

一、交际用语

【题目】(1)Hello, I'm David Chen. Nice to meet you.

—\_\_\_\_\_

【答案】B.Nice to meet you too.

【题目】(2)Sally,\_\_\_\_\_, Mary Brown.

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

【答案】A.This is our new secretary

【题目】(3)Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.

—Hi, I'm Mike Brown from the Training Center.\_\_\_\_\_

【答案】C.I hope you'll be happy working here.

【题目】(4)Hi, This is John.

—\_\_\_\_\_

【答案】C>Hello, John. Nice to meet you.

【题目】(5)How are you, Bob?

—\_\_\_\_\_

【答案】B.I'm fine. Thank you.

【题目】(6)I'd like you to meet my friend Tom.

—\_\_\_\_\_

【答案】B.Glad to meet you.

【题目】(7)\_\_\_\_\_?

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

【答案】B.How shall I address you

【题目】(8)Hello, I'm Harry Potter.

—Hello, my name is Charles Green, but\_\_\_\_\_.

【答案】C.call me Charles

【题目】(9)Hi, Tom, how's everything with you?

—\_\_\_\_\_, and how are you?

【答案】B.Hm, not too bad

【题目】(10)\_\_\_\_\_

— He teaches physics in a school.

【答案】C.What is your father?

【题目】(11)I'd like to apply for a library card.

—\_\_\_\_\_

【答案】C.Fill out the application form first, please.

【题目】(12)It's rather cold in here. Do you mind if I close the window?

—\_\_\_\_\_

【答案】A.No, go ahead.

【题目】(13)Wow, this place is amazing.

—\_\_\_\_\_

【答案】B.Thank you.

【题目】(14)May I use your bike for a moment?

—\_\_\_\_\_

【答案】B.By all means.

【题目】(15)\_\_\_\_\_?

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

【答案】C.What do your parents do

【题目】(16)\_\_\_\_\_?

—I'm not sure what I'll do. I hope to watch TV and enjoy myself.

【答案】C.What are your plans for summer vacation

【题目】(17)We'll have a charity book sale together with Menglin Publishing House next month. \_\_\_\_\_?

—Yes, I think the Music Square is large enough.

【答案】A.Could you give any suggestion on the location

【题目】(18)Hey, Derek, which do you think is harder to learn, marketing or designing?

—\_\_\_\_\_.

【答案】B.Personally, I think designing is more difficult

【题目】(19)\_\_\_\_\_?

— Nothing much.

【答案】B.What's up

【题目】(20)\_\_\_\_\_?

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

【答案】C.Can you spare me a few minutes now

【题目】(21)I'd like to invite you for dinner on Saturday.

—\_\_\_\_\_.

【答案】A.Thank you for your kind invitation. I'll be there on time

【题目】(22)\_\_\_\_\_?

—It's lovely. I have never been to such beautiful place like that.

【答案】C.How about your trip

【题目】(23)Do you have any plans for tomorrow morning?

—\_\_\_\_\_.

【答案】B.No. I have nothing planned tomorrow.

【题目】(24)\_\_\_\_\_?

—It will take about 3 hours .

【答案】C.How much time will the journey take

【题目】(25)\_\_\_\_\_

—I'm sorry. Please accept my sincere regrets for not being able to join you.

【答案】B.I'm just wondering if you could come to join us.

【题目】(26)Would you mind helping me for a minute, Barbara?

—\_\_\_\_\_. What do you want me to do?

【答案】B.I'd be glad to

【题目】(27)I would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday?

—\_\_\_\_\_.

【答案】C.Well, either time will do

【题目】(28)Dad, this is my roommate, Andrea.

—\_\_\_\_\_.

【答案】A.Hello, Andrea. I've heard so much about you

【题目】(29)Hello, I'd like to speak to Phil.

—He's out to lunch now. \_\_\_\_\_

【答案】C.Would you mind calling back later?

【题目】(30)Unbelievable! I have failed the driving test again!

—\_\_\_\_\_! This is not the end of the world.

