggage tags should explicitly present your personal information such as where you are from.  
选项：  
A:正确  
B:错误  
答案: 【错误】

19、 问题:According to safety experts, it is advisable to accommodate yourself on ground floors so as to escape quickly in case of a fire.  
选项：  
A:正确  
B:错误  
答案: 【错误】

20、 问题:By means of air transport, there is no way for the aircraft to take off and land on ice because it is too dangerous.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 5 Accommodation 住宿 第五单元测试

1、 问题:When selecting hotel rooms, you need to maximize safety and security. Select a room located between the ***\_*\_ and**\_\_\_\_ floor.  
选项：  
A:2nd; 4th   
B:3rd; 5th   
C:4th; 6th   
D:6th; 8th   
答案: 【4th; 6th 】

2、 问题:Here are the differences between a hostel and a hotel except that  \_\_\_\_\_.  
选项：  
A:hotels are considered more luxurious than hostels and, therefore, more expensive.  
B:hotels are most often associated with backpackers looking for inexpensive, temporary shelter as well as a place for a shower and a meal.   
C:some hostels will allow guests to work in exchange for a discount or even a night’s stay.   
D:a hotel will provide guests with mini refrigerators,wet bars, cable television, wireless Internet service, telephones, irons and hair dryer, but a hostel usually provides none of the above.   
答案: 【hotels are most often associated with backpackers looking for inexpensive, temporary shelter as well as a place for a shower and a meal. 】

3、 问题:The "***\_***\_\_\_\_\_" sign tells everyone you’re not in the hotel room.  
选项：  
A:I am out.  
B:Please make up this room.  
C:Do not disturb.  
D:Do not come in.  
答案: 【Please make up this room.】

4、 问题: If you want to rent a room, you can look for a(n) ***\_***\_ that specializes in renting flats.  
选项：  
A:landlord   
B:organization   
C:agency  
D:manager  
答案: 【agency】

5、 问题:What is the range for star rating of hotels?  
选项：  
A:1 to 3  
B:1 to 5  
C:1 to 7  
D:1 to 10  
答案: 【1 to 5】

6、 问题:A ***\_*** is a hotel which is for a short stay, usually for a night, for motorists on a long journey.   
选项：  
A:hostel  
B: homestay  
C: motel   
D:hotel   
答案: 【 motel 】

7、 问题:***\_***\_\_ is a form of tourism or study abroad program that allows the visitor to rent a room from a local family to better learn the local lifestyle as well as improve their language ability.   
选项：  
A:A hostel  
B: A hotel  
C: Homestay  
D: A motel  
答案: 【 Homestay】

8、 问题:Hostels provide budget oriented, sociable accommodation where guests can rent a bed, usually a(n) \_\_\_\_\_\_ bed in a dormitory and share a bathroom, lounge and sometimes a kitchen.  
选项：  
A:luxurious     
B:big  
C:cheap  
D: bunk  
答案: 【 bunk】

9、 问题:When you rent a flat, you will need to pay for gas and electricity, water, broadband, and digital TV on top of your ***\_***.   
选项：  
A:contract   
B: rent  
C:payment  
D:bill  
答案: 【 rent】

10、 问题:Check the small print of your contract, including the duration of the tenancy, and what ***\_*** you’re responsible for.   
选项：  
A:rent  
B:payment  
C:responsibilities  
D:bills   
答案: 【bills 】

11、 问题:Hotels are most often associated with backpackers.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:Some hotels will allow guests to work in exchange for a discount or even a night’s stay.  
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:Hotels are considered more luxurious than hostels and, therefore, more expensive.  
选项：  
A:正确  
B:错误  
答案: 【正确】

14、 问题:If you want to cancel your hotel booking after confirmation you have to cancel your reservation before the time limit according to the hotel policy.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:The YMCA (Young Men’s Christian Association), a worldwide welfare organization that runs hostels providing expensive accommodation for young people.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 6 Applying for Universities Abroad 申请国外大学 第六单元测试

1、 问题:The application process for studying abroad is time consuming and requires applicants to start preparing well in advance of the start of the semester, sometimes as many as 10 months.   
选项：  
A:正确  
B:错误  
答案: 【正确】

2、 问题:If you want to stand out among applicants, send as many certificates or materials as possible.  
选项：  
A:正确  
B:错误  
答案: 【错误】

