## Tencent能不能414

## Job Hunting I 决胜求职篇I 第一周单元测试

1、 问题:When writing a resume, you need to make it succinct but\_\_\_\_\_?  
选项：  
A:consistent   
B:complex  
C:clear  
D:concise  
答案: 【complex】

2、 问题:Which suggestion is not given in the lecture?  
选项：  
A:Choose a resume type.  
B:Use resume keywords.  
C:Review resume examples.  
D:Create a resume template.  
答案: 【Create a resume template.】

3、 问题:Whenever using a resume example, you need to \_\_\_\_\_.  
选项：  
A:customize your resume  
B:follow the resume formats thoroughly  
C:try your best to avoid the grammar error  
D:copy the glorious experiences of others  
答案: 【customize your resume】

4、 问题:If you want to emphasize your work history, you’d better choose \_\_\_\_\_.  
选项：  
A:a combination resume  
B:a target resume  
C:a functional resume  
D:a chronological resume  
答案: 【a chronological resume】

5、 问题:To highlight the skills and experiences relevant to a particular position, you need to choose\_\_\_\_\_.  
选项：  
A:a chronological resume  
B:a functional resume  
C:a target resume  
D:a combination resume  
答案: 【a target resume】

6、 问题:A résumé is expected to be \_\_\_\_\_ so that an employer can pinpoint the wanted information quickly and easily.  
选项：  
A:clear and well-structured  
B:concise  
C:as detailed as possible  
D:both A and B  
答案: 【both A and B】

7、 问题:Which part is not discussed on how to structure an effective CV in the lecture?  
选项：  
A:Educational qualification  
B:Employment history  
C:Spelling and grammar  
D:Interests or pastimes  
答案: 【Spelling and grammar】

8、 问题:Generally speaking, the first part of your resume should include all the following information except \_\_\_\_\_.   
选项：  
A:name and address  
B:telephone number  
C:email address  
D:marital status  
答案: 【marital status】

9、 问题:When talking about the employment history, you are supposed to \_\_\_\_\_.  
选项：  
A:give a complete account of your current role, responsibilities, and skills  
B:boast your working experience as much as possible  
C:focus on those experiences most relevant to the job you’re applying for  
D:list all the jobs you have ever done  
答案: 【focus on those experiences most relevant to the job you’re applying for】

10、 问题:American resumes are similar to British ones with the exception of \_\_\_\_\_.  
选项：  
A:beginning with personal details  
B:describing work experiences in terms of self-motivation, teamwork, organization, problem-solving, and enthusiasm  
C:introducing work experiences in time reverse order  
D:outlining skills and interests  
答案: 【describing work experiences in terms of self-motivation, teamwork, organization, problem-solving, and enthusiasm】

11、 问题:When preparing your résumé, you are not supposed to \_\_\_\_\_.  
选项：  
A:keep your CV or résumé brief and concise  
B:go into details about your education or employment history  
C:use informative sentences, short paragraphs, and standard English  
D:use bold type or bullet points to highlight key information  
答案: 【go into details about your education or employment history】

12、 问题:When preparing your CV, you’d better \_\_\_\_\_.  
选项：  
A:leave gaps in your employment history  
B:be generic as much as possible  
C:avoid inappropriate colors, graphics, or photos  
D:name people as referees as you like  
答案: 【avoid inappropriate colors, graphics, or photos】

13、 问题:You’d better proofread for \_\_\_\_\_ because many employers routinely discard CVs or résumés that contain this type of mistake.  
选项：  
A:spelling mistakes  
B:grammar mistakes  
C:punctuation mistakes  
D:The other three answers are right.  
答案: 【The other three answers are right.】

14、 问题:Which type of power words is suggested to use in your résumé？  
选项：  
A:Action verbs to show your ability to succeed.  
B:Words about company value to demonstrate that you are a good fit for the company  
C:Industry Buzzwords and Jargon to prove your necessary hard skills.  
D:The other three answers are right.  
答案: 【The other three answers are right.】

15、 问题:Which of the following vocabulary is recommended to use in your resume?  
选项：  
A:Initiated  
B:Responsible for  
C:Managed  
D:Played a key role  
答案: 【Initiated】

16、 问题:When writing a job application letter, you should consider the following aspects except \_\_\_\_\_.  
选项：  
A:Structure  
B:Vocabulary  
C:Function  
D:Content  
答案: 【Vocabulary】

17、 问题:Which one is not correct about the structure of application letters？  
选项：  
A:At the top on the right is your information including your name, address and email and the date.  
B:The second and third paragraph explain why you are suitable for the position and introduce your experiences and interests which will benefit the job.  
C:The following paragraphs point out your specific or unique qualifications and introduce other relevant experiences that make you right for the job.  
D:In the last paragraph, you indicate your desire for an interview and there is no need to have the personal handwritten signature.  
答案: 【In the last paragraph, you indicate your desire for an interview and there is no need to have the personal handwritten signature.】

18、 问题:What are key ingredients to succeed in one’s career?  
选项：  
A:Show that you have some knowledge about the position you are applying for.  
B:Show your enthusiasm and passion for the job.  
C:Highlight information that is not appropriate for a resume.  
D:Show that you have some knowledge about the company.  
答案: 【Show your enthusiasm and passion for the job.】

19、 问题:Which one is wrong in the following statements about application letters?  
选项：  
A:Relate aspects of your training or work experience to those of the target position.  
B:Outline your educational preparation for the job.  
C:Provide proof that you can learn quickly, you are a hard worker, you can handle responsibility, and get along well with others.  
D:Present evidence of the personal interests and weakness.  
答案: 【Present evidence of the personal interests and weakness.】

20、 问题:This lecture mainly focuses on \_\_\_\_\_.  
选项：  
A:how to perform during the interview  
B:how to prepare for the interview  
C:how to use positive body language in the interview  
D:how to prepare for the interview and how to perform during the interview  
答案: 【how to prepare for the interview and how to perform during the interview】

21、 问题:When you prepare for the interview, you should not \_\_\_\_\_.  
选项：  
A:gather information about the company  
B:prepare your best answers for common interview questions  
C:increase your stress  
D:go through your resume  
答案: 【increase your stress】

22、 问题:Interview questions about \_\_\_\_\_ are discussed in the lecture.  
选项：  
A:companies  
B:education  
C:current job  
D:The other three answers are right.  
答案: 【The other three answers are right.】

23、 问题:According to the lecture, which tip is suggested when you are a job-hopper?  
选项：  
A:Focus on the future and the new job opportunity.  
B:Point out the shortcomings of your manager or colleagues.  
C:Add negative comments about your past employers.  
D:Show your confidence about your abilities.

答案: 【Focus on the future and the new job opportunity.】

24、 问题:When asked about the salary, as a candidate with no real salary history, you would better \_\_\_\_\_.  
选项：  
A:speak out your expected salary directly  
B:make up a salary history  
C:suggest a range which needs to be based on good research  
D:try to skip it  
答案: 【suggest a range which needs to be based on good research】

25、 问题:You should check for \_\_\_\_\_ while proofreading your resume.  
选项：  
A:grammatical mistakes  
B:spelling errors  
C:style inconsistencies  
D:The other three answers are right.  
答案: 【The other three answers are right.】

26、 问题:As a way of introducing yourself to a potential employer, a personal profile is not expected to outline \_\_\_\_\_.  
选项：  
A:what shortcoming you have  
B:what skills and qualities you have  
C:why you would be an asset to the company  
D:who you are  
答案: 【what shortcoming you have】

27、 问题:If the company identifies itself as “solidary”, one power word you might incorporate into your resume is \_\_\_\_\_.  
选项：  
A:innovate  
B:solidarity  
C:easygoing  
D:caution  
答案: 【solidarity】

28、 问题:A job application letter aims to \_\_\_\_\_\_.  
选项：  
A:sell yourself and your skills and experiences related to the job  
B:show your interests  
C:show your academic performance  
D:show your communication skills  
答案: 【sell yourself and your skills and experiences related to the job】