【答案】B.Cheer up

## 二、语汇语法

【题目】(1)Hello, everyone. I'd like to \_\_\_\_\_ our new secretary to you, Melinda Smith.

【答案】B.introduce

【题目】(2)If you have any questions here, please tell us. We'll all be \_\_\_\_\_ to help you.

【答案】B.ready

【题目】(3)People here usually \_\_\_\_\_ each other by their first names instead of family names.

【答案】C.call

【题目】(4)I like the working atmosphere here. It's very \_\_\_\_\_.

【答案】B.Friendly

【题目】(5)Don't be afraid \_\_\_\_\_ ask a lot of questions.

【答案】C.to

【题目】(6)She\_\_\_\_ an English teacher.

【答案】B.used to be

【题目】(7)I'm looking forward to \_\_\_\_\_ together with you.

【答案】B.working

【题目】(8)I think \_\_\_\_\_ is impolite to call people by their first names.

【答案】C.it

【题目】(9)Smile a lot and be \_\_\_\_\_ friendly as possible to everyone you meet.

【答案】A.as

【题目】(10)Keeping eye contact makes the other person \_\_\_\_\_ welcome and comfortable.

【答案】A.feel

【题目】(11)I'm a deputy manager. I \_\_\_\_\_ an IT company.

【答案】B.work for

【题目】(12)How do I \_\_\_\_\_ the gym?

【答案】C.get to

【题目】(13)Charles regretted \_\_\_\_\_ the TV set last year. The price has now come down.

【答案】A.buying

【题目】(14)Professor Smith promised to look \_\_\_\_\_ my paper, that is, to read it carefully before the defence.

【答案】B.over

【题目】(15)All of us are responsible \_\_\_\_\_ the baby's safety.

【答案】C.for

【题目】(16)After you are familiar \_\_\_\_\_ all these jobs, we will discuss it.

【答案】C.with

【题目】(17)Although she felt ill, she \_\_\_\_\_ went to work.

【答案】A.still

【题目】(18)You can use them \_\_\_\_\_ you work here.

【答案】B.in case

【题目】(19)See the bottom of this page for details of how to apply \_\_\_\_\_ this job.

【答案】A.for

【题目】(20)A well \_\_\_\_\_ job description can answer a lot of questions from job seekers.

【答案】B.written

【题目】(21)Do you understand \_\_\_\_\_ the teacher said?

【答案】A.what

【题目】(22)What is your job?

- I'm \_\_\_\_\_ accountant.

【答案】B.an

【题目】(23)Had you come five minutes earlier, you \_\_\_\_\_ the train to Beijing. But now you missed it.

【答案】B.would have caught

【题目】(24)With his work completed, the manager stepped back to his seat, feeling pleased \_\_\_\_\_ he was a man of action.

【答案】A.That

【题目】(25)It's high time that he settled down in the country and \_\_\_\_\_ a new life.

【答案】B.started

【题目】(26)Through the work plan, the team leader is able to \_\_\_\_\_ the tasks at hand, the deadlines for completion, and the responsible parties for effective management.

【答案】C.identify

【题目】(27)The work was done \_\_\_\_\_ her instructions.

【答案】A.according to

【题目】(28)She hasn't the funds to \_\_\_\_\_ her design.

【答案】B.carry out

【题目】(29)We need a more \_\_\_\_\_ decision-making system.

【答案】B.Flexible

【题目】(30)Could you detail all your \_\_\_\_\_ on this form?

【答案】A.expenses

【题目】(31)Your goal is to publish a book and have \_\_\_\_ manuscript sent out to publishers by November 2016.

【答案】C.the

【题目】(32)Within the team, a work plan can tell each member what \_\_\_\_ and why.

【答案】A.is being done

【题目】(33)She kept on \_\_\_\_ although she was tired.

【答案】C.working

【题目】(34)You can pick a specific time and place and ask them \_\_\_\_ they want to go.

【答案】A.if

【题目】(35)\_\_\_\_ has not yet been decided.