3、 问题:You do not have to notify the schools you will not attend if you have more than one offer.  
选项：  
A:正确  
B:错误  
答案: 【错误】

4、 问题:To apply for a student visa to the USA, you have to be prepared for a visa interview.  
选项：  
A:正确  
B:错误  
答案: 【正确】

5、 问题:Enroll your fingerprints and photograph (known as biometric information collection) at the visa application centre.   
选项：  
A:正确  
B:错误  
答案: 【正确】

6、 问题:The visa fee is normally refundable.    
选项：  
A:正确  
B:错误  
答案: 【错误】

7、 问题:Misleading, lying, or presenting false or altered documentation may result in a permanent visa ineligibility..  
选项：  
A:正确  
B:错误  
答案: 【正确】

8、 问题:In the interview, the officer may explore whether there was anything fraudulent in the student’s application for admission to the university.  
选项：  
A:正确  
B:错误  
答案: 【正确】

9、 问题:To apply for a passport, you need to prepare the following documents: ID card, certificate of residence and photos  
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题: If you intend to study in universities in Australia, you will be most likely required to take TOEFL exam.   
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:When you have been accepted in to a college and have a valid ID card, you are ready to apply for a visa.   
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题: Almost all schools require applicants to submit an application package consisting of the following documents: passport and visa, Curriculum Vitae(CV), and proof of English proficiency.  
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题: To make your application for a visa, you’ll bring the following: bank statements, financial aid, awards or other evidence to show that you can pay for your study in the country.  
选项：  
A:正确  
B:错误  
答案: 【正确】

14、 问题:On the website of the China Scholarship Council you can enter the country and your identity to search overseas study programs and find the procedures and requirements.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题: You should form you own calendar of the process to see that you meet all the important deadlines .  
选项：  
A:正确  
B:错误  
答案: 【正确】

## LESSON 7 Application Materials 留学申请材料 第七单元测试

1、 问题:What type of application materials was not covered in this lecture?  
选项：  
A:CV  
B:Language scores  
C:Cover letters  
D:Reference  
答案: 【Language scores】

2、 问题:How long should a CV be?   
选项：  
A: 2 pages  
B: 1.5pages  
C:1 page  
D: 0.5 page  
答案: 【1 page】

3、 问题:How long should a PS be?  
选项：  
A:2 pages  
B: 1.5pages  
C: 1 page  
D:0.5 page  
答案: 【 1.5pages】

4、 问题:Who should write your reference letters, or letters of recommendation?  
选项：  
A:Yourself  
B:Your professor  
C:Your father  
D:Your classmate  
答案: 【Your professor】

5、 问题:How long should a cover letter be?  
选项：  
A:1-1.5pages  
B:1.5-2 pages  
C:0.5-1 page  
D: 2 pages  
答案: 【0.5-1 page】

6、 问题:Which of the following is the best opening for a cover letter?  
选项：  
A:Dear Sir，  
B:Dear Madam,  
C:Dear Friend,   
D:Dear Mr. Penistone,  
答案: 【Dear Mr. Penistone,】

7、 问题:Which of the following was not mentioned as essential for a CV?  
选项：  
A:Educational background  
B:Work experience  
C:Contact ways  
D:Health conditions  
答案: 【Health conditions】

8、 问题:Application materials are of different types. The teacher mentioned two: school applications and job applications.   
选项：  
A:正确  
B:错误  
答案: 【正确】

9、 问题:This lesson focuses on both school and job application materials.  
选项：  
A:正确  
B:错误  
答案: 【错误】

10、 问题:In the sample of a student’s resume, it is clear that his major was English language and literature.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:From the sample of a teacher’s CV, we know that this teacher teaches in Beijing.   
选项：  
A:正确  
B:错误  
答案: 【正确】

12、 问题:The most important elements in a CV include religion and political standing.   
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:PSs do not have a fixed format.   
选项：  
A:正确  
B:错误  
答案: 【正确】

14、 问题:The foreign expert told us not to talk about grades in our PS.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:Your professor is very busy, so you can write the letter of recommendation yourself and ask your professor to sign it.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 8 Studying in a Foreign University 留学生活 第八单元测试

1、 问题:According to the professor, an international department in an university usually does the following except***\_***\_.  
选项：  
A:international students’ admissions  
B:designing courses for international students  
C:teaching international students for a degree  
D:organizing social activities for international students  
答案: 【teaching international students for a degree】