29、 问题:When preparing for the interviews, you are supposed to focus on the following aspects except \_\_\_\_\_.  
选项：  
A:how to prepare for tough interview questions  
B:what documents to take with you to the job interview  
C:preparing a fashionable suit for a job interview  
D:how to reduce your interview anxiety  
答案: 【preparing a fashionable suit for a job interview】

30、 问题:You can do the following things when you prepare for a job interview except \_\_\_\_\_.  
选项：  
A:preparing a resume that shows your personal capabilities  
B:getting information about the firms you are interested in  
C:preparing the answers to common interview questions  
D:preparing some fancy clothes for a job interview  
答案: 【preparing some fancy clothes for a job interview】

## Job Hunting II 决胜求职篇II 第二周单元测试

1、 问题:Responses to questions indicate that you have an opportunity to do the following things except \_\_\_\_\_.  
选项：  
A:giving evidence of your skills and experience  
B:showing your own achievements with arrogance  
C:proving you know what the job entails  
D:demonstrating that you are the best candidate for the job  
答案: 【showing your own achievements with arrogance】

2、 问题:Which statement is not suitable to answer the question about handling success?  
选项：  
A:To prepare specific examples of your success.  
B:To reference how you assessed the factors contributing to your achievements.  
C:To show your own achievements with arrogance.  
D:To share how you applied this knowledge to continue your professional development and to generate positive results.  
答案: 【To show your own achievements with arrogance.】

3、 问题:When responding to interview questions about failure, you should do the following things except \_\_\_\_\_\_.  
选项：  
A:taking a deep breath  
B:choosing a story in which something fairly important didn’t go right due to your personal actions  
C:telling the interviewer you have no failures till now  
D:staying calm  
答案: 【telling the interviewer you have no failures till now】

4、 问题:When asked about your greatest strength in a job interview, the purpose is not to \_\_\_\_\_.  
选项：  
A:merely know how capable you are  
B:see whether or not your skill set is a good fit for the particular position and the company  
C:help interviewers see whether or not you have researched the job and the company thoroughly  
D:demonstrate how your greatest strength will make you an asset to the company  
答案: 【merely know how capable you are】

5、 问题:How to respond to your weaknesses in a job interview?  
选项：  
A:Cast any doubt on your ability to do the job.  
B:Come across as arrogant or dishonest either by claiming that you don’t have any weaknesses.  
C:Mention skills that are critical for the job.  
D:Discuss skills you have improved on, or turn a negative into a positive.  
答案: 【Discuss skills you have improved on, or turn a negative into a positive.】

6、 问题:The questions asked by an interviewee demonstrate his \_\_\_\_\_.  
选项：  
A:interests  
B:personality  
C:vision  
D:all the above  
答案: 【all the above】

7、 问题:Which of the following questions about personal career promotion and professional development asked by an interviewee is not proper?  
选项：  
A:How can I get promoted quickly?  
B:How many employees have been promoted in the past five years?  
C:Can you describe my career advancement track might be like?  
D:Is there any training plan for the new employee?  
答案: 【How can I get promoted quickly?】

8、 问题:Which is the improper question asked by an interviewee?  
选项：  
A:What is the accountability system in the company?  
B:What’s the most important duties of the position?  
C:Is that your husband in the picture on your desk?  
D:Is there any training plan for the new employee?  
答案: 【Is that your husband in the picture on your desk?】

9、 问题:Which question should be avoided in a job interview?  
选项：  
A:Personal career promotion and professional development.  
B:The company’s future plans.  
C:Handy questions about the company with answers on the Internet.  
D:The structure of company and duties of the position.  
答案: 【Handy questions about the company with answers on the Internet.】

10、 问题:With regard to salary and beneﬁts, as an interviewee, you’d better \_\_\_\_\_.  
选项：  
A:talk about it until the interviewer gives the offer  
B:directly make a clear statement of what a high salary you got before  
C:speak out your expectation at first  
D:focus on your benefits as much as possible  
答案: 【talk about it until the interviewer gives the offer】

11、 问题:To be successful in a job interview, you should \_\_\_\_\_.  
选项：  
A:talk as much as you can  
B:develop your answers in a random way  
C:highlight your individualism  
D:make your answers linked with your skills, qualities and experiences matching with your target job  
答案: 【make your answers linked with your skills, qualities and experiences matching with your target job】

12、 问题:If you’re hired for a job where you are part of a team or in a management role, the most important is to display \_\_\_\_\_.  
选项：  
A:your team-work spirit  
B:your strong adaptability  
C:your creativity  
D:your enthusiasm  
答案: 【your team-work spirit】

13、 问题:When you talk in a confident and polite way with positive body language, you won’t \_\_\_\_\_.  
选项：  
A:sit reasonably upright  
B:maintain good eye contact with the interviewer  
C:hold your hands together to avoid unnecessary movements  
D:interrupt or argue with the interviewer  
答案: 【interrupt or argue with the interviewer】

14、 问题:When you are asked to comment your previous boss or company, you are suggested to \_\_\_\_\_.  
选项：  
A:complain about the company atmosphere  
B:show your gratitude to their help  
C:speak out all your dissatisfaction  
D:speak ill of your previous boss  
答案: 【show your gratitude to their help】

15、 问题:Which kind of words is recommended in an interview?  
选项：  
A:Meaningless words like “Umm, you know, well”.  
B:Uncertain words like “perhaps, maybe, hopefully”.  
C:Formal and professional words.  
D:Slang words like “dude, my bad”.  
答案: 【Formal and professional words.】

16、 问题:Which one is not the proper way to respond interview questions about your salary requirements?  
选项：  
A:Make some research.  
B:Show your determination.  
C:Don’t be afraid to speak out your expected salary and the reasons.  
D:Confine yourself to a specific figure.  
答案: 【Confine yourself to a specific figure.】

17、 问题:You have to make some researches, except \_\_\_\_\_ before you negotiate your salary.  
选项：  
A:asking other company’s salary standard  
B:knowing more about the company  
C:analyzing your strengths  
D:analyzing your weaknesses  
答案: 【asking other company’s salary standard】

18、 问题:For candidates with a career salary history, which one is not the proper way to respond to the salary questions?  
选项：  
A:Don’t confine yourself to a specific figure, and state a range.  
B:Show that you are very devoted to your work and you express clearly what you want.  
C:Show your limitation and weakness in the field.  
D:Link any reference to an increase on your previous salary for increased job responsibilities and demands.  
答案: 【Show your limitation and weakness in the field.】

19、 问题:For candidates with no real salary history, he can respond to salary question except \_\_\_\_\_\_.  
选项：  
A:suggesting a range to the employer  
B:asking for a high-level salary as you like  
C:doing your homework before the interview and make some notes  
D:making sure the suggested range is based on good research which is current and industry-related  
答案: 【asking for a high-level salary as you like】

20、 问题:Which statement can’t show your determination?  
选项：  
A:I am very glad to join this company and get this job.  
B:I will devote myself to my job.  
C:I will finish all my duties.  
D:I have no confidence to do this job.  
答案: 【I have no confidence to do this job.】

21、 问题:If you don’t major in this field, which one is not the right way to respond to the question: Why should we hire you?  
选项：  
A:To keep calm and confident.  
B:To give a brief and polite answer.  
C:To illustrate your reasons from different aspects in details.  
D:To show your unrelated job experience.  
答案: 【To show your unrelated job experience.】

22、 问题:Which one is not the reason that we should hire you?  
选项：  
A:You are qualified for the position you are applying for.  
B:You are merely interested in this field without any knowledge about it.  
C:You explain it from a professional perspective.  
D:You have gained a lot of experience in this field.  
答案: 【You are merely interested in this field without any knowledge about it.】

23、 问题:You can show your qualities by following ways except \_\_\_\_\_\_.  
选项：  
A:saying something professional to show your qualities  
B:showing some certifications related to this position  
C:showing your personal views on the job  
D:talking about your learning experiences in this field  
答案: 【showing your personal views on the job】

24、 问题:If you don’t major in this field, which one is not the right way to respond to the question: Why should we hire you?  
选项：  
A:To show your common qualities that other people also have.  
B:To show how you will finish your job and make profits for this company.  
C:To show your passion about this job.  
D:To show your very special skills that other people don’t have.  
答案: 【To show your common qualities that other people also have.】