【答案】B.When to hold the meeting

【题目】(36)Please hand \_\_\_\_\_ your homework in time.

【答案】A.in

【题目】(37)The environmentalists and wild goats' \_\_\_\_ on the vast grasslands was a good indication of the better environment.

【答案】B.presence

【题目】(38)We have to \_\_\_\_ at the hotel before 6 pm.

【答案】A.check in

【题目】(39)Scientists have made great contributions\_\_\_\_development of our human beings.

【答案】B.to

【题目】(40)She felt very tired and was glad to\_\_\_\_him.

【答案】B.lean on

【题目】(41)We must promote originality and encourage \_\_\_\_ in order to develop our technology.

【答案】C.innovation

【题目】(42)The two parties made it clear that they would not \_\_\_\_ unless the Centre

reduced its tax component.

【答案】B.accept the invitation

【题目】(43) If there are changes, don't forget \_\_\_\_ the related persons know.

【答案】B.to let

【题目】(44)A good tour guide tells visitors \_\_\_\_.

【答案】C.what they couldn't miss during the trip

【题目】(45) On their arrival, you should \_\_\_\_the following points.

【答案】A.pay attention to

【题目】(46)\_\_\_\_, after introduction, you can ask about their journey.

【答案】C.To break the ice

【题目】(47)I'd love to have a break, but I can't \_\_\_\_ the time now.

【答案】B.spare

【题目】(48)If you don't know what you want, you might \_\_\_\_ getting something you don't want.

【答案】B.end up with

【题目】(49) He said this would \_\_\_\_ companies from creating new jobs.

【答案】C.prevent

【题目】(50) Follow your plan and don't stop \_\_\_\_ it's finished.

【答案】C.until

【题目】(51) The company hosted an \_\_\_\_ for their new staff.

【答案】C.reception

【题目】(52)The question never \_\_\_\_ in discussion.

【答案】A.came up

【题目】(53)There is no \_\_\_\_ to the house from the main road.

【答案】A.access

【题目】(54) Can we \_\_\_\_ another worker to help Jimmy or find another solution?

【答案】B.assign

【题目】(55)He published the journal \_\_\_\_ from 1991 to 2015.

【答案】B.annually

【题目】(56)They were \_\_\_\_ a communication satellite.

【答案】B.successful in launching

【题目】(57)Mr. White writes short stories, but he \_\_\_\_ a TV play these days.

【答案】A.is writing

【题目】(58)I'm afraid I won't be available then. I \_\_\_\_ a friend off at five this afternoon.

【答案】C.will be seeing

【题目】(59)When will the General Manager be\_\_\_\_?

【答案】A.available

【题目】(60)Most tour companies \_\_\_\_ advance payment when a booking is made.

【答案】B.insist on

【题目】(61)Can you explain your arrangements\_\_\_\_?

【答案】C.in detail

【题目】(62)Do you require a deposit(定金)to\_\_\_\_a reservation?

【答案】C.confirm

【题目】(63)A business\_\_\_\_is written for business trips, which should include everything from travel arrangements to hotel information and business meetings.

【答案】C.itinerary

【题目】(64)\_\_\_\_ means to do what you should do on time.

【答案】B.To be punctual

【题目】(65)Do not do anything \_\_\_\_ should go against his will.

【答案】A.That

【题目】(66)This is true of management\_\_\_\_of workers.

【答案】C.as well as

【题目】(67)She wants a job where \_\_\_\_ .

【答案】C.her management skills can be put to good use

【题目】(68)Mike \_\_\_\_ his colleagues when the phone rang.

【答案】C.was talking with

【题目】(69)Such office software is popular \_\_\_\_ the executive secretaries .

【答案】A.with

【题目】(70)Copying files under Linux is similar \_\_\_\_ copying files under DOS.

【答案】B.to

【题目】(71) A secretary must \_\_\_\_ big pile of files and correspondence in office.

【答案】B.deal with

【题目】(72)Please see the suggestions below to \_\_\_\_ that your files are not lost.