2、 问题:How long does the freshmen orientation in a foreign university usually last?   
选项：  
A:one week  
B:one day  
C:half a day  
D:two weeks  
答案: 【one week】

3、 问题:Which course is not recommended by the professor to you in your first semester?  
选项：  
A:A writing course  
B:A foundational course to your major  
C:A challenging course leading you to a specialty  
D:A physical education course  
答案: 【A physical education course】

4、 问题:What does the foreign expert mean that one of the biggest problems for Chinese students is face?  
选项：  
A:Their physical appearances are different.  
B:The idea of self respect stops them from joining discussions.  
C:They judge other people only by appearance.  
D:They show respect by not looking at other people’s faces.  
答案: 【The idea of self respect stops them from joining discussions.】

5、 问题:Which is not mentioned by the teacher that you will need to do in the beginning of your study?  
选项：  
A:Registration  
B:Payment of your fees and tuition  
C:Meeting your student advisor or maybe your supervisor  
D:Renting your apartment  
答案: 【Renting your apartment】

6、 问题:How many courses per semester a student should choose to study in an UK or an US university?  
选项：  
A:1-2  
B:3-4  
C:5-6  
D:7-8  
答案: 【3-4】

7、 问题:What is the easiest and simplest way of finding clubs?  
选项：  
A:To look for them in the first week of university.  
B:To look for them after the final examinations.  
C:To look for them during holidays.  
D:To start up your own clubs.  
答案: 【To look for them in the first week of university.】

8、 问题:What is the role of the faculty when you are setting up your own club in a western university?  
选项：  
A:Giving advice  
B:Providing information  
C:Doing almost nothing  
D:Organizing a room for you  
答案: 【Doing almost nothing】

9、 问题:The International Department of a university is sometimes called as Foreign Affairs Department.  
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题:Dan has told us that living in another culture is a positive experience.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:James has told us step by step how to join a club in a university abroad.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:As an international student, you should never miss the freshmen orientation.  
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:In most western universities, your grades are determined by your attendance, participation, homework, projects, teamwork, quizzes and exams.  
选项：  
A:正确  
B:错误  
答案: 【正确】

14、 问题:To study a course well, you need to read all the articles and chapters before classes so that you can join class discussions.   
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:James says that making mistakes is an essential part of the learning experience.  
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:Garrick has told us how to participate well in classes.   
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 9 International Conferences 国际会议 第九单元测试

1、 问题:All the following are appropriate to acknowledge the other people in the meeting EXCEPT \_\_\_\_\_\_.   
选项：  
A:everybody  
B:we   
C:my colleagues  
D:I  
答案: 【I】

2、 问题:All the following factors can make a meeting conducted in a foreign language difficult EXCEPT \_\_\_\_\_\_.  
选项：  
A:incomprehensible words  
B:strong accents  
C:topics other than your specialty  
D:alien formalities  
答案: 【alien formalities】

3、 问题:Which of the following terms and expressions are useful to interrupt someone’s speech?   
选项：  
A:"Yes, you made a very good point."  
B:"Excuse me, may I add something here?"  
C:"What’s your opinion on this?"  
D:"The purpose of this meeting is…"  
答案: 【"Excuse me, may I add something here?"】

4、 问题:When you are finishing a meeting, you should say \_\_\_\_\_\_.  
选项：  
A:We are getting a little sidetracked here. Please get back to the subject.  
B:May I finish my speech, if you don’t mind…  
C:Is there any other business we want to discuss?  
D:Yes, I feel the same way about this.  
答案: 【Is there any other business we want to discuss?】

5、 问题:Which of the following is appropriate for a date of the conference?  
选项：  
A:from Thursday to Sunday  
B:mid terms  
C:festivals  
D:May  
答案: 【from Thursday to Sunday】

6、 问题:All the following information should be considered in your invitation list EXCEPT \_\_\_\_\_\_.  
选项：  
A:expenses  
B:deadline for applications  
C:the number of applicants  
D:the nationalities of the applicants  
答案: 【the nationalities of the applicants】

7、 问题:The Head of organizational team should consider all the followings to check the progress of organizational tasks EXCEPT \_\_\_\_\_\_.   
选项：  
A:what needs to be done in the future  
B:the tasks that need special attention  
C:possible solutions when problems arise  
D:cancellation of the program when it fails  
答案: 【cancellation of the program when it fails】

