

试卷代号:3895

国家开放大学(中央广播电视大学)2017年秋季学期“开放专科”期末考试

管理英语 1 试题

2018年1月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 选择正确的语句完成下列对话, 并将答案序号写在答题纸上。

1. —Hi, Melinda. Can I make a brief introduction of the office work to you?

— _____

- A. Thank you! It's very kind of you. B. Sorry, I have no time for you.
C. Of course, thanks anyway.

2. — Could you please give me a hand?

— _____

- A. Sure, please be patient. B. Sure, what is the matter?
C. Don't mention it.

3. — _____?

— I'm afraid not. But I'll be free this afternoon.

- A. Do you have the time
B. Is there any vacancy in your company
C. Can you spare me a few minutes now

4. —Do you have any plans for tomorrow morning?

— _____

- A. I'm sorry, but I have another appointment tomorrow.
B. No. I have nothing planned tomorrow.
C. Well, I'll be most delighted to come over.

5. — Hey, You look so pale. What's wrong?

— _____.

- A. It's none of your business B. It doesn't matter.
C. I didn't sleep well last night

二、词汇与结构 (共计 30 分, 每小题 2 分)

6—20 题: 阅读下面的句子, 从 A、B、C 三个选项中选出一个能填入空白处的正确选项, 并将答案序号写在答题纸上。

6. If you have any questions here, please tell us. We'll all be _____ to help you.

- A. ready B. already
C. readiness

7. People here usually _____ each other by their first names instead of family names.

- A. call B. work
C. hear

8. "Isn't it impolite to call people by their first names?" The underlined word is of the same word class (词性) as _____.

A. work

B. interesting

C. possibly

9. Smile a lot and be _____ friendly as possible to everyone you meet.

A. very

B. so

C. as

10. Charles regretted _____ the TV set last year. The price has now come down.

A. to buy

B. buying

C. of

11. Professor Smith promised to look _____ my paper, that is, to read it carefully.

A. after

B. over

C. into

12. Children under fifteen are not permitted to see such kind of movies _____ bad for their mental development.

A. what is

B. which is

C. as is

13. The work was done _____ her instructions.

A. according to

B. according with

C. accordance with

14. She kept on _____ although she was tired.

A. to work

B. working

C. work

15. Your goal is to publish a book and have _____ manuscript sent out to publishers by November 2016.

A. a

B. an

C. the

16. _____, after introduction, you can ask about their journey.

A. To break the ice

B. Broken the ice

C. Breaking the ice

17. The environmentalists and wild goats' _____ on the vast grasslands was a good indication of the better environment.

A. absence

B. attendance

C. escape

18. We have to _____ at the hotel before 6 pm.

A. check in

B. check off

C. check on

19. Scientists have made great contributions _____ development of our human beings.

A. to

B. on

C. with

20. She feel very tired and was glad to _____ him.

A. insist on

B. put on

C. lean on

三、阅读理解(共 40 分,每小题 4 分)

21—25 题: 阅读短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

Shaking Hands Manners

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right manners for shaking hands.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other's hand after 2—3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. Which of the following statements about the significance of handshakes is not true?

A. Handshakes are just a gesture of greeting.

B. Handshakes are more than a way of greeting.

C. Handshakes can show our personality.

22. If you are seated when someone comes for a handshake, you should _____.

A. stand up and shake his or her hand

B. keep seated and shake his or her hand

C. bow and say hello to him or her

23. Keeping eye contact while shaking hands makes the other person feel _____ .

A. nervous

B. comfortable

C. frightened

24. How long does a handshake usually last?

A. As long as the conversation lasts.

B. 5 minutes.

C. 2—3 seconds.

25. Which of the following words can best describe a proper handshake?

A. brief and strong

B. brief and firm

C. brief and soft

26—30 题:请根据短文内容判断给出的语句是否正确,正确的写“T”,错误的写“F”,并将答案写在答题纸上。

Do you seem to be late for work or school a lot? Being on time is very important for personal success! Learn to improve your chances for success with these tips for being right on time - all the time!

To be punctual means to do what you should do on time. Being a punctual person, one should:

Recognize time. Keep your watch exact. It may be helpful to set your watch just two minutes ahead. Keep a clock, phone, computer or anything that shows time in each room of your house.

Wake up when you need to. If you have difficulty with this, place your alarm clock to somewhere that you cannot reach from your bed; that way, you have to get up to turn it off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours' sleep.

Insist on being 15 minutes early for everything. If you have to be at work at 8:00, tell yourself "I have to be at work at 7:45". If you do this, you will be on time even with a slight traffic jam. You can talk with others who are early, and that will make you happy before work!

26. Being punctual has nothing to do with personal success.

27. It is unnecessary to set your watch two minutes ahead.

28. You'd better place your alarm clock beside your bed so that you can turn it off at once.

29. Being a punctual person, one should sleep earlier to allow himself more than 7 hours' sleep.

30. This passage is mainly about the importance of being punctual.

四、翻译(共 20 分,每小题 4 分)

31—35 题:选择正确的译文,并将答案序号写在答题纸上。

31. We shall be flying to South America this time next month.
A. 下个月的今天我们将乘飞机去往南美洲。
B. 下个月的今天之前我们将乘飞机去往南美洲。
C. 下个月我们应该乘飞机去南美洲。
32. I want to know when he is leaving for New York tomorrow.
A. 我想知道他明天什么时候离开纽约。
B. 我想知道他明天什么时候正在去纽约。
C. 我想知道他明天什么时候动身去纽约。
33. Will this be a one-way trip?
A. 您是一个人旅行吗?
B. 您的旅行是一条线路吗?
C. 您是单程旅行吗?
34. Thanks to our hard work, we can fulfil the task on time.
A. 感谢我们努力工作才能及时完成任务。
B. 由于我们努力工作,当时才能完成任务。
C. 因为我努力工作,我们才能按时完成任务。
35. At last the Englishman got angry with the visitor though he tried not to show it.
A. 最后英国人生游客的气了,所以他假装累了不帶他参观。
B. 最后英国人已很讨厌这位游客,但他尽力不表现出来。
C. 最后英国人很生这位游客的气了,尽管他累得没力气表现出来了。

试卷代号:3895

国家开放大学(中央广播电视大学)2017年秋季学期“开放专科”期末考试

管理英语 1 试题答案及评分标准

(供参考)

2018年1月

一、交际用语(共计10分,每小题2分)