【答案】B.make sure

【题目】(73) Nowadays office work can be done by hand \_\_\_\_ very fast speed.

【答案】A.at

【题目】(74)The secretary has a lot of things to take up in the office since she\_\_\_\_ away for quite a few days.

【答案】A.has been

【题目】(75)Mary has been a secretary in this company\_\_\_\_she graduated from Beijing University.

【答案】B.since

【题目】(76)\_\_\_\_the paperless management is widely used now, some important files are still kept as hard copies.

【答案】A.Although

【题目】(77)I'll make a list of all the documents on this file \_\_\_\_ make it more clearly.

【答案】C.in order to

【题目】(78)\_\_\_\_you deal with the data files, the more familiar you get with them.

【答案】C.the more

【题目】(79)He can \_\_\_\_ good English.

【答案】B.speak

【题目】(80) You have more apples than \_\_\_\_ do. But \_\_\_\_ are better than yours.

【答案】A.we, ours

【题目】(81) Does David \_\_\_\_?

【答案】A.like flying

【题目】(82) I usually go to the office \_\_\_\_ train.

【答案】C.by

【题目】(83) Neither John \_\_\_\_\_ his father was able to wake up early enough to catch the morning train.

【答案】C.nor

【题目】(84) The Foreign Language Department is on \_\_\_\_ second floor.

【答案】B.the

【题目】(85) I have an English class \_\_\_\_ a week.

【答案】C.three times

【题目】(86) He \_\_\_\_ lunch in the canteen right now.

【答案】C.is having

【题目】(87) \_\_\_\_ wine do you need for the party?

【答案】B.How much

【题目】(88) It was on the beach \_\_\_\_ Miss White found the kid lying dead.

【答案】B.that

### 三、阅读理解

1. How to introduce yourself on the first day of work? If you are looking for some ideas, here are some tips for you.....后文省略.....

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

【答案】A.T

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

【答案】B.F

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

【答案】A.T

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

【答案】B.F

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

【答案】B.F

2. Meetings are very common nowadays. They can be weekly, monthly or annually. Some people think most .....后文省略.....

【题目】(1) A successful meeting should have different people to play different roles.

【答案】A.T

【题目】(2) Generally people only discuss the items listed on the agenda in a successful meeting.

【答案】A.T

【题目】(3) An unsuccessful meeting might be full of single-way communication.

【答案】A.T

【题目】(4) When the meeting is closed, it means there is nothing to do in the following weeks.

【答案】B.F

【题目】(5) Minutes should be sent out to the participants within a month after the end of the meeting.

【答案】B.F

3. Companies often post a job description on their website when they want to have new employees. .....后文省略.....

【题目】(1) A job description is an employment advertisement.

【答案】B.F

【题目】(2) Companies often have job fairs when they want to recruit new employees.

【答案】B.F

【题目】(3) A job hunter will read the job description first when hunting for a job.

【答案】A.T

【题目】(4)A job description should include a lot of information.

【答案】A.T

【题目】(5)A job description is the only standard to test whether job seekers should apply for the job.

【答案】B.F

4.Whatever projects you do, you need to have a clear and accurate action plan. Here are a few ideas to make a good action plan.....后文省略.....

【题目】(1)Whether you need to have a clear action plan depends on what kind of project you do.

【答案】B.F

【题目】(2)SMART stands for "suitable, measurable, achievable, relevant, timed".

【答案】B.F

【题目】(3)When making an action plan, you'd better take possible difficulties into consideration.

【答案】A.T

【题目】(4)Don't change your plan even if some unexpected events happen.

【答案】B.F

【题目】(5)This passage is mainly about how to make a good action plan.

【答案】A.T

1. Hi, Xiaoyan,

You want to know about my gym.....后文省略.....

【题目】(1)When can you go to aerobics class in "New You"?

【答案】B.On Saturday evening.

【题目】(2)When does the Tai Chi class start?

【答案】C.At 2: 00 p.m. on Wednesday and Saturday.

【题目】(3) What is free in the gym?\_\_\_\_\_.