8、 问题:Which of the following could help you give a warm reception for your guests?  
选项：  
A:a special mailing list  
B:the accreditation cards  
C:some basic information about your country  
D:sight-seeing in the middle of the conference  
答案: 【sight-seeing in the middle of the conference】

9、 问题:What is the point of meeting with the heads of delegations?   
选项：  
A:You will have fewer questions and problems in the future days.  
B:They have the lists with names of delegates.  
C:They would not ask silly questions.  
D:You can show your respect to the authority.  
答案: 【You will have fewer questions and problems in the future days.】

10、 问题:Minutes, an official record of the proceedings of a formal meeting, should include all the following elements EXCEPT \_\_\_\_\_\_.   
选项：  
A:the signature of the chairperson  
B:the names of the attendants  
C:the name of the chairman  
D:the consensus reached by the attendants  
答案: 【the consensus reached by the attendants】

11、 问题:It is rude of you to interrupt or disagree with people even you present your views in a non-confrontational way.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:The word “just” indicates that the issue is quite problematic and will consume a lot of time.   
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:When you are using “I think” or “I feel”, you had better make the listeners aware that you are giving instructions.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:It is creative and professional as well to invite a lecturer from teaching area to speak on national security, because it is good to have various voices.  
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:If some don’t quite fit in the frame of the conference, it is always the best policy to exclude them from the conference.  
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:A classy conference with all the glamour and prestige is prerequisite for the location of the event.  
选项：  
A:正确  
B:错误  
答案: 【错误】

17、 问题:48 hours for a conference can be a feasible idea to majority of the students for the arrangement is time-efficient.   
选项：  
A:正确  
B:错误  
答案: 【错误】

18、 问题:Self initiative of any kind can compromise the authority of the head of the organizational team and should be thoroughly prohibited.  
选项：  
A:正确  
B:错误  
答案: 【错误】

19、 问题:Accommodation offered by companies constitutes a non-financial help and compensates the financial support.  
选项：  
A:正确  
B:错误  
答案: 【正确】

20、 问题:The delegations should resort to their own resources in finding their way to the hotel because some of them may not arrive on the official arrival day.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 10 Public Speaking 发言与演讲 第十单元测试

1、 问题:You need to consider all the following issues before you begin preparing a presentation EXCEPT \_\_\_\_\_\_.  
选项：  
A:whether the audience is general  
B:the specific purpose of the talk  
C:whether the audience is interactive  
D:whether you are speaking with visual aids  
答案: 【whether you are speaking with visual aids】

2、 问题:When you deliver the presentation, you should \_\_\_\_\_.   
选项：  
A:mumble and avoid direct eye contacts with the audience  
B:speak quickly so as to finish the presentation efficiently  
C:keep your pitch and speed of your presentation  
D:give the audience amiable facial expressions  
答案: 【give the audience amiable facial expressions】

3、 问题:When you are a moderator, you should NOT \_\_\_\_\_\_.   
选项：  
A:make sure no one dominates the discussion  
B:direct a question to the panelist who speaks little  
C:interrupt the conversation if it is unproductive  
D:observe the discussion and refrain from intervening  
答案: 【observe the discussion and refrain from intervening】

4、 问题:What can you do if you have to interject while others are speaking?  
选项：  
A:stand up and make yourself heard  
B:raise your hands when a statement has just been made  
C:leave your seat politely  
D:come close to the speaker and remind him or her of the error  
答案: 【raise your hands when a statement has just been made】

5、 问题:What is NOT an advantage of a successful Q&A?  
选项：  
A:attach importance to the key message  
B:share opinions with others about the issues  
C:make the audience react favorably  
D:acquire advice from an expert  
答案: 【make the audience react favorably】

6、 问题:What is NOT a purpose of repeating the question from the audience?  
选项：  
A:to show you are following him or her  
B:to prepare how to respond  
C:to make all the audience on the same page  
D:to show your respect to him or her  
答案: 【to show your respect to him or her】

7、 问题:When someone humiliates or challenges you, you should \_\_\_\_\_\_.   
选项：  
A:be composed and reply with a calm voice  
B:have a detailed discussion with him or her  
C:challenge him or her with another difficult question  
D:point out the hostility of the question  
答案: 【be composed and reply with a calm voice】