1—5题:选择正确的语句完成下列对话,并将答案序号写在答题纸上。

1. A 2. B 3. C 4. B 5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的正确选项,并将答案序号写在答题纸上。

6. A 7. A 8. B 9. C 10. B
11. B 12. B 13. A 14. B 15. C
16. A 17. B 18. A 19. A 20. C

三、阅读理解(共40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. A 22. A 23. B 24. C 25. B

26—30题:请根据短文内容判断给出的语句是否正确,正确的写“T”,错误的写“F”,并将答案写在答题纸上。

26. F 27. F 28. T 29. T 30. F

四、翻译(共20分,每小题4分)

31—35题:选择正确的译文,并将答案序号写在答题纸上。

31. A 32. C 33. C 34. C 35. B

试卷代号:3895

国家开放大学(中央广播电视大学)2018年春季学期“开放专科”期末考试

管理英语 1 试题

2018年7月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后方可离开考场。

二、仔细阅读题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 选择正确的语句完成下列对话, 并将答案序号写在答题纸上。

1. — Hello, I'm David Chen. Nice to meet you.

— _____
A. Are you?

B. Nice to meet you, too.

C. Very nice.

2. — It's rather cold in here. Do you mind if I close the window?

— _____
A. No, go ahead.

B. Yes, please.

C. Sure, please.

3. — May I use your bike for a moment?

— _____
A. It doesn't matter.

B. By all means.

C. I have no idea.

4. — _____

— My mother is retired. My father is a manager.

A. What are your parents doing right now?

B. Do your parents still work?

C. What do your parents do?

5. — Hey, Derek, which do you think is harder to learn, marketing or designing?

— _____
A. It is the best design I have ever seen.

B. Personally, I think designing is more difficult.

C. I like it very much.

二、词汇与结构 (共计 30 分, 每小题 2 分)

6—20 题: 阅读下面的句子, 从 A、B、C 三个选项中选出一个能填入空白处的正确选项, 并将答案序号写在答题纸上。

6. Hello, everyone. I'd like to _____ to you our new secretary, Melinda Smith.

A. meet

B. introduce

C. welcome

7. I think _____ is impolite to call people by their first names.

A. it

B. as

C. that

8. "Isn't it impolite to call people by their first names?" The underlined word is of the same word class(词性) as _____.

A. work

B. interesting

C. possibly

9. I'm a deputy manager. I _____ an IT company.

A. work for

B. work about

C. work at

10. With his work completed, the manager stepped back to his seat, feeling pleased _____ he was a man of action.

A. which

B. what

C. that

11. She hasn't the funds to _____ her design.

A. carry out

B. end up

C. make sure

12. You can pick a specific time and place and ask them _____ they want to go.

A. that

B. where

C. if

13. We have to _____ at the hotel before 6 pm.

A. check in

B. check off

C. check on

14. She felt very tired and was glad to _____ him.

A. insist on

B. put on

C. lean on

15. I have an English class _____ a week.

A. three

B. three time

C. three times

16. He can _____ good English.
A. speak
B. talk
C. say
17. You have more apples than _____ do. But _____ are better than yours.
A. us, we
B. we, ours
C. ours, us
18. Does David _____?
A. like flying
B. likes flying
C. like to flying
19. I usually go to the office _____ train.
A. at
B. by
C. on
20. Neither John _____ his father was able to wake up early enough to catch the morning train.
A. or
B. nor
C. but

三、阅读理解(共 40 分,每小题 4 分)

21—25 题: 阅读短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

Shaking Hands Manners

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right manners for shaking hands.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other's hand after 2—3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. Which of the following statements about the significance of handshakes is not true?
- A. Handshakes are just a gesture of greeting.
 - B. Handshakes are more than a way of greeting.
 - C. Handshakes can show our personality.
22. If you are seated when someone comes for a handshake, you should _____.
- A. stand up and shake his or her hand
 - B. keep seated and shake his or her hand
 - C. bow and say hello to him or her
23. Keeping eye contact while shaking hands makes the other person feel _____.
- A. nervous
 - B. comfortable
 - C. afraid
24. How long does a handshake usually last?
- A. As long as the conversation lasts.
 - B. 5 minutes.
 - C. 2—3 seconds.
25. Which of the following words can best describe a proper handshake?
- A. brief and strong
 - B. brief and firm
 - C. brief and soft
- 26—30 题: 阅读短文, 从 A、B、C 三个选项中选出一个正确答案, 并将答案序号写在答题纸上。

Hi, Xiaoyan,

You want to know about my gym.

The gym is "New You". The phone number is 020 791 1340. It's near Oxford Circus.

There is a swimming pool and there are a lot of classes. There is a yoga class on Tuesday morning and there are aerobics classes every evening. There is also a Tai Chi class, on Wednesday and Saturday afternoon between 2: 00 and 3: 00. There are lots of running

machines and weights machines, but there aren't any bicycles. There's a sauna, but there isn't a steam room and there are very nice showers and free cosmetics! The best time to come is in the evening because there are a lot of trainers to help you. There are different ways to pay for the classes. You can pay by cash, credit card or cheque.

See you there?

Jane

26. When can you go to aerobics class in "New You"?
- A. On Monday morning. B. On Saturday evening.
- C. Every day in the daytime.
27. When does the Tai Chi class start?
- A. On Wednesday.
- B. On Saturday afternoon.
- C. At 2: 00 p. m. on Wednesday and Saturday.
28. What is free in the gym?
- A. Steam room. B. Cosmetics.
- C. Sauna.
29. Why is it best to come in the evenings?
- A. Because there are a lot of trainers to help you.
- B. Because there are less people.
- C. Because there are more classes.
30. How can you pay for the class?
- A. Only by cheque. B. Free charge.
- C. By credit card or cash.

