1单选(2分)

‏If you have a prohibited item in your luggage, what should you do?

A .None of the above.

B. Keep it.

C. Abandon it.

D. Throw away.

2单选(2分)

‏Choose the odd word in the group.

A. Non-stop flight

B. Deluxe suite

C. Boarding pass

D. Departure lounge

3单选(2分)

‍Choose the odd word in the group.

A. Room reservation

B. Room service

C. Customs

D. Deluxe suite

4单选(2分)

‍Which is the correct description of western table setting?

A. There is no napkin at the table.

B. More than three utensils on either side of the dinner plate.

C. There are five different glasses for drinking.

D. None of the above.

5单选(2分)

‍“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

‍“In fact, the appetizer is pretty good and the main course, as roasted chicken with fragrant rice, cucumber and sauces, is very delicious. ”

A. What is the specialty of the house？

B. Can we have a table by the window?

C. What kind of drinks do you have for an aperitif？

D. May I have a menu, please？

6单选(2分)

​In what kind of interview you will be interviewed by different representatives of the company such as human resources, management, and employees?

1. An assessment interview
2. A panel interview
3. A lunch interview
4. A phone interview

7单选(2分)

‏Interview is a kind of device which is used by your future potential employer to know your personal information, assess your \_\_\_\_\_\_\_\_\_\_\_ and make the final selection.

1. quantity
2. quality
3. qualifier
4. qualification

8单选(2分)

‏What kind of interview involves tasks including presentations, written tests, and group, role-play and in-tray exercises.

1. A panel interview
2. A phone interview
3. An assessment interview
4. A lunch interview

9单选(2分)

‏Whether you send your meeting memo electronically or in hard copy, keep it \_\_\_\_\_ and informative.

1. indirect
2. direct

C. complex

D. vague

10单选(2分)

‎What does “new business” mean?

A. The new business opportunities.

B. None of the above.

C. The items people in the meeting are not familiar with.

D. The new agenda topics for this meeting.

11单选(2分)

‏What element is not included in the heading part of the meeting minutes?

A. Location

B. Start time of the meeting

C. Signature line

D. Date

12单选(2分)

​The closing part of a meeting memo always focuses on responses, actions and \_\_\_\_\_\_\_.

A. heading

B. outcomes

C. supporting details

D. discussions

13单选(2分)

‌You pass a co-worker in the hallway and he asks "How are you?".

You respond by

1. explaining that you are tired and stressed out in your job.
2. asking “Where are you going”.
3. saying "Fine, thanks".
4. telling him that your back has been hurting you and you have a cold.

14单选(2分)

‌A co-worker comes to your office to introduce you to a friend of his. You will

1. smile and nod.
2. give him a "high five".
3. stand up, establish eye contact, smile and shake his hand.
4. wave and tell him how happy you are to meet him.

15单选(2分)

​When you are meeting your coworkers. Normally, HR manager or head of office will introduce and welcome you. Which of the following introduction speech is not appropriate?

1. It's my pleasure to extend a cheerful welcome to you all!
2. Hello, how are you doing today？
3. Luckily the weather has aligned with our wishes. The sun and I bid you a warm welcome.
4. On behalf of my colleagues, I wish you all a convivial welcome.

16单选(2分)

‎Usually the organizational structure of the company is shown as the organizational chart. Two common types of organizational charts exist, tall and

A. flat chart.

B. level chart.

C. short chart.

D. detailed chart.

17单选(2分)

‍Which is the antonym for “competent”?

1. Skilled
2. Well-trained
3. Incompetent
4. Qualified

18单选(2分)

‌Which is the antonym for “proficiency”?

1. Competence
2. Deficient
3. Professional
4. Qualification

19单选(2分)

‎Which is Not the meaning for “CV”?

1. Reference
2. Resume
3. Curriculum vitae
4. Profile

20单选(2分)

‍Which is Not the meaning for “vacancy”?

1. Job
2. Position
3. Vacation
4. Emptiness

21单选(2分)

‌Which is Not a positive quality of an employee?