8、 问题:The manuscript of the oral presentation is quite different from the way you write a paper in that the presentation covers all your neat ideas.   
选项：  
A:正确  
B:错误  
答案: 【错误】

9、 问题:"Thank you for having me…" is quite an effective phrase to catch the interest of the audience for the opening of a presentation.  
选项：  
A:正确  
B:错误  
答案: 【错误】

10、 问题:It is essential to make your presentation impressive by giving abrupt elements and making them out of the expectation of the audience.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:It is advisable to include the summary in the beginning and repeat the summary all through in case the audience would miss the points.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:Half an hour is probably a bit longer for a typical symposium presentation and slowdowns may lengthen the time allotment unexpectedly.  
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:In panel discussions, the panelists are expected to present agreed-upon views.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:The irrelevant issues can waste time and make the goal inaccessible.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:It is important to repeat your statements from time to time in case the audience would not follow you.  
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:If you disagree with a statement from others, you should stop him or her immediately so as to reach a productive discussion.  
选项：  
A:正确  
B:错误  
答案: 【错误】

17、 问题:The audience will be likely to have proper questions if you inform the audience of the time for questions later on.   
选项：  
A:正确  
B:错误  
答案: 【正确】

18、 问题:It is recommended that you ask a question and answer it yourself if nobody asks one, so as to encourage the audience come up with more.  
选项：  
A:正确  
B:错误  
答案: 【正确】

19、 问题:You should value every question and elaborate your point at length.  
选项：  
A:正确  
B:错误  
答案: 【错误】

20、 问题:It is shameful to confess/admit that you do not know the answer to a question and you have to turn to someone else from the audience.   
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 11 Telephone Etiquette 电话礼仪 第十一单元测试

1、 问题:Why is making/answering telephone calls such an important skill for international communication?  
选项：  
A:Because usually it is the first contact that a person has with an organization.  
B:Because you can get your business done by telephoning.  
C:Because the telephone you use tells people how modern your company is.  
D:Because foreigners love to communicate through telephones.  
答案: 【Because usually it is the first contact that a person has with an organization.】

2、 问题:Which of the following was not mentioned by the teacher as a basic type of telephone?  
选项：  
A:A landline.  
B:A mobile or cell phone.  
C:An online phone.  
D:A public phone.  
答案: 【A public phone.】

3、 问题:Which of the following is a traditional telephone used at homes and in offices?  
选项：  
A:A landline.  
B:A mobile or cell phone.  
C:An online phone.  
D:An answer machine.  
答案: 【A landline.】

4、 问题:According to the video about how to answer the telephone, who has called?  
选项：  
A:Gerard Edwards  
B:Huijun  
C:Professor Gao  
D:Siqiang  
答案: 【Gerard Edwards】

5、 问题:According to the video about how to answer the telephone, Professor Edwards is going to \_\_\_\_\_\_.  
选项：  
A:arrive on CZ6267 next Wednesday the 20th of May  
B:leave on CZ6267 next Wednesday the 20th of May  
C:make a speech next Wednesday the 20th of May  
D:send an email next Wednesday the 20th of May  
答案: 【arrive on CZ6267 next Wednesday the 20th of May】

6、 问题:According to the video about how to make a telephone call, who is Andris?   
选项：  
A:A professor in Harbin Institute of Technology.  
B:A student from China.  
C:A professor who has just arrived in China.  
D:A professor who is supervising the Chinese student.  
答案: 【A professor who is supervising the Chinese student.】

7、 问题:According to the video about how to make a telephone call, What is the purpose of Siqiang’s telephone call?  
选项：  
A:To make an appointment to meet Andris.  
B:To find out if Andris is at home.  
C:To say goodbye to Andris.  
D:To tell Andris about a telephone message.  
答案: 【To make an appointment to meet Andris.】

8、 问题:Which is not mentioned by the teacher that you need to prepare for an out-going call?  
选项：  
A:A list of things you need to say.  
B:A telephone directory.  
C:A telephone message form or some paper.  
D:Some money.  
答案: 【Some money.】

9、 问题:To make a long-distance call, you’ll need an area code.   
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题:Collect calls are the calls that the caller must pay for the bill.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:Mobile phones or cell phones are usually used for public purposes.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:People can use online phones to make international calls for free.   
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:You should answer the telephone by the first ring.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:You should note the time and date the message is taken, and add your initials in case there are any questions.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:Gerry says the first Do is to identify yourself on every type of telephone call.  
选项：  
A:正确  
B:错误  
答案: 【正确】