四、翻译(共 20 分,每小题 4 分)

31—35 题:选择正确的译文,并将答案序号写在答题纸上。

31. Your life has changed and you will get used to it.
- A. 你的生活已经发生了变化,你要适应它。
- B. 你的生活已经发生了变化,你要被它利用。
- C. 你的生活已经发生了变化,你要使用它。

32. New York University has forty-eight thousand students.
- A. 纽约大学有学生四万八千名。
 - B. 纽约大学有学生四千八百名。
 - C. 纽约大学有学生四百八十名。
33. Follow your plan and don't stop until it's finished.
- A. 跟随你的计划,完成之前停下来。
 - B. 按照你的计划进行,直到完成都不要停下来。
 - C. 按照你的计划进行,完成之前不要停下来。
34. Years ago, zoos kept all kinds of animals in small cages. .
- A. 多年以前,动物园把各种动物都关在小笼子里。
 - B. 几年前,动物园保留所有动物在大笼子里。
 - C. 多年以前,动物园给所有看管动物的人发很少的工资。
35. People need to file documents that are sent to or received from by other people or organizations.
- A. 人们需要将与其他人或机构之间接发的文件资料予以归档。
 - B. 人们需要将文件存档发送给其他人或机构以便收到回复。
 - C. 人们需要将文件存档才能被别人发送或接受。

试卷代号:3895

国家开放大学(中央广播电视大学)2018年春季学期“开放专科”期末考试

管理英语 1 试题答案及评分标准

(供参考)

2018年7月

一、交际用语(共计10分,每小题2分)

1—5题:选择正确的语句完成下列对话,并将答案序号写在答题纸上。

1. B 2. A 3. B 4. C 5. B

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的正确选项,并将答案序号写在答题纸上。

6. B 7. A 8. B 9. A 10. C
11. A 12. C 13. A 14. C 15. C
16. A 17. B 18. A 19. B 20. B

三、阅读理解(共40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. A 22. A 23. B 24. C 25. B

26—30题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

26. B 27. C 28. B 29. A 30. C

四、翻译(共20分,每小题4分)

31—35题:选择正确的译文,并将答案序号写在答题纸上。

31. A 32. A 33. C 34. A 35. A

试卷代号:3895

国家开放大学(中央广播电视大学)2018年秋季学期“开放专科”期末考试

管理英语 1 试题

2019年1月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细阅读题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 选择正确的语句完成下列对话, 并将答案序号写在答题纸上。

1. — Hello, I'm David Chen. Nice to meet you.

— _____

- A. Are you?
- B. Very nice.
- C. Nice to meet you too.

2. — Sally, _____, Mary Brown.

— Nice to meet you. I'm Sally Johnson, the Sales Manager.

- A. what a pleasure
- B. this is our new secretary
- C. thanks a lot

3. — It's rather cold in here. Do you mind if I close the window?

— _____

- A. Yes, please.
- B. No, go ahead.
- C. Sure, please.

4. — Hello, This is Yang Lin speaking.

— _____

- A. This is Carol here.
- B. I am Carol.
- C. Do you know who I am?

5. — _____?

— Please call me Mary. That's my first name.

- A. How shall I address you
- B. How are you
- C. Are you Mary

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的正确选项,并将答案序号写在答题纸上。

6. Hello, everyone. I'd like to _____ to you our new secretary, Melinda Smith.

A. meet

B. welcome

C. introduce

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

A. a

B. the

C. an

8. People here usually _____ each other by their first names instead of family names.

A. call

B. work

C. hear

9. I have an English class _____ a week.

A. three times

B. three time

C. three

10. If you have any questions here, please tell us. We'll all be _____ to help you.

A. readiness

B. already

C. ready

11. I like the working atmosphere here. It's very _____.

A. funny

B. boring

C. friendly

12. He published the journal _____ from 1991 to 2015.

A. actually

B. relatively

C. annually

13. The work was done _____ her instructions.

A. according to

B. according with

C. accordance with

14. _____ wine do you need for the party?
A. How much
B. How little
C. How many
15. He can _____ good English.
A. talk
B. speak
C. say
16. He _____ lunch in the canteen right now.
A. has
B. is having
C. have
17. Copying files under Linux is similar _____ copying files under DOS.
A. in
B. with
C. to
18. Does David _____?
A. like flying
B. likes flying
C. like to flying
19. Mary has been a secretary in this company _____ she graduated from Beijing University.
A. before
B. when
C. since
20. I'm looking forward to _____ together with you.
A. worked
B. work
C. working

三、阅读理解(共计 40 分,每小题 4 分)

21—25 题: 阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You should let go of each other's hand after 2-3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. Which of the following is an appropriate title for this passage?
 - A. Keeping Eye Contact.
 - B. Shaking Hands Manners.
 - C. Make Greetings.
22. According to the passage, which of following statements is True?
 - A. Handshake is just a gesture of greeting.
 - B. Handshake is just a way of greeting.
 - C. It is important to know the right manners for shaking hands.
23. Which is the proper way to shake hand?
 - A. When someone comes for a handshake, you are seated.
 - B. When someone comes for a handshake, you should stand up.
 - C. When someone comes for a handshake, you can talk with others.
24. One's handshake should show a feeling of _____.
 - A. brief and firm
 - B. welcome and comfortable
 - C. strength and warmth
25. How brief should a handshake be?
 - A. Let go of each other's hand after 2-3 seconds.
 - B. Just grasp the person's hand completely.
 - C. Keep right distance between the two of you.

26—30 题：请根据短文内容判断给出的语句是否正确，正确的写 T，错误的写 F，并将答案写在答题纸上。

In Britain people usually have a doctor near their home or in their town. This is the local doctor. You have to register with a doctor before you can make an appointment. You usually have to fill in a form and the doctor examines you. Families often all register with the same doctor.

Doctors often work together in groups, and the name of the place where they work is a Doctor's Surgery. The government pays for this system, and it is free to go to see your doctor.

If the doctor decides that you need treatment he can prescribe medicine. For example he can prescribe antibiotics for an infection. Medicine can be tablets to take with water or liquid to drink. The doctor writes the prescription. You take the prescription to the chemist's, and the chemist will make up the medicine for you. You usually have to pay some money for the medicine, but you don't have to pay the full price.

- 26. In the U. K. people usually have a doctor far away from their home.
- 27. British families often register with the different doctors.
- 28. Doctors often work together in groups in their own Doctor's Surgery.
- 29. Doctors make up the medicine for the patients.
- 30. British people usually have to pay for their prescription at the chemist's.