25、 问题:Which one cannot show you are the most potential one?  
选项：  
A:To show your strong learning ability  
B:To show your good character  
C:To show your strong sense of teamwork  
D:To show that you can finish the job by yourself.  
答案: 【To show that you can finish the job by yourself.】

26、 问题:One of the best ways to connect with people and build trust is to \_\_\_\_\_.  
选项：  
A:ask their questions directly  
B:look people in the eye  
C:work with him or her  
D:observe him or her in details  
答案: 【look people in the eye】

27、 问题:Sitting up straight and leaning slightly forward sends the following non-verbal signal except \_\_\_\_\_\_.  
选项：  
A:I’m listening intently.  
B:I’m interested in you are saying.  
C:I am nervous and non-confident.  
D:I have a lot of energy and I’m ready to go to work.  
答案: 【I am nervous and non-confident.】

28、 问题:Which statement is not included in Dos?  
选项：  
A:Sitting up straight and leaning slightly forward sends non-verbal signals.  
B:Keeping handy your professional references and copies of your resume.  
C:Sending a thank-you letter.  
D:Showing that you have no interests in the job.  
答案: 【Showing that you have no interests in the job.】

29、 问题:A thank-you letter aims to realize the following goals except \_\_\_\_\_.  
选项：  
A:showing your thanks to interviewers only  
B:reinforcing your strengths as an applicant  
C:affirming your interest in the position  
D:responding to any concerns that came up in the interview  
答案: 【showing your thanks to interviewers only】

30、 问题:Which statement is not included in Don’ts?  
选项：  
A:Weak handshake.  
B:Sloppy clothes.  
C:Proper jewelry.  
D:Bad breath.  
答案: 【Proper jewelry.】

## Business Etiquette I 职场必备商务礼仪I 第三周单元测试

1、 问题:How can you sit during a formal meal?  
选项：  
A:Lean down to your plate.  
B:Lean on your arm while eating.  
C:Sit up straight at the table.  
D:Rest your arm on the table.   
答案: 【Sit up straight at the table.】

2、 问题:How can you handle Napkin in a formal dinner?  
选项：  
A:Place the napkin in your lap upon seating.  
B:Place the napkin on the table upon seating.  
C:Place the napkin on your chest upon seating.  
D:Place the napkin under your neck upon seating.  
答案: 【Place the napkin in your lap upon seating.】

3、 问题:How can you use knife and forks?  
选项：  
A:Follow the “outside-out” rule.  
B:Follow the “outside-in” rule.  
C:Follow the “inside-out” rule.  
D:Follow the “inside-in” rule.  
答案: 【Follow the “outside-in” rule.】

4、 问题:When can you leave the table?  
选项：  
A:One should not leave the table before the host or the eldest person finishes his or her food.  
B:It is considered impolite to leave the table without asking for permission.  
C:Children are often expected to ask permission to leave the table at the end of the meal.  
D:All of the three.  
答案: 【All of the three.】

5、 问题:Where was the word “etiquette” originated?  
选项：  
A:In Grace.  
B:In China.  
C:In France.  
D:In Italy.  
答案: 【In France.】

6、 问题:Who has espoused the well-known principle “Do not do to others what you do not want done to yourself”?  
选项：  
A:Confucius  
B:Louis XIV  
C:Aristotle  
D:Socrates  
答案: 【Confucius】

7、 问题:Why is etiquette important in today’s society?  
选项：  
A:It protects the feelings of others.  
B:It makes communication clearer.  
C:It makes good first impressions.  
D:All of the three.  
答案: 【All of the three.】

8、 问题:What is polite in public places?  
选项：  
A:Holding the door open for those behind you.  
B:Respecting the personal space of others.  
C:Saying “please” and “thank you”.  
D:All of the three.  
答案: 【All of the three.】

9、 问题:What is polite while smoking?   
选项：  
A:Check for no smoking signs before you light up.  
B:Ask those sitting close to you if they mind before you light up.  
C:If you are a non-smoker, don’t react violently to someone who lights up near you.  
D:All of the three.  
答案: 【All of the three.】

10、 问题:What is polite when considering noise?  
选项：  
A:Do not yell or laugh so loud as to disturb or annoy others.  
B:Do not talk on your cell phone or play music very loudly.  
C:Do not argue in public and say critical things.  
D:All of the three.  
答案: 【All of the three.】

11、 问题:Which one is NOT correct concerning to postures?  
选项：  
A:As a lady, sit with knees close together.  
B:Let your arms fall naturally at your sides.  
C:When standing, keep your back straight and your stomach out.  
D:Walking with good posture is an extension of standing with good posture.  
答案: 【When standing, keep your back straight and your stomach out.】

12、 问题:Which one is NOT the power of smiling according to the TED talk?  
选项：  
A:Make you look great and competent.  
B:Make you earn a lot of money.  
C:Reduce your stress or improve your marriage  
D:Help you live a longer, healthier, and happier life.   
答案: 【Make you earn a lot of money.】

13、 问题:How can you let go of anger?  
选项：  
A:Take deep, steady breaths to release some tension.  
B:Work on practicing forgiveness in your daily life.  
C:Try to have empathy for the other person.  
D:None of the three.  
答案: 【Take deep, steady breaths to release some tension.】

14、 问题:How can you become a decent person?  
选项：  
A:Be dependable.  
B:Avoid judgement.  
C:Provide support.  
D:All of the three.  
答案: 【All of the three.】

15、 问题:How can you help people around you as a gentleman?  
选项：  
A:Offer to help people get their grocery bags to the car.  
B:Wait an extra few seconds to hold the door for the person behind you.  
C:Be on the lookout for people who could use some help but who may not want to ask for it.  
D:All of the three.  
答案: 【All of the three.】

16、 问题:How can you wear proper clothes as a gentleman?   
选项：  
A:Stick to appropriate dress codes.  
B:Wear clothes that fit your body well.  
C:Wear the right clothes for the occasion.  
D:All of the three.  
答案: 【All of the three.】

17、 问题:How can you be courteous to women?  
选项：  
A:Treat women with respect.  
B:Be respectful to women in your actions.  
C:Be respectful to women as you part ways in the evenings.  
D:All of the three.  
答案: 【All of the three.】

18、 问题:How can you be a gentleman to your girlfriend?  
选项：  
A:Give her unexpected gifts.  
B:Stand up for your girlfriend.  
C:Don’t make her do anything she’s not comfortable with.  
D:All of the three.  
答案: 【All of the three.】

19、 问题:What is the added bonus for standing and sitting up straight?  
选项：  
A:It is not a good posture.  
B:It is not good for your back.  
C:It will help you strengthen up your core.  
D:It is a sign of a true lady.   
答案: 【It will help you strengthen up your core.】

20、 问题:How can you behave like a lady?  
选项：  
A:Educate yourself.  
B:Say please and thank you.  
C:Be respectful toward others.  
D:All of the three.  
答案: 【All of the three.】

21、 问题:How can you dress elegantly as a lady?  
选项：  
A:Go bare-legged, and never wear tights or stockings.  
B:Wear comfortable sweatpants or tracksuits while working.  
C:Dress appropriately for your body type and the occasion.  
D:Never wear skirts or dresses to bring out your femininity.  
答案: 【Dress appropriately for your body type and the occasion.】

22、 问题:How can you be respectful when visiting others’ homes?   
选项：  
A:Allow the host or hostess to tell you where to sit.  
B:Allow the host or hostess to tell you where to leave your purse.  
C:Allow the host or hostess to tell you whether or not to take off your shoes.  
D:All of the three.  
答案: 【All of the three.】

23、 问题:What does RSVP mean?  
选项：  
A:Help, if you please.  
B:Help, if you are not busy.  
C:Reply, if you please.  
D:Reply, if you are not busy.  
答案: 【Reply, if you please.】

24、 问题:How could you introduce yourself?  
选项：  
A:Provide honorific information about yourself.  
B:Give your full name when introducing yourself.  
C:Never provide some information about yourself besides your name.  
D:If someone forgets your name, never volunteer the information yourself.  
答案: 【Give your full name when introducing yourself.】