【答案】B. Cosmetics.

【题目】(4)Why is the evening the best time to go to the gym "New You"?

【答案】A.Because there are a lot of trainers to help you.

【题目】(5)How can you pay for the class?

【答案】C.By credit card or cash.

2. There are different pieces of software to deal with electronic files. The most popular software so far is Microsoft Office 2010.....后文省略.....

【题目】(1) What is the most popular software so far to deal with electronic files?

【答案】C.Microsoft Office 2010

【题目】(2)What do people use to process data according to the passage?

【答案】B.Excel 2010

【题目】(3)Can Microsoft Office 2010 be used to process text?

【答案】C. Not given.

【题目】(4)Are all documents kept as electronic files?

【答案】B.No.

【题目】(5)Why are some important documents kept as "hard copies"?

【答案】A.Because people want to leave their names in the copies.

3. A work plan is an important tool to tell what tasks to do, when to finish, who to take, where to go and how to get there. ....后文省略.....

【题目】(1)Which of the following statements is not mentioned in the passage?

【答案】B.A work plan helps cut down expenses.

【题目】(2)What can the clear objectives help?

【答案】C.It can help the process of planning, developing and managing a project.

【题目】(3)What does the underlined word "deadlines" mean?

【答案】C. the point in time at which something must be completed

【题目】(4)Which of the following statements is true according to the passage?

【答案】A.When meeting any problems you can change your plan for more realistic timelines.

【题目】(5)The best title for the passage would be \_\_\_\_\_.

【答案】B.The importance of a work plan

#### 四、翻译题

【题目】(1)I'll show you around and introduce you to other colleagues.

【答案】C.我带你四处转转，把你介绍给其他的同事。

【题目】(2) How long have you been working here?

【答案】A.你在这里工作多久了？

【题目】(3)Your life has changed and you will get used to it.

【答案】A.你的生活已经发生了变化，你要适应它。

【题目】(4)Since we all want to set a good first impression, it is important to know the right shaking hands manners.

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

【题目】(5)New York University has forty-eight thousand students.

【答案】A.纽约大学有学生四万八千名。

【题目】(6)Many people don't listen to music and they can get along quite well.

【答案】C.许多人不听音乐，却生活得相当好。

【题目】(7)Of course, it has special meaning for people like me.

【答案】C.当然，它对我这样的人具有特殊的含义。

【题目】(8)Once, however, it failed to give the correct time.

【答案】B.然而，它曾有一次没有报出准确的时间。

【题目】(9) Follow your plan and don't stop until it's finished.

【答案】C.按照你的计划进行，完成之前不要停下来。

【题目】(10)Sometimes, the most difficult part of forming a plan to solve a problem is that you're not exactly sure what the problem is.

【答案】A.有时候，制定解决问题的计划最难的部分是你并不能确定问题是什么。

【题目】(11)The less clear you are about what you want to do, the less effective your plan will be.

【答案】B.你越不清楚自己想要做什么，你的计划就越没有成效。

【题目】(12)Once you've set a specific timeline, the next step is to take daily action and

do your own part.

【答案】C.一旦你已经设置了具体的时间表，下一步就是每天行动起来，尽自己的职责。

【题目】(13)You can use either your own designers or a team of designers in our agency.

【答案】B.您可以采用您自己的设计师，或者采用我们公司的设计团队

【题目】(14)We should give this project every support so that it may be completed on schedule.

【答案】B.我们要对这项工程给予全力支持，从而保证它能够按时完成。

【题目】(15)By his suggestion the contribution was raised.

【答案】C.根据他的倡议发起了募捐。

【题目】(16) We shall be flying to South America this time next month.

【答案】A.下个月的今天我们将乘飞机去往南美洲。

【题目】(17) It fully demonstrates that China will play a more active role in the promotion of world peace.

【答案】C.这充分说明，中国将在促进世界和平方面发挥更加积极的作用。

【题目】(18) I want to know when he is leaving for New York tomorrow.