四、翻译(共计 20 分,每小题 4 分)

31—35:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

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

- A. 下个月的今天之前我们将乘飞机去往南美洲。
- B. 下个月的今天我们将乘飞机去往南美洲。
- C. 下个月我们应该乘飞机去南美洲。

32. Your life has changed and will get used to it.

- A. 你的生命已经发生了变化,你要去习惯它。
- B. 你的生活已经发生了变化,你要去适应它。
- C. 你的生活已经发生了变化,你将要使用它。

33. New York University has forty-eight thousand students.

A. 纽约大学有学生四百八十名。

B. 纽约大学有学生四千八百名。

C. 纽约大学有学生四万八千名。

34. How long have you been working here?

A. 你在这里工作多久了?

B. 你什么时候在这里工作的?

C. 你怎么在这里工作的?

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

A. 他太累了,只说了一句话就立刻上床。

B. 他太累了,说完话就立刻上床了。

C. 他太累了,一句话也没说就立刻上床睡觉去了。

试卷代号:3895

国家开放大学(中央广播电视大学)2018年秋季学期“开放专科”期末考试

管理英语 1 试题答案及评分标准

(供参考)

2019年1月

一、交际用语(共计10分,每小题2分)

1—5题:选择正确的语句完成下列对话,并将答案序号写在答题纸上。

1. C 2. B 3. B 4. A 5. A

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的正确选项,并将答案序号写在答题纸上。

6. C 7. B 8. A 9. A 10. C
11. C 12. C 13. A 14. A 15. B
16. B 17. C 18. A 19. C 20. C

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B 22. C 23. B 24. C 25. A

26—30题:请根据短文内容判断给出的语句是否正确,正确的写T,错误的写F,并将答案写在答题纸上。

26. F 27. F 28. T 29. F 30. T

四、翻译(共计20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. B 32. B 33. C 34. A 35. C

试卷代号:3895

国家开放大学2019年春季学期期末统一考试

管理英语 1 试题

2019 年 7 月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 选择正确的语句完成下列对话, 并将答案序号写在答题纸上。

1. — Excuse me, where is the post office?

— Sorry I'm new here.

— _____.

A. Thank you all the same

B. What a pity

C. Bad luck

2. — Wow, this place is amazing.

— _____.

A. It belongs to my grandparents

B. I don't think so

C. Thank you

3. — May I use your bike for a moment?

— _____.

A. It doesn't matter

B. I have no idea

C. By all means

4. — Hey, Tom. You look so pale. What's wrong?

— _____.

A. It's none of your business

B. I didn't sleep well last night

C. It doesn't matter

5. — _____?

— My mother is retired. My father is a manager.

A. What are your parents doing right now

B. What do your parents do

C. Do your parents still work

14. I will give you _____ to finish it.
A. two weeks time
B. two week's time
C. two weeks' time
15. He has learned English and German. Now he is going to learn _____ language.
A. another
B. other
C. the other
16. Have you _____ to say to me?
A. anything else
B. else anything
C. something else
17. The bus came after they _____ for about half an hour.
A. had been waited
B. was waiting
C. had been waiting
18. I'm a deputy manager. I _____ an IT company.
A. work for
B. work about
C. work
19. The next train _____ the station at 11 o'clock.
A. has left
B. leaves
C. left
20. Smile a lot and be _____ friendly as possible to everyone you meet.
A. very
B. so
C. as

三、阅读理解(共计 40 分,每小题 4 分)

21—25 题: 阅读下列短文, 从 A、B、C 三个选项中选出一个正确答案, 并将答案序号写在答题纸上。

There are different pieces of software to deal with electronic files. The most popular software so far is Microsoft Office 2010 (with Word, Excel and other tools) or its higher version. People use Word 2010 to process text and use Excel 2010 to process data, and have improved work effectiveness and efficiency.

Although the use of electronic filing is also an important step to paperless management, for some offices, very important documents are also kept as “hard copies” because people sometimes may need to sign their names in the “hard copies”.

21. What do people do by using Word 2010?
- A. process data.
 - B. process text.
 - C. process video.
22. Which is the best software to deal with data according to the passage?
- A. Word 2010.
 - B. higher version of Word 2010.
 - C. Excel 2010.
23. What is the aim of using different software?
- A. To improve the quality of work.
 - B. To improve the effectiveness of work.
 - C. To improve the fairness of work.
24. Which of the following statements is NOT TRUE according to the passage?
- A. The most popular software so far is Microsoft Office 2010.
 - B. One of advantages of electronic filing is paperless management.
 - C. All of the documents are kept in the electronic form.
25. What does the phrase “hard copies” mean?
- A. It means the documents in the form of paper.
 - B. It means the documents in the form of software.
 - C. It means the documents in the form of hardware.
- 26—30 题: 请根据短文内容判断给出的语句是否正确, 正确的在括号内写 T, 错误的在括号内写 F, 并将答案写在答题纸上。

Do you seem to be late for work or school a lot? Being on time is very important for personal success! Learn to improve your chances for success with these tips for being right on time—all the time!

To be punctual means to do what you should do on time. Being a punctual person, one should:

Recognize time. Keep your watch exact. It may be helpful to set your watch just two minutes ahead. Keep a clock, phone, computer or anything that shows time in each room of your house.

Wake up when you need to. If you have difficulty with this, place your alarm clock to somewhere that you cannot reach from your bed; that way, you have to get up to turn it off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours' sleep.

Insist on being 15 minutes early for everything. If you have to be at work at 8:00, tell yourself "I have to be at work at 7:45". If you do this, you will be on time even with a slight traffic jam. You can talk with others who are early, and that will make you happy before work!

26. Being punctual is very important for one's success.
27. It is perhaps useful to set your watch just two minutes ahead.
28. Try sleeping earlier to allow yourself no more than 7 hours' sleep.
29. Being a punctual person, one should insist on being 15 minutes late for everything.
30. To be punctual means that one should do everything on time.

四、翻译(共计 20 分,每小题 4 分)

31—35: 从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

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

- A. 在他们到达这个问题上,你要注意跟着的几点。
- B. 在他们到达的时候,你要注意以下几点。
- C. 在他们到达的时候,你要注意以下地点。

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

- A. 跟随你的计划,完成之前停下来。
- B. 按照你的计划进行,完成之前不要停下来。
- C. 按照你的计划进行,直到完成都不要停下来。

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

- A. 一旦你已经设置了具体的时间表,下一步就是每天行动起来,尽自己的职责。
- B. 一旦你已经设置了具体的时间表,下一步就是每天采取行动,做自己的事情。
- C. 经你设置过了具体的时间表,下一步就是采取日常行动,尽自己的职责。

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

- A. 在课程里,它有像我这样的人的意思。
- B. 在这个过程里,它有特殊意思,因为人们喜欢我。
- C. 当然,它对我这样的人具有特殊的含义。

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

- A. 自从我们想要有一个好印象,我们就了解了正确的握手方式。
- B. 既然我们都得到了一个好印象,所以知道正确的握手礼仪非常重要。
- C. 既然我们都想给别人留下一个好的第一印象,那么了解一下正确的握手礼仪就非常重要了。