25、 问题:How would you make proper eye contact when being introduced?  
选项：  
A:Make soft eye contact.  
B:Never make eye contact.  
C:Never maintain the eye contact while speaking.  
D:Stare at the person with an intense pupil-to-pupil gaze.  
答案: 【Make soft eye contact.】

26、 问题:Which one is NOT true about the personal space?  
选项：  
A:In Japan people prefer to stand further away.  
B:In some European countries people tend to stand further away.  
C:In most western countries, an arm’s length is an accepted norm.  
D:Moving in too close or standing too far away can create discomfort.  
答案: 【In some European countries people tend to stand further away.】

27、 问题:If you are a representative of the host, when should you arrive?  
选项：  
A:Just on time.  
B:At least 10 minutes early.  
C:At least 20 minutes early.  
D:At least 30 minutes early.  
答案: 【At least 30 minutes early.】

28、 问题:If you are the speaker, when do you need to arrive?  
选项：  
A:Just on time.  
B:10 minutes early.  
C:20 minutes early.  
D:30 minutes early.  
答案: 【30 minutes early.】

29、 问题:Is it polite for you to arrive more than 10 minutes early for a casual dinner invitation as a common sense rule? Why or why not?  
选项：  
A:No, it is not. Because your host may not be at home.  
B:No, it is not. Because your host may still be preparing for your visit.  
C:Yes, it is. Because the host will feel obligated to accommodate you.  
D:Yes, it is. Because the host need to find some place for you to sit, offer you coffee, etc.  
答案: 【No, it is not. Because your host may still be preparing for your visit.】

30、 问题:What should you do when you are delayed?  
选项：  
A:Try to inform the people you cannot arrive on time.  
B:Tell the people how long you are going to be delayed.  
C:If the people cannot wait, reschedule your appointment.  
D:All of the three.  
答案: 【All of the three.】

## Business Etiquette II 职场必备商务礼仪II 第四周单元测试

1、 问题:Which one is proper when making introductions？  
选项：  
A:For people with equal rank, introduce women to men.  
B:In a business setting, gender, not rank, is more important.  
C:Introduce the person of lesser importance to the person of higher importance.  
D:Introduce the person of higher importance to the person of lesser importance.  
答案: 【Introduce the person of lesser importance to the person of higher importance.】

2、 问题:What would you do when you are introduced?  
选项：  
A:Stand up, or at least try to rise.   
B:Smile and make eye contact.  
C:Extend your hand if you are in the position of authority.  
D:All of the three.  
答案: 【All of the three.】

3、 问题:Which one is NOT an appropriate handshaking behavior?  
选项：  
A:Keep the handshake firm.  
B:Keep the handshake brief.  
C:On being introduced, offer your left hand.  
D:If you offer a handshake and it is refused, withdraw your hand.   
答案: 【On being introduced, offer your left hand.】

4、 问题:Which one is NOT an appropriate introduction order?  
选项：  
A:Introducing men to women.  
B:Introducing a single person to a group.  
C:Introducing people to those in authority.  
D:Introducing older people to younger people.  
答案: 【Introducing older people to younger people.】

5、 问题:How to make your business card look professional?  
选项：  
A:Use a standard sized business card.  
B:Bear your name, position and responsibility on the card.  
C:Bear the name of the business, address and your contact information.  
D:All of the three.  
答案: 【All of the three.】

6、 问题:Which is a bad behavior when you receive a business card?  
选项：  
A:Pause to look at it.  
B:Write down some notes on someone’s card.  
C:Take care when storing it to show that it is valuable to you.  
D:All of the three.  
答案: 【Write down some notes on someone’s card.】

7、 问题:How can you present your business card?  
选项：  
A:Use both hands when presenting business cards.  
B:Hold each side with your thumbs and index finger.  
C:Make it easy for the recipient to read the card.  
D:All of the three.  
答案: 【All of the three.】

8、 问题:Where is it inappropriate to hand out your business card?  
选项：  
A:At a funeral.  
B:At a workplace.  
C:At a dinner party.  
D:None of the three.  
答案: 【At a funeral. 】

9、 问题:How can people dress appropriately while working?  
选项：  
A:Men and women should adhere to the dress code.  
B:Men should never wear sandals to the office.  
C:Women should never dress provocatively in the office.  
D:All of the three.  
答案: 【All of the three.】

10、 问题:How can you make others feel comfortable?  
选项：  
A:Give credits and thanks to those who have helped you.  
B:Be a loyal supporter of your boss in the office and in social situations.  
C:Owning up to any mistakes you have made and offering to correct them.  
D:All of the three.  
答案: 【All of the three.】

11、 问题:How can you learn the values, policies, and procedures of a workplace?  
选项：  
A:From HR managers.  
B:From in-house trainings.  
C:From observing others.  
D:All of the three.  
答案: 【All of the three.】

12、 问题:What should you do while participating in a meeting?  
选项：  
A:Silence your cell phone or turn it off.  
B:Give the speaker your full attention.  
C:Say good-bye and thank speakers at the close of the meeting.  
D:All of the three.  
答案: 【All of the three.】

13、 问题:What is a polite behavior while waiting for an elevator?   
选项：  
A:Stand away from the doors.  
B:Don’t board the elevator until everyone has gotten off.  
C:Stand to the right of the door so that the left and middle is open for those getting off the elevator.  
D:All of the three.  
答案: 【All of the three.】

14、 问题:Which statement is NOT true about holding the door?  
选项：  
A:Don’t be the person asking for the elevator to be held.  
B:Don’t hold the door if you are in an elevator full of people.  
C:Don’t hold the door for a person approaching the elevator if you are alone in it.  
D:Don’t hold the door for a friend or colleague who has taken a quick side-trip.   
答案: 【Don’t hold the door for a person approaching the elevator if you are alone in it.】

15、 问题:Which one is a polite behavior while taking an elevator?  
选项：  
A:Move to the back.  
B:Exit quickly.  
C:Face forward.  
D:All of the three.  
答案: 【All of the three.】

16、 问题:Which one is an unnecessary movement that may annoy fellow passengers while taking an elevator?  
选项：  
A:Jiggling your leg.  
B:Pacing in the elevator.  
C:Moving your arms.  
D:All of the three.  
答案: 【All of the three.】

17、 问题:Which one is NOT a polite behavior while taking phone calls?  
选项：  
A:Answer the phone with an off-color joke.  
B:Simply say “Hello!” and wait for the caller’s reply.  
C:Always answer the phone warmly and with enthusiasm.  
D:If possible, answer your home phone before the fourth ring.   
答案: 【Answer the phone with an off-color joke.】

18、 问题:If the call is not for you, what should you NOT do?  
选项：  
A:Set the phone down while you get the person.  
B:Ask the person politely to wait while you get the person asked for.  
C:Cover the receiver and shout for the other person at the top of your lungs.  
D:None of the three.  
答案: 【Cover the receiver and shout for the other person at the top of your lungs.】

19、 问题:What can be used to tell the caller whether you are focusing on him or not?  
选项：  
A:Your responses.  
B:How often you respond.  
C:The inflection of your voice.  
D:All of the three.  
答案: 【All of the three.】

20、 问题:Which one is a polite rule for cell phone use?  
选项：  
A:Talk on your cell phone in a restaurant.  
B:Download annoying or overly loud ring tones.  
C:Answer cell phone calls when you are with others.  
D:Do not wear earpieces when you are not talking on the phone.   
答案: 【Do not wear earpieces when you are not talking on the phone. 】

21、 问题:What is the phone etiquette at the office?  
选项：  
A:Be respectful to whoever answers the phone.  
B:Before putting someone on hold, make sure this is okay with the caller.  
C:Give your name, department, and the company name clearly and slowly.  
D:All of the three.  
答案: 【All of the three.】

22、 问题:When you speak to someone face-to-face, what can be used to give additional meaning to your words?  
选项：  
A:Intonation.  
B:Body language.  
C:Facial expression.  
D:All of the three.  
答案: 【All of the three.】

23、 问题:Which one is NOT a proper manner when writing an email?  
选项：  
A:Don’t neglect to say “please” and “thank you.”  
B:It cannot hurt to be formal in a business email.  
C:It’s okay to address a person with his or her first name only in a formal business email.  
D:Formal title and the recipient’s last name should be used in a formal business email.  
答案: 【It’s okay to address a person with his or her first name only in a formal business email.】