【答案】C.我想知道他明天什么时候动身去纽约。

【题目】(19) When meeting someone, rise if you are seated, smile, extend your hand and repeat the other person's name in your greeting.

【答案】B.当与他人会面时，如果你坐着请起立，微笑，伸出你的手并在你的问候中重复对方的名字。

【题目】(20)If you would rather not carry a planner with you, consider a desk planner that will sit comfortably on a table.

【答案】B.如果你不愿意随身携带记事簿，就考虑用安安稳稳呆在桌上的台式记事簿。

【题目】(21)We'll telephone Helen, but she's out of reach.

【答案】A.我们是想给海伦打电话的，可就是与她联系不上。

【题目】(22)Will this be a one-way trip?

【答案】C.您是单程旅行吗?

【题目】(23)Thanks to our hard work, we can fulfil the task on time.

【答案】C.由于我们努力工作,才能按时完成任务。

【题目】(24)The most popular software so far is Microsoft Office 2010 or its higher version.

【答案】B.目前为止最受欢迎的办公软件是 Microsoft Office 2010 或它的更高版本

【题目】(25)People need to file documents that are sent to or received from by other people or organizations.

【答案】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。

【题目】(26) Label your files and folders with names which can be found easily such as district names and school names.

【答案】C.用地区名和学校名给文件和文件夹命名会更便于你查找。

【题目】(27)Word 2010 and Excel 2010 are used to deal with data and text respectively.

【答案】A.Word 2010 和 Excel 2010 分别用来处理数据和文档。

【题目】(28)Years ago, zoos kept all kinds of animals in small cages..

【答案】A.多年以前,动物园把各种动物都关在小笼子里。

【题目】(29) He was too tired to say a word and went to bed at once.

【答案】A.他太累了,一句话也没说就立刻上床睡觉去了

交际用语(单选题)

1、-\_\_\_\_\_?

-The round-trip air fare for a person is only \$188.

正确选项 1.What is the exact air fare?(V)

2、-\_\_\_\_\_?

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

正确选项 1.What do your parents do?(V)

3、-\_\_\_\_\_?

-Nothing much.

正确选项 1.What's up?(V)

4、-\_\_\_\_\_

-He teaches physics in a school.

正确选项 1.What is your father?(V)

5、-Can you copy these papers for me?

-\_\_\_\_\_

正确选项 1.Ok, Just wait a moment please.(V)

6、-Hello, I'm David Chen. Nice to meet you.

-\_\_\_\_\_

正确选项 1.Nice to meet you too.(V)

7、-Hello, may I speak to Mike?

-\_\_\_\_\_. May I ask who is calling?

正确选项 1.This is Mike speaking.(V)

8、-Hello, this is John speaking. Could I speak to Mike?

-\_\_\_\_\_

正确选项 1.Hold the line, please.(V)

9、-Hello, Yang Lin speaking.

-\_\_\_\_\_

正确选项 1.This is Carol here.(V)

10、-Hey, Derek, which do you think is harder to learn, marketing or designing?

-\_\_\_\_\_

正确选项 1.Personally, I think designing is more difficult.(V)

11、-Hey, You look so pale. What's wrong?

-\_\_\_\_\_

正确选项 1.I didn't sleep well last night.(V)

12、-Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.

-Hi, I'm Mike Brown from the Training Center.\_\_\_\_\_.

正确选项 1.I hope you'll be happy working here.(V)

13、 -Hi, Tom, how's everything with you?

- \_\_\_\_\_, and how are you?

正确选项 1.Hm, not too bad.(V)

14、 -How are you, Bob?

- \_\_\_\_\_

正确选项 1.I'm fine. Thank you.(V)

15、 -I'd like to apply for a library card.

- \_\_\_\_\_

正确选项 1.Fill out the application form first, please.(V)

16、 -It's rather cold in here. Do you mind if I close the window?

- \_\_\_\_\_

正确选项 1.No, go ahead.(V)

17、 -May I use your bike for a moment?

- \_\_\_\_\_

正确选项 1.By all means.(V)

18、 -Please give me a hand to print out the report, won't you?