试卷代号:3895

国家开放大学2019年春季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2019年7月

一、交际用语(共计10分,每小题2分)

1—5题:选择正确的语句完成下列对话,并将答案序号写在答题纸上。

1. A 2. C 3. C 4. B 5. B

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的正确选项,并将答案序号写在答题纸上。

6. A 7. C 8. B 9. B 10. C
11. A 12. A 13. B 14. C 15. A
16. A 17. C 18. A 19. B 20. C

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B 22. C 23. B 24. C 25. A

26—30题:请根据短文内容判断给出的语句是否正确,正确的写T,错误的写F,并将答案写在答题纸上。

26. T 27. T 28. F 29. F 30. T

四、翻译(共计20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. B 32. B 33. A 34. C 35. C

试卷代号:3895

国家开放大学2019年秋季学期期末统一考试

管理英语 1 试题

2020年1月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为60分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. —Hi, I'm Melinda Smith, nice to meet you all here.

—_____.

- A. Certainly
- B. Many thanks
- C. Nice to meet you, too

2. —Hi, Melinda. Can I make a brief introduction of the office work to you?

—_____.

- A. Thanks for calling
- B. Thank you! It's very kind of you
- C. Not too bad

3. —May I see your tickets, please?

—_____.

- A. Sure
- B. No, you can't
- C. No, they are mine

4. —Why don't you come and join us for a dance?

—_____.

- A. I can't, but thank you
- B. I should work
- C. Sorry, I'd like to

5. —What color would you like?

—_____.

- A. You choose
- B. I can't decide
- C. I want the green one

6—20 题: 阅读下面的句子, 从 A、B、C 三个选项中选出一个能填入空白处的最佳选项, 并将答案序号写在答题纸上。

- 1629

- [illegible]

三、阅读理解(共 40 分,每小题 4 分)

21—25 题: 阅读下列短文, 从 A、B、C 三个选项中选出一个正确答案, 并将答案序号写在答题纸上。

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other's hand after 2-3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. The best title for this passage would be _____.
A. Keeping Eye Contact B. Shaking Hands Manners
C. Make Greetings
22. According to the passage, which of following statements is True?
A. Handshake is just a gesture of greeting.
B. Handshake is just a way of greeting.
C. It is important to know the right shaking hands manners.
23. Which is the proper way to shake hands?
A. When someone comes for a handshake, you are seated.
B. When someone comes for a handshake, you should stand up.
C. When someone comes for a handshake, you can talk with others.
24. One's handshake should show a feeling of _____.
A. brief and firm B. welcome and comfortable
C. strength and warmth
25. How brief should a handshake be?
A. Let go of each other's hand after 2-3 seconds.
B. Just grasp the person's hand completely.
C. Keep right distance between the two of you.

26—30 题:请根据短文内容判断给出的语句是否正确,正确的写“T”,错误的写“F”,并将答案写在答题纸上。

Do you seem to be late for work or school a lot? Being on time is very important for personal success! Learn to improve your chances for success with these tips for being right on time - all the time!

To be punctual means to do what you should do on time. Being a punctual person, one should:

Recognize time. Keep your watch exact. It may be helpful to set your watch just two minutes ahead. Keep a clock, phone, computer or anything that shows time in each room of your house.

Wake up when you need to. If you have difficulty with this, place your alarm clock to somewhere that you cannot reach from your bed; that way, you have to get up to turn it off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours' sleep.

Insist on being 15 minutes early for everything. If you have to be at work at 8:00, tell yourself "I have to be at work at 7:45". If you do this, you will be on time even with a slight traffic jam. You can talk with others who are early, and that will make you happy before work!

- 26. Being punctual is very important for one's success.
- 27. It is perhaps useful to set your watch just two minutes ahead.
- 28. Try sleeping earlier to allow yourself no more than 7 hours' sleep.
- 29. Being a punctual person, one should insist on being 15 minutes late for everything.
- 30. To be punctual means to do one should do everything on time.

四、翻译(共 20 分,每小题 4 分)

31—35:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

- 31. It is better to do something right the first time than have to do it again.
 - A. 为了更好地把事情做好,就不得不返工。
 - B. 第一次做事情比返工做一遍好。
 - C. 最好第一次就把事情做好,而不要再返工。

32. Workers in this factory are required to clock in and out.
- A. 这个工厂的工人要求上下班打卡。
 - B. 这个工厂要求工人上下班打卡。
 - C. 这个工厂的工人根据时间表上下班。
33. If everything is going on well, just keep on following the plan.
- A. 如果事情正进展着,就遵循以下的计划。
 - B. 如果事情发生了,那就继续按计划进行。
 - C. 如果一切顺利,那就继续按计划进行。
34. Don't forget to thank them for the ideas they present.
- A. 不要忘记对提出想法的人表示感谢。
 - B. 对那些没有忘记提出想法的人表示感谢。
 - C. 不要忘记对他们的礼物表示感谢。
35. You need to put the things which are similar together in a folder.
- A. 你必须把类似的文件夹归在一起。
 - B. 你需要把类似的事情整理到一个文件夹里。
 - C. 你需要把所有相似的文件放在一个地方。

试卷代号:3895

国家开放大学2019年秋季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2020年1月

一、交际用语(共计10分,每小题2分)

1—5题:阅读下面的小对话,选择恰当的答语,并将答案序号写在答题纸上。

1. C 2. B 3. A 4. A 5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. C 7. C 8. A 9. B 10. A
11. C 12. C 13. A 14. C 15. A
16. B 17. A 18. B 19. A 20. B

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B 22. C 23. B 24. C 25. A

26—30题:请根据短文内容判断给出的语句是否正确,正确的写T,错误的写F,并将答案写在答题纸上。

26. T 27. T 28. F 29. F 30. T

四、翻译(共计20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. C 32. B 33. C 34. A 35. B

试卷代号:3895

国家开放大学2020年春季学期期末统一考试

管理英语1 试题

2020年7月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为60分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. —Hello, I'm David Chen. Nice to meet you.

— _____

- A. Are you?
- B. Very nice.
- C. Nice to meet you too.

2. —Wow, this place is amazing.

— _____

- A. It belongs to my grandparents.
- B. Thank you.
- C. I don't think so.