16、 问题:Gerry says that we should speak clearly, speak slowly on the phone so that the person understands.  
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 12 Job Interviews 工作面试 第十二单元测试

1、 问题:Interviewers may be looking for leadership skills,so you can talk over others or try to be the loudest.   
选项：  
A:正确  
B:错误  
答案: 【错误】

2、 问题:The behavioral interviews are future-oriented.  
选项：  
A:正确  
B:错误  
答案: 【错误】

3、 问题:The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.  
选项：  
A:正确  
B:错误  
答案: 【正确】

4、 问题:Telephone interviews also take place if a job applicant is a significant distance away form the premises of the hiring company, such as abroad or in another state or province.  
选项：  
A:正确  
B:错误  
答案: 【正确】

5、 问题:In the group interview, you can speak out and cut other people off.   
选项：  
A:正确  
B:错误  
答案: 【错误】

6、 问题:Actually, questions asked in behavioral interview have got some tesing points, either to test the team spirit, the leading ability or the creativity.   
选项：  
A:正确  
B:错误  
答案: 【正确】

7、 问题:Another type of one-to-one interview may involve only a single interviewer who behaves in an uninterested or hostile manner.  
选项：  
A:正确  
B:错误  
答案: 【错误】

8、 问题:In group interviews the candidate is interviewed by a group of panelists representing the various stakeholders in the hiring process.   
选项：  
A:正确  
B:错误  
答案: 【错误】

9、 问题:If the resume written really well, it may convince the reader that the job candidate is ideally suited for the job.   
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题:If you try to show leadership you should try to do it all yourself.   
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:Pay attention, as you will be expected to participate and any lack of participation or enthusiasm will be noted.  
选项：  
A:正确  
B:错误  
答案: 【正确】

12、 问题: Stay polite towards your fellow interviewees throughout the interview.  
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:The interview is usually followed by the evaluation of submitted resumes from interested candidates.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:Telephone interviews take place if a recruiter wishes to reduce the number of prospective candidates before deciding on a shortlist for face-to-face interviews.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm.   
选项：  
A:正确  
B:错误  
答案: 【正确】

## LESSON 10 Public Speaking 第十单元测试

1、 问题:You need to consider all the following issues before you begin preparing a presentation EXCEPT \_\_\_\_\_\_.  
选项：  
A:whether the audience is general  
B:the specific purpose of the talk  
C:whether the audience is interactive  
D:whether you are speaking with visual aids  
答案: 【whether you are speaking with visual aids】

2、 问题:When you deliver the presentation, you should \_\_\_\_\_.   
选项：  
A:mumble and avoid direct eye contacts with the audience  
B:speak quickly so as to finish the presentation efficiently  
C:keep your pitch and speed of your presentation  
D:give the audience amiable facial expressions  
答案: 【give the audience amiable facial expressions】

3、 问题:When you are a moderator, you should NOT \_\_\_\_\_\_.   
选项：  
A:make sure no one dominates the discussion  
B:direct a question to the panelist who speaks little  
C:interrupt the conversation if it is unproductive  
D:observe the discussion and refrain from intervening  
答案: 【observe the discussion and refrain from intervening】

4、 问题:What can you do if you have to interject while others are speaking?  
选项：  
A:stand up and make yourself heard  
B:raise your hands when a statement has just been made  
C:leave your seat politely  
D:come close to the speaker and remind him or her of the error  
答案: 【raise your hands when a statement has just been made】

5、 问题:What is NOT an advantage of a successful Q&A?  
选项：  
A:attach importance to the key message  
B:share opinions with others about the issues  
C:make the audience react favorably  
D:acquire advice from an expert  
答案: 【make the audience react favorably】

6、 问题:What is NOT a purpose of repeating the question from the audience?  
选项：  
A:to show you are following him or her  
B:to prepare how to respond  
C:to make all the audience on the same page  
D:to show your respect to him or her  
答案: 【to show your respect to him or her】

7、 问题:When someone humiliates or challenges you, you should \_\_\_\_\_\_.   
选项：  
A:be composed and reply with a calm voice  
B:have a detailed discussion with him or her  
C:challenge him or her with another difficult question  
D:point out the hostility of the question  
答案: 【be composed and reply with a calm voice】