24、 问题:What does “be concise” mean in a business email?  
选项：  
A:Keep your messages short and clear.  
B:Write an email in all uppercase letters.  
C:Express your attitude in an email message.  
D:Use respectful, friendly and approachable tone.  
答案: 【Keep your messages short and clear.】

25、 问题:Which one is true about the subject line in a business email?  
选项：  
A:We should write a clear subject line in a business email.  
B:A subject line of an email is the first indication of how important that email is.  
C:“Contracts for tomorrow’s investor meeting” is better than “Information for meeting”.  
D:All of the three.  
答案: 【All of the three.】

26、 问题:What should you do before you speak?  
选项：  
A:Never think before you speak.  
B:Speak before you think.  
C:Allow the words come out naturally.  
D:Never think about what you are going to say.   
答案: 【Speak before you think.】

27、 问题:What might be the signal that people are no longer engaged in the conversation?  
选项：  
A:Stop making eye contact.  
B:Glance around the room.  
C:Stop responding.  
D:All of the three.  
答案: 【All of the three.】

28、 问题:What are the ways to show that you are listening?   
选项：  
A:Maintain eye contact.  
B:Nod or interject comments.  
C:Ask questions during pauses in the conversation.  
D:All of the three.  
答案: 【All of the three.】

29、 问题:Which topic is generally to be avoided in a conversation?  
选项：  
A:Sports.  
B:Personal finance.  
C:Newspaper stories.  
D:General topics of interest.   
答案: 【Personal finance.】

30、 问题:What might be a polite response to a compliment?  
选项：  
A:“Oh, no, I didn’t do that great.”  
B:“Thank you!”  
C: “No. I look awful!”  
D: “My hair is a mess!”   
答案: 【“Thank you!”】

## Field Interpretation 口译实战训练 第五周单元测验

1、 问题: The word “interpret” is from ***\_, meaning***\_\_\_.  
选项：  
A: USA, “to tell”   
B:Latin, “to tell”   
C: Latin, “to explain”    
D:USA, “to explain”  
答案: 【 Latin, “to explain”  】

2、 问题:In ancient China, the bi-lingual persons were called “ \_\_\_\_\_”.A. 庶人   B. 舌人     C. interpreter   D. 越人  
选项：  
A:庶人     
B:舌人      
C:interpreter     
D:越人  
答案: 【舌人    】

3、 问题: Which conference was considered to be the beginning of the professionalization of interpretation?  
选项：  
A: Paris Peace Conference    
B:BRICS     
C:APEC    
D:Nuremberg Military Court Trial  
答案: 【 Paris Peace Conference  】

4、 问题: College students need interpretation skills to\_\_\_\_\_?  
选项：  
A:be better than English majors     
B:fill in the gaps of English majors who don’t know much of special technical fields.    
C:find a better job.   
D:None of the other three.  
答案: 【fill in the gaps of English majors who don’t know much of special technical fields.  】

5、 问题:1. What are the areas where humans have a distinct advantage over machines mentioned in  the article The jobs that AI can’t replace?  
选项：  
A:Creative endeavours                 
B:Social interactions    
C:Physical dexterity and mobility        
D:All of the three.  
答案: 【All of the three.】

6、 问题: Interpreters will not be replaced by AI, why?     
选项：  
A:AI can’t understand words.         
B:AI is not fast enough.  
C:language is subtle and contextual, and is developing.     
D:AI is stupid.  
答案: 【language is subtle and contextual, and is developing.   】

7、 问题:Interpreters should have the ability to notice and respect the cultural difference, because of ***\_*** .  
选项：  
A:different values and customs    
B:different religions  
C:different origins   
D: All of the three  
答案: 【 All of the three】

8、 问题:Some of the sentences and phrases can never be translated literally, because\_\_\_\_\_\_.    
选项：  
A:there is no one to one match          
B:language structures are different.   
C:we don’t have enough vocabulary      
D: English is difficult.  
答案: 【there is no one to one match        】

9、 问题:What is the better translation for“您年纪这么大了，身体还这么健康”?  
选项：  
A:You are so old and healthy.       
B:You are so healthy for your age.  
C:Look at you, old and healthy.      
D:You look great, how’s everything?  
答案: 【You look great, how’s everything?】

10、 问题:What are the things which can hardly be translated?  
选项：  
A:riddles     
B:proverbs     
C:poems      
D:novels  
答案: 【riddles   】

11、 问题:What should an interpreter do if there are any cultural conflicts?  
选项：  
A:let go       
B:shout at them      
C:explain     
D:be the language bridge and cultural mediator  
答案: 【be the language bridge and cultural mediator】

12、 问题:TPO rules stand for dressing according to \_\_\_\_\_\_.  
选项：  
A:Time, position and occasion    
B:Time, place and occasion   
C:Time, place and order   
D:none of the three.  
答案: 【Time, place and occasion 】

13、 问题:Which of the following manners is polite?  
选项：  
A:Explain the cultural difference all the time.  
B:Be humble all the time.  
C:Always open the gifts when receiving them.  
D:Respect the cultural difference and do as the Romans do.  
答案: 【Respect the cultural difference and do as the Romans do.】

14、 问题:In foreign affair meetings, when walking and translating for the host and the guests, where is the place for the interpreter?  
选项：  
A:in the middle    
B:far behind the two     
C:one step behind      
D:at the front  
答案: 【one step behind    】

15、 问题:Which is not polite for interpreters at the table?  
选项：  
A:Talk with his or her mouth full.  
B:Ignore the conversation, just eat.  
C:Stare at the guests.  
D:All of the three.  
答案: 【All of the three.】

16、 问题:What preparations are needed before the interpretation task?  
选项：  
A:Get familiar with the environment before the job.  
B:Do not eat anything smell strongly.  
C:Learn about the non-native country culture background and taboos.  
D:All of the three.  
答案: 【All of the three.】

17、 问题:Which of the following is not a good translation for“得意忘言”？  
选项：  
A:Obtaining the significance and forgetting the words.  
B:Mastering the meaning by forgetting the speech.  
C:Getting the meaning, forgetting the words.  
D:Being too excited to talk.  
答案: 【Getting the meaning, forgetting the words.】

18、 问题:How can AI and internet help in interpretation?  
选项：  
A:vocabulary building     
B:case study      
C:material preparation   
D:All of the three.  
答案: 【All of the three.】

19、 问题:Which is not a good method of doing interpretation job?  
选项：  
A:To understand thoroughly about the difference of the language systems  
B:To know as much as possible about the cultural differences.  
C:To translate word by word.  
D:To prepare in relevant vocabulary building, video and audio input of connected topics.  
答案: 【To translate word by word.】

20、 问题:Why is it more pressured to interpret than to translate?  
选项：  
A:The time given is much more limited.   
B:Interpreting is impromptu  
C:There’s no time to check the dictionary    
D:All of the three.  
答案: 【Interpreting is impromptu】

21、 问题:The quality of interpretation is not decided by \_\_\_\_\_\_.  
选项：  
A:familiarity of the topic  
B:the speaker’s logic and clarity of the speech.  
C:the interpreter’s control of the language.  
D:how long has the interpreter learned the languages.  
答案: 【how long has the interpreter learned the languages.】

22、 问题:Why are numerals the most difficult for interpreters?  
选项：  
A:Multi-digits carry 50 times more information than common semantic ones.  
B:Multi-digits carry 10 times more information than common semantic ones.  
C:Multi-digits carry 20 times more information than common semantic ones.  
D:Multi-digits carry 80 times more information than common semantic ones.  
答案: 【Multi-digits carry 20 times more information than common semantic ones.】

23、 问题:Which of the following statements is not true?  
选项：  
A:The translation is difficult because of the indirect counterparts and the different segmentations.  
B:the most common multi-digits translation method  is “comma and slash”(点三杠四)practice, using comma “，”to note the English segmentation for every three digits, while slash “/” to separate Chinese numerals on every 4 digits.  
C:We need more practice to form the habit of translating every number we hear.  
D:If we can’t catch the whole details, we can guess a random number.  
答案: 【If we can’t catch the whole details, we can guess a random number.】