3. —Will you show me how to use this software?

— _____

- A. Sure. You'll master it in no time.
- B. You are welcome.
- C. Sorry, I'm too late for it.

4. —Hello, I'd like to speak to Phil.

—He's out to lunch now. _____

- A. Sorry, you can't.
- B. I don't know.
- C. Would you mind calling back later?

5. —Thank you for inviting me.

— _____

- A. I really had a happy time.
- B. Thank you for coming.
- C. Oh, it's too late.

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. Hello, everyone. I'd like to _____ to you our new secretary, Melinda Smith.

A. meet

B. welcome

C. introduce

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

A. a

B. the

C. an

8. People here usually _____ each other by their first names instead of family names.

A. call

B. work

C. hear

9. Keeping eye contact makes the other person _____ welcome and comfortable.

A. to feel

B. feel

C. feeling

10. Nowadays office work can be done by hand _____ very fast speed.

A. in

B. on

C. at

11. Don't be afraid _____ ask a lot of questions.

A. to

B. of

C. on

12. _____, after introduction, you can ask about their journey.

A. Breaking the ice

B. Broken the ice

C. To break the ice

13. A good tour guide tells visitors _____.
A. what during the trip they couldn't miss
B. what they couldn't miss during the trip
C. what couldn't miss they during the trip
14. On their arrival, you should _____ the following points.
A. attention to
B. pay attention to
C. pay to
15. It was on the beach _____ Miss White found the kid lying dead.
A. that
B. it
C. which
16. He _____ lunch in the canteen right now.
A. has
B. have
C. is having
17. How do I _____ the gym?
A. get to
B. arrive
C. go
18. Neither John _____ his father was able to wake up early enough to catch the morning train.
A. nor
B. or
C. but
19. _____ these honors he received a sum of money.
A. Except
B. But
C. Besides
20. The manager will not _____ us to use his car.
A. have
B. let
C. allow

三、阅读理解(共 40 分,每小题 4 分)

21—25 题:阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

Meetings are very common nowadays. They can be weekly, monthly or annually. Some people think most meetings feel like a waste of time. They seem pointless and boring at times.

Then how do you run an effective meeting?

First, assign roles, such as greeter, timekeeper and note taker, so that you, the organizer, can be free to lead discussions and presentations.

Next, take charge from the start. Everyone will listen to you and join your discussion if you take charge in every aspect of the meeting. Show everyone that you really know what you are talking about, and everything that you talk about is useful.

Most important of all, follow the agenda. At the end of the meeting, spend a little extra time for the participants to discuss anything that needs to be immediately discussed but which may not have been on the agenda.

Always ask the participants questions so that they can speak their minds and keep them interested. Remember that a good meeting is a two-way communication. Be open to everyone's opinion, ideas, and suggestions. Don't forget to thank them for the ideas they present.

And finally, close the meeting with everyone knowing what is expected of them and what they should do for the following weeks. Then, send out meeting minutes within a few days, while everyone still remembers the points.

21. Most meetings are sometimes thought to be _____.

- A. solving many problems
- B. killing time and uninteresting
- C. discussing important matters

22. In order to have a successful meeting, the organizer should _____ first.

- A. prepare pens, notebooks, drinks
- B. look up a reference book
- C. assign different roles to different people

23. When you are in charge of a meeting, you should do the following things EXCEPT _____.

- A. knowing what you are talking about
- B. only discussing things listed on the agenda
- C. considering anything that needs to be argued about

24. Which of the following statements is TRUE according to the passage?

- A. The organizer should be open to the participants' opinions.
- B. It's not necessary for the organizer to thank the participants.
- C. When the meeting is closed, it means there is nothing to do in the following weeks.

25. The best title for the passage is _____.

- A. Steps of Organizing a Meeting
- B. How to Run an Effective Meeting
- C. How to Organize a Discussion Meeting

26—30 题: 请根据短文内容判断给出的语句是否正确, 正确的写“T”, 错误的写“F”, 并将答案写在答题纸上。

Hi, Xiaoyan,

You want to know about my gym.

The gym is “New You”. The phone number is 020 791 1340. It's near Oxford Circus.

There is a swimming pool and there are a lot of classes. There is a yoga class on Tuesday morning and there are aerobics classes every evening. There is also a Tai Chi class, on Wednesday and Saturday afternoon between 2: 00 and 3: 00. There are lots of running machines and weights machines, but there aren't any bicycles. There's a sauna, but there isn't a steam room and there are very nice showers and free cosmetics! The best time to come is in the evening because there are a lot of trainers to help you. There are different ways to pay for the classes. You can pay by cash, credit card or cheque.

See you there?

Jane

26. A yoga class is arranged on Tuesday morning.
27. There are lots of bicycles in the gym.
28. The best time to go to the gym is in the morning.
29. There are many trainers in the evening.
30. You can only pay by cash if you want to attend the classes.

四、翻译(共 20 分,每小题 4 分)

31—35:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

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

- A. 多微笑,尽可能友好地对待你遇到的每一个人。
- B. 多微笑,与遇到的每一个人交朋友。
- C. 尽可能与遇到的每一个人多微笑。

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

- A. 这能使我们的志愿者们知道,我们对他们所做的一切心怀感激。
- B. 这能使我们的求职者们知道,我们对他们所做的一切感到满意。
- C. 这能使我们的同事们知道,他们所做的一切是令人愉快的。

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

- A. 如果意想不到的事情阻止了你的任务,你应该变更计划。
- B. 如果意想不到的事情妨碍你完成任务,你应该变更计划。
- C. 如果意想不到的事情影响了你的任务,你应该变更计划。

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

- A. 我曾考虑去你办公室讨论此计划。
- B. 我考虑如果能去你办公室,然后就讨论此计划。
- C. 我想知道能否到你办公室讨论此计划。

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

- A. 提前睡觉,这样至少可以睡 7 个小时。
- B. 试着早点睡,保证自己至少有 7 个小时的睡眠。
- C. 保证早睡,这样至少可以有 7 个小时的睡眠。

试卷代号:3895

国家开放大学2020年春季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2020年7月

一、交际用语(共计10分,每小题2分)

1—5题:阅读下面的小对话,选择恰当的答语,并将答案序号写在答题纸上。

1. C 2. B 3. A 4. C 5. B

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. C 7. B 8. A 9. B 10. C
11. A 12. C 13. B 14. B 15. A
16. C 17. A 18. A 19. C 20. C

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B 22. C 23. B 24. A 25. B

26—30题:请根据短文内容判断给出的语句是否正确,正确的写T,错误的写F,并将答案写在答题纸上。

26. T 27. F 28. F 29. T 30. F

四、翻译(共计20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. A 32. A 33. B 34. C 35. B

试卷代号:3895

国家开放大学2020年春季学期期末统一考试

管理英语 1 试题

2020年9月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细阅读题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. — May I use your bike for a moment?