8、 问题:The manuscript of the oral presentation is quite different from the way you write a paper in that the presentation covers all your neat ideas.   
选项：  
A:正确  
B:错误  
答案: 【错误】

9、 问题:"Thank you for having me…" is quite an effective phrase to catch the interest of the audience for the opening of a presentation.  
选项：  
A:正确  
B:错误  
答案: 【错误】

10、 问题:It is essential to make your presentation impressive by giving abrupt elements and making them out of the expectation of the audience.  
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:It is advisable to include the summary in the beginning and repeat the summary all through in case the audience would miss the points.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:Half an hour is probably a bit longer for a typical symposium presentation and slowdowns may lengthen the time allotment unexpectedly.  
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:In panel discussions, the panelists are expected to present agreed-upon views.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:The irrelevant issues can waste time and make the goal inaccessible.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:It is important to repeat your statements from time to time in case the audience would not follow you.  
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:If you disagree with a statement from others, you should stop him or her immediately so as to reach a productive discussion.  
选项：  
A:正确  
B:错误  
答案: 【错误】

17、 问题:The audience will be likely to have proper questions if you inform the audience of the time for questions later on.   
选项：  
A:正确  
B:错误  
答案: 【正确】

18、 问题:It is recommended that you ask a question and answer it yourself if nobody asks one, so as to encourage the audience come up with more.  
选项：  
A:正确  
B:错误  
答案: 【正确】

19、 问题:You should value every question and elaborate your point at length.  
选项：  
A:正确  
B:错误  
答案: 【错误】

20、 问题:It is shameful to confess/admit that you do not know the answer to a question and you have to turn to someone else from the audience.   
选项：  
A:正确  
B:错误  
答案: 【错误】

## LESSON 12 第十二单元测试

1、 问题:Interviewers may be looking for leadership skills,so you can talk over others or try to be the loudest.   
选项：  
A:正确  
B:错误  
答案: 【错误】

2、 问题:The behavioral interviews are future-oriented.  
选项：  
A:正确  
B:错误  
答案: 【错误】

3、 问题:The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.  
选项：  
A:正确  
B:错误  
答案: 【正确】

4、 问题:Telephone interviews also take place if a job applicant is a significant distance away form the premises of the hiring company, such as abroad or in another state or province.  
选项：  
A:正确  
B:错误  
答案: 【正确】

5、 问题:In the group interview, you can speak out and cut other people off.   
选项：  
A:正确  
B:错误  
答案: 【错误】

6、 问题:Actually, questions asked in behavioral interview have got some tesing points, either to test the team spirit, the leading ability or the creativity.   
选项：  
A:正确  
B:错误  
答案: 【正确】

7、 问题:Another type of one-to-one interview may involve only a single interviewer who behaves in an uninterested or hostile manner.  
选项：  
A:正确  
B:错误  
答案: 【错误】

8、 问题:In group interviews the candidate is interviewed by a group of panelists representing the various stakeholders in the hiring process.   
选项：  
A:正确  
B:错误  
答案: 【错误】

9、 问题:If the resume written really well, it may convince the reader that the job candidate is ideally suited for the job.   
选项：  
A:正确  
B:错误  
答案: 【正确】

10、 问题:If you try to show leadership you should try to do it all yourself.   
选项：  
A:正确  
B:错误  
答案: 【错误】

11、 问题:Pay attention, as you will be expected to participate and any lack of participation or enthusiasm will be noted.  
选项：  
A:正确  
B:错误  
答案: 【正确】

12、 问题: Stay polite towards your fellow interviewees throughout the interview.  
选项：  
A:正确  
B:错误  
答案: 【正确】

13、 问题:The interview is usually followed by the evaluation of submitted resumes from interested candidates.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:Telephone interviews take place if a recruiter wishes to reduce the number of prospective candidates before deciding on a shortlist for face-to-face interviews.  
选项：  
A:正确  
B:错误  
答案: 【正确】

15、 问题:A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm.   
选项：  
A:正确  
B:错误  
答案: 【正确】

## LESSON 9 International Conferences 第九单元测试

1、 问题:All the following are appropriate to acknowledge the other people in the meeting EXCEPT \_\_\_\_\_\_.   
选项：  
A:everybody  
B:we   
C:my colleagues  
D:I  
答案: 【I】