1. Arrogant
2. Disciplined
3. Hard working
4. Punctual

22单选(2分)

‌In order to quickly prescreen candidates for the job opening as well as give the candidates the chance to quickly learn about the company to see if they want to work there, many times companies will conduct \_\_\_\_\_\_\_\_.

1. a panel interview
2. an assessment interview
3. a phone interview
4. a group interview

23单选(2分)

‍Johnson Company’s self-funded retirement plan \_\_\_\_\_\_\_\_ to give employees control over their financial futures.

1. launches
2. is launching
3. has launched
4. was launched

24单选(2分)

‌Which of the following are not the office appliances?

1. projector
2. photocopier
3. paper shredder
4. reception

25单选(2分)

‏Which of the following word doesn’t refer to hotel phenomenon?

1. boarding pass
2. room reservation
3. twin room
4. extension

26多选(3分)

‏Choose the possible questions a client may ask while booking a hotel.

1. Is wireless internet available in the rooms?
2. May I ask you to put your name in block capital?
3. What kind of room would you like?
4. Do you accept pay-pal?

27多选(3分)

‏Choose the suitable expressions to show your gratitude at a business dinner.

1. We are very honored to be invited.
2. It is my treat this time.
3. The hospitality of the host impressed me most.
4. Make yourself at home.

28多选(3分)

​What items should a job applicant value in a new job opportunity?

1. Challenges.
2. The feeling of accomplishment.

C. Vacation and personal days.

D. Paycheck.

29多选(3分)

‏Do you still remember the dressing code in a job interview, what choices are inappropriate for this formal occasion?

1. Large jewelries
2. Strong perfume
3. Sandals.
4. Suit.

30多选(3分)

‌You can use a number of sources to gather information in your business report including \_\_\_\_\_\_\_.

A. previous reports

B. Internet

C. personal observations

D. surveys

31多选(3分)

‏What information should be contained in the meeting header?

1. List of reference documents.
2. Meeting purpose.
3. Meeting location.
4. Meeting date.

32多选(3分)

​What could be ways to look for job information?

‌A. Employment agencies.

B. Internet.

C. Newspaper ads.

D. Network of family and friends.

33多选(3分)

‍What are the functions of a cover letter?

‏A. A cover letter can be sent to all employers.

B. A cover letter demonstrates your writing skills.

C. A cover letter introduces you and your resume to the employer.

D. A cover letter is as important as a resume.

34多选(3分)

​In order to make an impressive PPT, what items should be announced in the first slide?

1. The title
2. The date
3. Your name
4. The event

35多选(3分)

​What points should be covered in a typical self- introduction?

1. personal information
2. work experience
3. expectation
4. your religion

36判断(2分)

‍All your working experience should be included in your CV.

A.

B.

37判断(2分)

​Only the relevant working experience and training background should be included in the CV.

‎

A.

B.

38判断(2分)

​Keeping up on what’s appropriate behavior and what isn’t can be a real challenge, especially for someone who’s new to the workplace. You should always ask permission to enter an office, borrow, move, or use equipment.

‎

A.

B.

39判断(2分)

‌People value closeness and friendliness. It is appropriate to stand close to a business contact or a colleague and frequently touch his/her arm while talking.

​

A.

B.

40判断(2分)

‎As for the structure of the presentation, it is advisable to always limit it to three parts.

​

A.

B.

41判断(2分)

‏Pictures and anecdotes are appropriate illustrations of a point and it is helpful to impress the audience in the presentation.

​

A.

B.

42判断(2分)

‌Before attending an interview, a job applicant should use the library and internet to know as much information as possible concerning the company.

​

A.

B.

43判断(2分)

‍As for a job applicant, the most important thing in a job should be the salary and benefit.

‎

A.

B.

44判断(2分)

‌The master should take care of all guests during activities. If there are guests who don’t know each other, he must introduce them to each other.

‎

A.

B.

45判断(2分)

‎While choosing the place, you should consider the guest's personality, hobby and cultural background.

‍

A.

B.