— _____.

- A. By all means
- B. It doesn't matter
- C. I have no idea

2. — Hello, Yang Lin speaking.

— _____.

- A. I am Carol.
- B. This is Carol here.
- C. Do you know who I am?

3. — Would you mind helping me for a minute, Barbara?

— _____. What do you want me to do?

- A. Yes, I do
- B. I'd be glad to
- C. Sorry, I have no time

4. — _____?

— It takes about 3 hours.

- A. When will your train arrive
- B. How often do you take a train
- C. How long will the journey take

5. — Excuse me where is the post office?

— Sorry I'm new here.

— _____.

- A. What a pity
- B. Bad luck
- C. Thank you all the same

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题: 阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. Hello, everyone. I'd like to _____ to you our new secretary, Melinda Smith.
A. meet
B. introduce
C. welcome
7. Keeping eye contact makes the other person _____ welcome and comfortable.
A. feel
B. to feel
C. feeling
8. He can _____ good English.
A. speak
B. talk
C. say
9. He _____ lunch in the canteen right now.
A. has
B. is having
C. have
10. I usually go to the office _____ train.
A. at
B. by
C. on
11. Charles regretted _____ the TV set last year. The price has now come down.
A. to buy
B. buying
C. of
12. He published the journal _____ from 1990 to 2020.
A. actually
B. relatively
C. annually
13. Neither John _____ his father was able to wake up early enough to catch the morning train.
A. or
B. nor
C. but
14. She felt very tired and was glad to _____ him.
A. insist on
B. put on
C. lean on

15. Does David _____?

A. like flying

B. likes flying

C. like to flying

16. A secretary must _____ big pile of files and correspondence in office.

A. deal with

B. agree with

C. get along with

17. Mary has been a secretary in this company _____ she graduated from Beijing University.

A. before

B. when

C. since

18. Copying files under Linux is similar _____ copying files under DOS.

A. in

B. to

C. with

19. _____ you get along with your neighbours, the more familiar you get with them.

A. Because

B. If

C. The more

20. How do I _____ the gym?

A. get to

B. arrive

C. go

三、阅读理解(共 40 分,每小题 4 分)

21—25 题: 阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated.

Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other's hand after 2-3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. The best title for this passage would be _____ .
- A. Keeping Eye Contact
 - B. Shaking Hands Manners
 - C. Make Greetings
22. According to the passage, which of following statements is True?
- A. Handshake is just a gesture of greeting.
 - B. Handshake is just a way of greeting.
 - C. It is important to know the right shaking hands manners.
23. Which is the proper way to shake hand?
- A. When someone comes for a handshake, you are seated.
 - B. When someone comes for a handshake, you should stand up.
 - C. When someone comes for a handshake, you can talk with others.
24. One's handshake should show a feeling of _____ .
- A. brief and firm
 - B. welcome and comfortable
 - C. strength and warmth
25. How brief should a handshake be?
- A. Let go of each other's hand after 2-3 seconds.
 - B. Just grasp the person's hand completely.
 - C. Keep right distance between the two of you.

26—30 题:请根据短文内容判断给出的语句是否正确,正确的写(T),错误的写(F),并将答案序号写在答题纸上。

Do you seem to be late for work or school a lot? Being on time is very important for personal success! Learn to improve your chances for success with these tips for being right on time - all the time!

To be punctual means to do what you should do on time. Being a punctual person, one should:

Recognize time. Keep your watch exact. It may be helpful to set your watch just two minutes ahead. Keep a clock, phone, computer or anything that shows time in each room of your house.

Wake up when you need to. If you have difficulty with this, place your alarm clock to somewhere that you cannot reach from your bed; that way, you have to get up to turn it off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours' sleep.

Insist on being 15 minutes early for everything. If you have to be at work at 8:00, tell yourself "I have to be at work at 7:45". If you do this, you will be on time even with a slight traffic jam. You can talk with others who are early, and that will make you happy before work!

- ()26. Being punctual is very important for one's success.
- ()27. It is perhaps useful to set your watch just two minutes ahead.
- ()28. Try sleeping earlier to allow yourself no more than 7 hours' sleep.
- ()29. Being a punctual person, one should insist on being 15 minutes late for everything.
- ()30. To be punctual means to do one should do everything on time.

四、翻译(共 20 分,每小题 4 分)

31—35 题:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

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

A. 下个月的今天之前我们将乘飞机去往南美洲。

B. 下个月的今天我们将乘飞机去往南美洲。

C. 下个月我们应该乘飞机去南美洲

32. Will this be a one-way trip?

A. 您是单程旅行吗?

B. 您的旅行是一条线路吗?

C. 您是一个人旅行吗?

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

A. 一旦你已经设置了具体的时间表,下一步就是每天行动起来,尽自己的职责。

B. 一旦你已经设置了具体的时间表,下一步就是每天采取行动,做自己的事情。

C. 曾经你设置过了具体的时间表,下一步就是采取日常行动,尽自己的职责。

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

A. 他太累了,说完话就立刻上床了。

B. 他太累了,一句话也没说就立刻上床睡觉去了。

C. 他太累了,只说了一句话就立刻上床了。

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

A. 人们需要将文件存档才能被别人发送或接受。

B. 人们需要将文件存档发送给其他人或机构以便收到回复。

C. 人们需要将与其他人或机构之间接发的文件资料予以归档。

试卷代号:3895

国家开放大学2020年春季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2020年9月

一、交际用语(共计10分,每小题2分)

1—5题:阅读下面的小对话,选择恰当的答语,并将答案序号写在答题纸上。

1. A 2. B 3. B 4. C 5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. B 7. A 8. A 9. B 10. B
11. B 12. C 13. B 14. C 15. A
16. A 17. C 18. B 19. C 20. A

三、阅读理解(共40分,每小题4分)

21—25题:阅读下列短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B 22. C 23. B 24. C 25. A

26—30题:请根据短文内容判断给出的语句是否正确,正确的写(T),错误的写(F),并将答案序号写在答题纸上。

26. T 27. T 28. F 29. F 30. T

四、翻译(共20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. B 32. A 33. A 34. B 35. C

试卷代号:3895

国家开放大学2020年秋季学期期末统一考试

管理英语 1 试题

2021年1月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. —Would you like to go to the concert with us this evening?