24、 问题:这根棍子的长度是那个的3倍. Which of the following translation is not correct?  
选项：  
A:This stick is three times as long as that one.  
B:This stick is three times longer than that one.   
C:This stick is two times longer than that one.  
D:This stick is three times the length of that one.  
答案: 【This stick is two times longer than that one.】

25、 问题:Which of the following is the area unit?  
选项：  
A:foot    
B:inch     
C:mile     
D:acre  
答案: 【acre】

26、 问题:Which of the following is the length unit?  
选项：  
A:yard     
B:hectare     
C:gallon    
D:pound  
答案: 【yard   】

27、 问题:Which company invented simultaneous interpretation device that was considered to be the most important invention in the history of interpretation in 1926.  
选项：  
A:Microsoft       
B:Huawei      
C:IBM        
D:Toyota  
答案: 【IBM      】

28、 问题:When did China return to the United Nations?  
选项：  
A:1949       
B:1958        
C:1968       
D:1971  
答案: 【1971】

29、 问题:Chinese is from the language family of ***\_*\_, while English belongs to**\_\_\_\_.  
选项：  
A:Sino-Tibetan, European    
B:Sino-Tibetan, Indo-European    
C:Chinese, European  
D:Indo-European, Sino-Tibetan  
答案: 【Sino-Tibetan, Indo-European  】

30、 问题:When doing interpretation job, which of the following behavior is not good?  
选项：  
A:Eat something beforehand, a bar of chocolate or some bread  
B:Arrive at the workplace almost on time.  
C:Go to the workplace beforehand, to get familiar with the surroundings as well as the location of exits and toilets.  
D:Learn about the culture background and taboos of both countries.  
答案: 【Arrive at the workplace almost on time.】

## Business Reception, Business Meeting and Business Negotiation 商务接待、会议、谈判 第六周单元测验

1、 问题:How many types of negotiations have been mentioned in the lecture? What are they respectively?  
选项：  
A:agreement-based negotiation    
B: independent negotiation  
C: win-lose negotiation     
D:all of the above  
答案: 【all of the above】

2、 问题:What is win-win negotiation?  
选项：  
A:each team thinks only about its own interests  
B:two parties have a shared objective and work together in a way which is mutually beneficial  
C:each party regards the other as an opponent and seeks to win the argument  
D:two parties compete hard to win each other  
答案: 【two parties have a shared objective and work together in a way which is mutually beneficial】

3、 问题:What is the first thing to be prepare for a negotiation?  
选项：  
A:your aims and objectives  
B:strategies and the approach your team is going to take  
C:well-prepared and well-managed  team  
D:an agenda  
答案: 【your aims and objectives】

4、 问题:What are people who adopt task-oriented approach more likely to do?  
选项：  
A:They have a strong need to build a relationship  
B:They do not  like to address issues before relationship issues have been addressed  
C:They are likely  to focus on issues at hand and this means time is saved and objectives  reached most efficiently.  
D:They will place great importance on the entire event that surrounds the actual  discussion of the deal.  
答案: 【They are likely  to focus on issues at hand and this means time is saved and objectives  reached most efficiently.】

5、 问题:Which areas have the characteristics of high context cultures?  
选项：  
A:Some European countries  
B:Some Asian countries  
C:Some African countries  
D:Some countries in North America  
答案: 【Some Asian countries】

6、 问题:What is Not likely to happen in a low-context culture?  
选项：  
A:People place a value on preserving the harmony of a situation and therefore hesitate to say "no" explicitly  
B:Everything must be written down and clarified  
C:Tolerance of negativity is higher  
D:People would prefer to say "no" rather than run the risk of being misunderstood  
答案: 【People place a value on preserving the harmony of a situation and therefore hesitate to say "no" explicitly】

7、 问题:What are NOT the principles which negotiators need to bear in mind?  
选项：  
A:To socialize extensively  
B:To be prepared  
C:To think about the whole package  
D:To be constructive  
答案: 【To socialize extensively】

8、 问题:How to close a negotiation effectively?  
选项：  
A:Summarizing        
B:follow-up action    
C:ending  
D:all of the above-mentioned  
答案: 【all of the above-mentioned】

9、 问题:What are the ways to provide acceptable local entertainment for visitors EXCEPT ?  
选项：  
A:cultural events    
B:sports events     
C: spots of interest     
D: shopping  
答案: 【 shopping】

10、 问题: If you receive a written invitation to an event that says "RSVP", what should you do?  
选项：  
A:respond to the invitation one day before the event.  
B:write a “thank you” letter to show your gratefulness for the invitation  
C: let the person who sent the invitation know whether or not you plan to attend  
D: give no response to the person who sent the invitation  
答案: 【 let the person who sent the invitation know whether or not you plan to attend】

11、 问题:In which country chrysanthemums or handkerchiefs are associated with funerals ?  
选项：  
A:China   
B: Italy    
C:India    
D:Japan  
答案: 【 Italy  】

12、 问题:What is to be introduced when people meet for the first time?  
选项：  
A:Names     
B:Titles    
C:Names and positions    
D:Age  
答案: 【Names and positions  】

13、 问题:What is the appropriate way of greeting at the beginning of the first meeting?  
选项：  
A:Nice to know you.    
B:Nice to meet you.    
C:Nice meeting you.    
D:Glad to know you.  
答案: 【Nice to meet you.  】

14、 问题:What is the priority during the introduction?  
选项：  
A:People with  lesser authority should be introduced to those with higher authority  
B:People with higher  authority should be introduced to those with lesser authority  
C:Female with lesser authority should be introduced to those with higher authority  
D:Female with higher authority should be introduced to those with lesser authority  
答案: 【People with  lesser authority should be introduced to those with higher authority】

15、 问题:What topic do people try to avoid when make small talk about?  
选项：  
A:weather    
B: current events    
C:sports news   
D:entertainment news    
E:income and salary    
F:something in common  
答案: 【income and salary  】

16、 问题:What are the subjects that are considered acceptable when making small talk?  
选项：  
A: Personal information such as salary or a recent divorce;  
B:Negative comments about another irrelevant person ;  
C: Controversial or sensitive subjects such as religion or politics;  
D:Uncomfortable weather.  
答案: 【Uncomfortable weather.】

17、 问题:What is the proper way when the organizer plan to invite people to attend the meeting?  
选项：  
A:inviting the most famous people in the field.  
B:inviting as  many people as possible.   
C:inviting too few people.   
D:Inviting the right  number of people  
答案: 【Inviting the right  number of people】

18、 问题: What questions should Not be considered when you decide the format of the meeting?  
选项：  
A:Which works better, a formal one or an informal one?     
B: Is it a public or a private meeting?    
C:Is there any requirement for the number of presenters?    
D:Does it have to serve certain corporate regulations?  
答案: 【Is there any requirement for the number of presenters?  】

19、 问题: What should the chairperson do during the meeting?  
选项：  
A:He or She needs enough authority and ability to keep it running smoothly.    
B:He or She should also remain neutral and avoid being dominant in conducting the meeting.  
C:He or She should focus on keeping the meeting productive rather than using the role to promote his/her own contribution or stand.  
D:all of the above-mentioned  
答案: 【all of the above-mentioned】

20、 问题: When will a corporate meeting that focuses on critical business issues  be held  
选项：  
A:The time  when all the participants are available        
B:The time when at least the majority of participants are  available.    
C:Monday mornings     
D:Friday afternoons  
答案: 【The time when at least the majority of participants are  available.  】

21、 问题:Where factors should Not be considered to hold the meeting?  
选项：  
A:convenience  and suitability of the location.   
B: minimum interruptions and distractions        
C:very relaxing or recreational environments, or a lot of food.   
D:reasonable costs.  
答案: 【very relaxing or recreational environments, or a lot of food. 】

22、 问题:What materials, equipment, refreshment will be required?  
选项：  
A:Computers and laptops          
B:all necessary materials including notepads and pencils for the  participants, name tags or place cards, and handouts.  
C:some equipment such as flip charts, an overhead projector, etc.    
D:possible refreshment includes water, coffee and soft drinks.  
答案: 【Computers and laptops        】