2、 问题:All the following factors can make a meeting conducted in a foreign language difficult EXCEPT \_\_\_\_\_\_.  
选项：  
A:incomprehensible words  
B:strong accents  
C:topics other than your specialty  
D:alien formalities  
答案: 【alien formalities】

3、 问题:Which of the following terms and expressions are useful to interrupt someone’s speech?   
选项：  
A:"Yes, you made a very good point."  
B:"Excuse me, may I add something here?"  
C:"What’s your opinion on this?"  
D:"The purpose of this meeting is…"  
答案: 【"Excuse me, may I add something here?"】

4、 问题:When you are finishing a meeting, you should say \_\_\_\_\_\_.  
选项：  
A:We are getting a little sidetracked here. Please get back to the subject.  
B:May I finish my speech, if you don’t mind…  
C:Is there any other business we want to discuss?  
D:Yes, I feel the same way about this.  
答案: 【Is there any other business we want to discuss?】

5、 问题:Which of the following is appropriate for a date of the conference?  
选项：  
A:from Thursday to Sunday  
B:mid terms  
C:festivals  
D:May  
答案: 【from Thursday to Sunday】

6、 问题:All the following information should be considered in your invitation list EXCEPT \_\_\_\_\_\_.  
选项：  
A:expenses  
B:deadline for applications  
C:the number of applicants  
D:the nationalities of the applicants  
答案: 【the nationalities of the applicants】

7、 问题:The Head of organizational team should consider all the followings to check the progress of organizational tasks EXCEPT \_\_\_\_\_\_.   
选项：  
A:what needs to be done in the future  
B:the tasks that need special attention  
C:possible solutions when problems arise  
D:cancellation of the program when it fails  
答案: 【cancellation of the program when it fails】

8、 问题:Which of the following could help you give a warm reception for your guests?  
选项：  
A:a special mailing list  
B:the accreditation cards  
C:some basic information about your country  
D:sight-seeing in the middle of the conference  
答案: 【sight-seeing in the middle of the conference】

9、 问题:What is the point of meeting with the heads of delegations?   
选项：  
A:You will have fewer questions and problems in the future days.  
B:They have the lists with names of delegates.  
C:They would not ask silly questions.  
D:You can show your respect to the authority.  
答案: 【You will have fewer questions and problems in the future days.】

10、 问题:Minutes, an official record of the proceedings of a formal meeting, should include all the following elements EXCEPT \_\_\_\_\_\_.   
选项：  
A:the signature of the chairperson  
B:the names of the attendants  
C:the name of the chairman  
D:the consensus reached by the attendants  
答案: 【the consensus reached by the attendants】

11、 问题:It is rude of you to interrupt or disagree with people even you present your views in a non-confrontational way.  
选项：  
A:正确  
B:错误  
答案: 【错误】

12、 问题:The word “just” indicates that the issue is quite problematic and will consume a lot of time.   
选项：  
A:正确  
B:错误  
答案: 【错误】

13、 问题:When you are using “I think” or “I feel”, you had better make the listeners aware that you are giving instructions.  
选项：  
A:正确  
B:错误  
答案: 【错误】

14、 问题:It is creative and professional as well to invite a lecturer from teaching area to speak on national security, because it is good to have various voices.  
选项：  
A:正确  
B:错误  
答案: 【错误】

15、 问题:If some don’t quite fit in the frame of the conference, it is always the best policy to exclude them from the conference.  
选项：  
A:正确  
B:错误  
答案: 【错误】

16、 问题:A classy conference with all the glamour and prestige is prerequisite for the location of the event.  
选项：  
A:正确  
B:错误  
答案: 【错误】

17、 问题:48 hours for a conference can be a feasible idea to majority of the students for the arrangement is time-efficient.   
选项：  
A:正确  
B:错误  
答案: 【错误】

18、 问题:Self initiative of any kind can compromise the authority of the head of the organizational team and should be thoroughly prohibited.  
选项：  
A:正确  
B:错误  
答案: 【错误】

19、 问题:Accommodation offered by companies constitutes a non-financial help and compensates the financial support.  
选项：  
A:正确  
B:错误  
答案: 【正确】

20、 问题:The delegations should resort to their own resources in finding their way to the hotel because some of them may not arrive on the official arrival day.  
选项：  
A:正确  
B:错误  
答案: 【错误】