— _____

- A. No, I already have plans.
- B. I'd love to, but I'm busy tonight.
- C. No, I really don't like being with you.

2. — Anything else I can do for you?

— _____ Thank you!

- A. Yes.
- B. That's all.
- C. My pleasure.

3. —Hello. Could I speak to Mike?

— _____ I'll get him to phone.

- A. Sorry.
- B. Fine.
- C. Hold the line, please.

4. —What time does the office open?

— _____

- A. I think it opens at 8.
- B. It opens on Monday.
- C. It closes at 8.

5. — _____?

—My mother is retired. My father is a manager.

- A. What are your parents doing right now
- B. Do your parents still work
- C. What do your parents do

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. I like the working _____ here.
A. air
B. feeling
C. atmosphere
7. Are you still looking _____ a job?
A. for
B. up
C. after
8. This book gives some useful _____ on how to save money.
A. taps
B. tapes
C. tips
9. Everyone is very _____ to this boy.
A. friendly
B. fast
C. fine
10. _____ eye contact is very important in western culture.
A. Keep
B. Kept
C. Keeping
11. After you are _____ with all these jobs, we will discuss it.
A. friendly
B. familiar
C. family
12. See the bottom of this page for details of how to apply _____ this job.
A. with
B. for
C. after
13. She doesn't have the funds to _____ her design.
A. carry away
B. carry out
C. deal with

Let's take a look at some steps that will help you outline a letter of invitation:

- Begin the letter with name and address of sender and receiver. Note the date.
- Start the main body of the letter with salutations, a word like "Dear" followed by the receiver's name.
- Give the event in the first paragraph.
- Put relevant facts like date, time and place of the event in the beginning.
- Make that the receivers know the way to the place.
- Let the receivers know that they have to notice the inviters whether they will join the event or not before a certain date. The letter will note with the details of a contact person to confirm their attendance for the event.

21. What does the passage tell us?

- A. How to write an invitation letter?
- B. How to use a tone to write invitation letter?
- C. How to send an invitation letter?

22. What kind of tone should be used to write an invitation letter?

- A. Short and clear.
- B. Soft and polite.
- C. Businesslike and personal.

23. What should be included in an invitation letter?

- A. Date, time and place.
- B. Sender and receiver and the event.
- C. Date, time and the event.

24. How long is an invitation letter sent appropriately according to the passage?

- A. At most a week in advance.
- B. At least a week in advance.
- C. At least a day in advance.

25. The reason why we should send an invitation letter in advance is _____.

- A. the invitation is important
- B. the receiver will forget to come to the event
- C. the receiver will need to plan to come to the event

26—30 题:请根据短文内容判断给出的语句是否正确,正确的写“T”,错误的写“F”,并将答案写在答题纸上。

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

- Going up to meet the visitors
- Asking about their journey
- Helping with their luggage

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

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

When you get to the hotel, accompany your visitors to the hotel front desk and help them with the check-in. After check-in, ask a bell boy to help carry the luggage.

When your visitors have settled down, discuss the schedule with them to see if there might be any changes. If there are changes, don't forget to let the related persons know.

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

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

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

29. If you want to be more friendly and helpful, you'd better help carry the luggage.

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

四、翻译(共 20 分,每小题 4 分)

31—35:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

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

A. 乔治正外出旅游,其他人目前都在。

B. 乔治正在出差,其他人目前都不在。

C. 乔治边出差边旅游,其他人目前都不在。

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

A. 我下个月打电话咨询访问的安排。

B. 我打电话是想咨询下个月访问的安排。

C. 我安排人打电话咨询下个月访问的事宜。

33. List information for any meetings you are going to attend.

A. 罗列出你要参加的会议。

B. 告诉对方你要参加会议的信息。

C. 列出你要参加的会议的所有信息。

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

A. 那些签名的人想去参观展览。

B. 参观展览的人喜欢在这儿签名。

C. 想去参观展览的人请在这儿签名。

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

A. 无论内容是长是短,在几秒钟内文件就会被发送出去。

B. 不管文件内容长短,都可以被发送出去。

C. 文件在几秒钟内以长短不一的方式发送出去了。

试卷代号:3895

座位号

--	--

国家开放大学2020年秋季学期期末统一考试

管理英语1 试题答题纸

2021年1月

题 号	一	二	三	四	总 分
分 数					

得 分	评卷人

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. 2. 3. 4. 5.

得 分	评卷人

二、词汇与结构 (共计 30 分, 每小题 2 分)

6—20 题: 阅读下面的句子, 从 A、B、C 三个选项中选出一个能填入空白处的最佳选项, 并将答案序号写在答题纸上。

6. 7. 8. 9. 10.
11. 12. 13. 14. 15.
16. 17. 18. 19. 20.

得 分	评卷人

三、阅读理解 (共计 40 分, 每小题 4 分)

21—25 题: 阅读下列短文, 从 A、B、C 三个选项中选出一个正确答案, 并将答案序号写在答题纸上。

21. 22. 23. 24. 25.

26—30 题: 请根据短文内容判断给出的语句是否正确, 正确的写“T”, 错误的写“F”, 并将答案写在答题纸上。

26.

27.

28.

29.

30.

得 分	评卷人

四、翻译(共计 20 分, 每小题 4 分)

31—35: 从以下 A、B、C 三个选项中选择出最正确的翻译, 并将答案序号写在答题纸上。

31.

32.

33.

34.

35.

试卷代号:3895

国家开放大学2020年秋季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2021年1月

一、交际用语(共计10分,每小题2分)

1—5题:阅读下面的小对话,选择恰当的答语,并将答案序号写在答题纸上。

1. B 2. B 3. C 4. A 5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. C 7. A 8. C 9. A 10. C
11. B 12. B 13. B 14. C 15. C
16. C 17. B 18. A 19. B 20. A

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. A 22. B 23. C 24. B 25. C

26—30题:请根据短文内容判断给出的语句是否正确,正确的写T,错误的写F,并将答案写在答题纸上。

26. F 27. T 28. F 29. T 30. F

四、翻译(共计20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. B 32. B 33. C 34. C 35. A