23、 问题: What are the suggestions for the participants?  
选项：  
A:Think before you speak, yet don’t hold back too long.  
B:Contribute your ideas freely.  
C:Play by the rules of the game  
D:All of above  
答案: 【All of above】

24、 问题:What do people from low-context (LC ) culture usually do when a conflict arises ?   
选项：  
A:let the message evolve without referring to the problem directly.  
B:tend to use indirect, non-confrontational and vague language  
C:use a more direct, confrontational and explicit approach to ensure that the listener receives the message exactly as it was sent  
D:rely on the listener’s or reader’s ability to grasp the meaning from the context  
答案: 【use a more direct, confrontational and explicit approach to ensure that the listener receives the message exactly as it was sent】

25、 问题:What should be considered before you end a meeting EXCEPT?   
选项：  
A:Before you close the meeting, ask all participants for any final comments or questions.  
B:Decide who will be invited for the next meeting.  
C:Make a summary of what has been accomplished at the meeting.  
D:Ask if there is any doubt about the action items.  
E:Let people know that minutes will be sent and another meeting will be convened.  
F:Announce the time and date of the next meeting.    
G:Thank the participants for their time and contributions.  
答案: 【Decide who will be invited for the next meeting.】

26、 问题:Why do people make small talk?  
选项：  
A:to break an uncomfortable  silence.  
B:to ease in the strange environment.  
C:to fill time  
D:to be polite  
E:to establish a relationship  
答案: 【to break an uncomfortable  silence.;  
to fill time;  
to be polite;  
to establish a relationship】

27、 问题:When do people make small talk?  
选项：  
A: when they feel comfortable talking with other people.  
B:the first time you see or meet someone on a given day  
C:at the beginning to the first meeting.  
D:during a break in a meeting or presentation  
答案: 【the first time you see or meet someone on a given day;  
during a break in a meeting or presentation】

28、 问题: What are key considerations to plan a meeting?   
选项：  
A:  What are the objectives of the meeting?  
B:Who are the right people to attend the meeting?  
C:What is a meeting format?  
D:Who will chair the meeting?  
E: When and where will the meeting be held?  
F: What, materials, equipment, refreshment and room layout will be required?  
G:How should the room be laid out?  
H:Does an agenda need to be prepared or distributed?  
I:What entertainment should be arranged after the meeting?  
答案: 【  What are the objectives of the meeting?;  
Who are the right people to attend the meeting?;  
What is a meeting format?;  
Who will chair the meeting?;  
 When and where will the meeting be held?;  
 What, materials, equipment, refreshment and room layout will be required?;  
How should the room be laid out?;  
Does an agenda need to be prepared or distributed?】

29、 问题:What are the suggestions for the Chairperson during the meeting?  (Multiple Choice)  
选项：  
A: Announce the opening of the meeting.  
B:Facilitate balanced participation among meeting members.  
C: Guide the process.  
D:time management  
E:  Reach closure  
答案: 【Facilitate balanced participation among meeting members.;  
 Guide the process.;  
time management;  
  Reach closure】

30、 问题: What should be arranged after a meeting? (multiple choice)   
选项：  
A: It is essential to follow up with action.  
B:Ensure that minutes are promptly produced and distributed to all participants.  
C:Inquire about new issues for the next meeting.  
D:All meeting documents including the agenda, minutes and supporting documents should be agreed archived for reference and for leaders to check whether action is being taken as agreed.  
答案: 【 It is essential to follow up with action.;  
Ensure that minutes are promptly produced and distributed to all participants.;  
All meeting documents including the agenda, minutes and supporting documents should be agreed archived for reference and for leaders to check whether action is being taken as agreed.】

## Required Literacies and Competencies of Engineers工程师必备素养 第七周单元测试

1、 问题:Can you tell us what invoke globalization?  
选项：  
A:Climate changes  
B:Population boom  
C:Technical changes and economic liberalization  
D:Social progress  
答案: 【Technical changes and economic liberalization】

2、 问题:What are badly needed in today’s global work environment for engineers?  
选项：  
A:Challenges  
B:Broad skills  
C:Knowledge  
D:Chances  
答案: 【Broad skills】

3、 问题:Engineering is a ***\_***\_ field.  
选项：  
A:Fun and interesting  
B:Crowded and amusing  
C:Fantastic and attracting  
D:Broad and diverse  
答案: 【Broad and diverse】

4、 问题:To identify the field of engineering you wish to work in, choose the field with the best ***\_***\_ .  
选项：  
A:Salary  
B:Job prospect  
C:Opportunity  
D:Working environment  
答案: 【Job prospect】

5、 问题:How could you develop your engineering background?  
选项：  
A:To attend a university that offers a strong program in it  
B:To improve your skills  
C:To write papers  
D:To learn basic communication  
答案: 【To attend a university that offers a strong program in it】

6、 问题:What should you talk to your professors?  
选项：  
A:About opportunities for engineering work  
B:How engineering looks in a practical environment  
C:About work experience  
D:All of the above  
答案: 【All of the above】

7、 问题:What are the shadowing programs?  
选项：  
A:The shadowing program is designed for students who are exploring their career options.  
B:The shadowing program is designed for students who are wishing to learn more about a particular field or position.  
C:Work shadowing programs allow you to follow an engineer through their day.  
D:All of the above  
答案: 【All of the above】

8、 问题:How can you gain valuable on-the-job experience?  
选项：  
A:Through observation  
B:Through exchange information  
C:Through an internship  
D:Through travel  
答案: 【Through an internship】

9、 问题:Engineers make society ***\_***\_ .  
选项：  
A:change    
B:improve  
C:function  
D:develop  
答案: 【function】

10、 问题:The journey as an engineering student is tough but also ***\_***\_ .  
选项：  
A:grateful    
B:rewarding  
C:merciful  
D:successful  
答案: 【rewarding】

11、 问题:What engineers should engage in?  
选项：  
A:Professional development  
B:Networking  
C:Investigation  
D:Reading science fiction  
答案: 【Professional development】

12、 问题:How can engineers develop their professional competence?  
选项：  
A:To attend conferences  
B:To keep up with new information  
C:To stay current in the field and practice the science  
D:All of the above  
答案: 【All of the above】

13、 问题:What are prerequisites of a successful engineering career?  
选项：  
A:Participating discussions  
B:Applying for internship  
C:Creativity and innovation  
D:Networking with others  
答案: 【Creativity and innovation】

14、 问题:What are the creative exercises?  
选项：  
A:Reading  
B:Writing  
C: Listening to music  
D:All of the above  
答案: 【All of the above】

15、 问题:How can you increase creative skills?  
选项：  
A:To make lifestyle changes  
B:To socialize with different people  
C:To try activities or practice in which you create using your hands  
D:All of the above  
答案: 【All of the above】

16、 问题:What is critical thinking?  
选项：  
A:Encouraging thinking  
B:reasonable and reflective thinking  
C:Multiple thinking  
D:Classical thinking  
答案: 【reasonable and reflective thinking】

17、 问题:In the engineering field, ***\_***\_ is the key to success for many new and established businesses.  
选项：  
A:education  
B:ambition  
C:innovation  
D:opportunity  
答案: 【innovation】

18、 问题:Which one of the below does not belong to search engine?  
选项：  
A:Yahoo  
B:Lycos  
C:Bing  
D:IEEE  
答案: 【IEEE】

19、 问题:Which one of the below is not academic database?  
选项：  
A:SCI  
B:Ebsco  
C:Bing  
D:ScienceDirect  
答案: 【Bing】

20、 问题:How can you manage the information you obtained?  
选项：  
A:NoteExpress software  
B:Mind mapping  
C:Note-taking and note-making  
D:All of the above  
答案: 【All of the above】

21、 问题:To be a good engineer, it’s important to stay current with ***\_***\_ in the field.  
选项：  
A:the latest trends  
B:environment  
C: policies  
D:efforts  
答案: 【the latest trends】

22、 问题:A patent is a ***\_***\_ for an invention granted by a government to the inventor.  
选项：  
A:creative paper  
B:research article  
C:property right  
D:scientific book  
答案: 【property right】

23、 问题:Media literacy is a ***\_***\_ of competencies that enable people to access, analyze, evaluate, and create messages in a wide variety of media modes, genres, and formats.  
选项：  
A:repertoire  
B:production  
C:device  
D:network  
答案: 【repertoire】

24、 问题:What are the functions of multimedia?  
选项：  
A:Socialize to exchange information  
B: Encourage collaboration  
C: Improve digital literacy  
D:All of the above  
答案: 【All of the above】

25、 问题:What has produced significant changes that reflect a more integrated world?  
选项：  
A:Resources  
B:Research  
C:Globalization  
D:Chances  
答案: 【Globalization 】

26、 问题:A ***\_***\_\_ is an online course aimed at unlimited participation and open access via the web.  
选项：  
A:Magnificent Open Online Course  
B:Magnificent Online Open Course  
C:Massive Open Online Course  
D:Massive Online Open Course  
答案: 【Massive Open Online Course】

27、 问题:Cross-cultural competence helps you develop the ***\_***\_ understanding and human relationships that are necessary for achieving your professional goals.  
选项：  
A:comprehensive  
B:different  
C:important  
D:mutual  
答案: 【mutual】

28、 问题:What is the fundamental factor that affects the communication?  
选项：  
A:Strong skill  
B:Intercultural awareness  
C:Close relationship  
D:Different attitude  
答案: 【Intercultural awareness】

29、 问题:What is the best starting point for any business relationship?  
选项：  
A:Politeness  
B:Assumption  
C:Mutual respect  
D:Intimate connection  
答案: 【Mutual respect】

30、 问题:What does "a global citizen" mean?     
选项：  
A:To identify with an ever-growing global community  
B:To actively contribute to positive growth within the community  
C:To believe that all people are equal regardless of their races or religions  
D:All of the above  
答案: 【All of the above】

## Mind Your Talk 快乐的日常交流 第八周单元测验

1、 问题:Which of the following is NOT ture about English accent?  
选项：  
A:Chinese people has become the No. 1 English learners in the world.  
B:Sixty percent of the English speakers speak English as their 2nd language.  
C:As long as you can be understood, your accent is not your problem.  
D:Your accent gives away your identity.  
答案: 【Sixty percent of the English speakers speak English as their 2nd language.】

2、 问题:Listen to the file and you believe the person is ***\_***\_\_\_  
选项：  
A:Afghanistan  
B:Cantonese  
C:Thai  
D:Italian  
答案: 【Thai】

3、 问题:Listen to the file and you believe the person is ***\_***\_\_\_  
选项：  
A:Irish  
B:Portuguese  
C:French  
D:Japanese  
答案: 【Japanese】

4、 问题:He felt ***\_***\_\_\_\_\_after skiing. Choose the best answer.  
选项：  
A:happy  
B:delighted  
C:exhilarated  
D:thrilled  
答案: 【exhilarated】

5、 问题:From the weakest emotion to the strongest order, ***\_***\_\_\_\_ is correct.  
选项：  
A:sadness, sorrow, and grief  
B:sorrow, sadness and grief  
C:grief, sorrow and sadness  
D:sorrow, grief and sadness  
答案: 【sadness, sorrow, and grief】

6、 问题:This is a ***\_\_***\_\_\_ issue.  
选项：  
A:irritable  
B:touchy  
C:furious  
D:upset  
答案: 【touchy】

7、 问题:***\_\_***\_\_\_ has the strongest feeling.  
选项：  
A:Horrifying  
B:Unnerving  
C:Terrifying  
D:Bloodcurdling  
答案: 【Bloodcurdling】

8、 问题:You can become a ***\_***\_member of our club if you spend more than $2,000 in our shop.  
选项：  
A:VP  
B:ID  
C:VIP  
D:A.D.  
答案: 【VIP】

9、 问题:Steve Jobs was the former ***\_***\_\_\_\_ of Apple.  
选项：  
A:CIO  
B:CEO  
C:CHO  
D:CTO  
答案: 【CEO】

10、 问题:We are ***\_***\_\_\_\_\_.  
选项：  
A:BF  
B:GF  
C:BFFs  
D:TF  
答案: 【BFFs】

11、 问题:If you move to a new house, you can nearly buy everything here and ***\_***\_\_ yourself.  
选项：  
A:DIY  
B:RIP  
C:BYOB  
D:KIT  
答案: 【DIY】

12、 问题:I will work in New York from next week. ***\_\_***.  
选项：  
A:POV  
B:KIT  
C:B.C.  
D:DIY  
答案: 【KIT】

13、 问题:***\_***\_\_\_\_\_! My mother found that out. I can not do it anymore.  
选项：  
A:LOL  
B:OMG  
C:TBH  
D:IMO  
答案: 【OMG】

14、 问题:He is my idol. But I never see him ***\_\_***\_.  
选项：  
A:BTW  
B:IRL  
C:ATM  
D:IMHO  
答案: 【IRL】

15、 问题:My mother’s coming. ***\_\_***\_\_\_.  
选项：  
A:TTYL  
B:BTW  
C:IRL  
D:TBH  
答案: 【TTYL】

16、 问题:***\_\_***\_\_\_, I’m planning to leave this company.  
选项：  
A:IMHO  
B:OMG  
C:TBH  
D:BRB  
答案: 【TBH】

17、 问题:My phone’s ***\_***\_\_\_\_ is Android.  
选项：  
A:USB  
B:URL  
C:PC  
D:OS  
答案: 【OS】

18、 问题:We have more ***\_***\_\_\_ in this country, and it’s a piece of good news for women.  
选项：  
A:MD  
B:EMT  
C:OB/GYNs  
D:HIV  
答案: 【OB/GYNs】

19、 问题:I had ***\_\_***\_\_ yesterday, and I couldn’t concentrate on my class.  
选项：  
A:AIDS  
B:ADD  
C:OCD  
D:CPR  
答案: 【ADD】

20、 问题:China’s full name is ***\_\_***\_\_.  
选项：  
A:PRC  
B:CPC  
C:PPP  
D:PLA  
答案: 【PRC】

21、 问题:I stayed in Northern Ireland for 4 years. And I stayed in the country for 6 years altogether. The country is ***\_\_***\_\_\_\_.  
选项：  
A:USA  
B:UK  
C:PRC  
D:NASA  
答案: 【UK】

22、 问题:The company has many branches in different cities. Its ***\_***\_\_\_\_\_ is in Beijing.  
选项：  
A:HQ  
B:NATO  
C:NASA  
D:DOA  
答案: 【HQ】

23、 问题:Which is not the word to describe something that is great?  
选项：  
A:remarkable  
B:glorious  
C:perfect  
D:nonsense  
答案: 【nonsense】

24、 问题:"Thank you for your help.""***\_\_***\_"       
选项：  
A:Oh my God!  
B:My pleasure.  
C:Your are so pretty!  
D:Let’s go!  
答案: 【My pleasure.】

25、 问题:Which case is not suitable to say congratulations to people?  
选项：  
A:gets engaged  
B:passes an exam  
C:gets a new job  
D:lost a baby  
答案: 【lost a baby】

26、 问题:You say congratulations to your friend. Which is not correct?  
选项：  
A:Well done!  
B:Way to go!  
C:Good going!  
D:That’s OK.  
答案: 【That’s OK.】

27、 问题:***\_\_\_***\_\_, but I really don’t understand what you mean.  
选项：  
A:Sorry to interrupt  
B:OK  
C:Tell me  
D:Come on  
答案: 【Sorry to interrupt】

28、 问题:His an ***\_***\_\_\_\_\_\_ scholar in this field.  
选项：  
A:unique  
B:outstanding  
C:unbelievable  
D:invaluable  
答案: 【outstanding】

29、 问题:***\_\_*** Tom is correct.  
选项：  
A:You don’t believe that together  
B:If I could just come in here. I think  
C:Last night, I went to see  
D:I agreed with you but I still thought  
答案: 【If I could just come in here. I think】

30、 问题:Which is the formal way to say goodbye?  
选项：  
A:Goodbye.  
B:Bye.  
C:So long.  
D:All right, then.  
答案: 【Goodbye.】