- \_\_\_\_\_

正确选项 1.Of course I will.(V)

19、 -This box is too heavy for me to carry upstairs.

- \_\_\_\_\_

正确选项 1.Let me give you a hand.(V)

20、 -This is Melinda speaking from Qiaoxiang Community Service Center.\_\_\_\_\_

-Let me see. There will be some visits to our community library and learning center.

正确选项 1.I'm calling for the arrangement of the visit next Monday.(V)

21、 -We'll have a charity book sale together with Menglin Publishing House next

month.\_\_\_\_\_ ?

-Yes, I think the Music Square is large enough.

正确选项 1.Could you give any suggestion on the location(V)

22、 -Will you show me how to use this software?

- \_\_\_\_\_

正确选项 1.Sure. You'll master it in no time.(V)

23、 -Wow! This is a marvelous room! I've never known you're so artistic.

- \_\_\_\_\_

正确选项 1.Thanks for your compliments.(V)

24、 -Wow, this place is amazing.

- \_\_\_\_\_

正确选项 1.Thank you.(V)

25、 -Excuse me, could you show me the way to the nearest post office?

- \_\_\_\_\_ Two blocks away from here at the Green Avenue. You can't miss it.

正确选项 1.Oh, yes!(V)

词汇与结构 (单选题)

1、 \_\_\_\_\_ the paperless management is widely used now, some important files are still kept as hard copies.

2、 正确选项 1.Although(V)

3、 2、 \_\_\_\_\_ has not yet been decided.

4、 正确选项 1.When to hold the meeting(V)

5、 3、 \_\_\_\_\_ is the temperature today?

6、 正确选项 1.What(V)

7、 4、 \_\_\_\_\_ means to do what you should do on time.

8、 正确选项 1.To be punctual(V)

9、 5、 \_\_\_\_\_ useful book it is!

10、 正确选项 1.What a(V)

11、6、\_\_\_\_\_, after introduction, you can ask about their journey.

12、正确选项 1.To break the ice(V)

13、7、\_\_\_\_ nice picture you gave me!

14、正确选项 1.What a(V)

15、8、\_\_\_\_the children to bed, she began to correct the students' exercises.

16、正确选项 1.Having sent(V)

17、9、\_\_\_\_me carefully, Can you \_\_\_\_\_

18、正确选项 1.Listen to···hear(V)

19、10、A fireman discovered the \_\_\_\_\_ of the fire.

20、正确选项 1.cause(V)

21、11、A sudden noise of a fire-engine made him \_\_\_\_ to the door.

22、正确选项 1.hurry(V)

23、12、All of us are responsible \_\_\_\_\_ the baby's safety.

24、正确选项 1.for(V)

25、13、Although she felt ill, she \_\_\_\_\_ went to work.

26、正确选项 1.still(V)

27、14、Charles regretted \_\_\_\_\_ the TV set last year. The price has now come down.

28、正确选项 1.buying(V)

29、15、Copying files under Linux is similar \_\_\_\_ copying files under DOS.

30、正确选项 1.to(V)

31、16、Do not do anything \_\_\_\_ should go against his will.

32、正确选项 1.that(V)

33、17、Few students could answer the question, \_\_\_\_ they?

34、正确选项 1.could(V)

35、18、George is \_\_\_\_ on business, and nobody else is in for the moment.

36、正确选项 1.travelling(V)

37、19、Had you come five minutes earlier, you \_\_\_\_ the train to Beijing. But now you

missed it.

38、正确选项 1.would have caught(V)

39、20、He \_\_\_\_ lunch in the canteen right now.

40、正确选项 1.is having(V)

41、21、He \_\_\_\_\_ comes by bus.

42、正确选项 1.sometimes(V)

43、22、He can \_\_\_\_\_ good English.

44、正确选项 1.speak(V)

45、23、He saw nothing, \_\_\_\_ he?

46、正确选项 1.didn't(V)

47、24、He suggested the sports meet be \_\_\_\_\_ because of the bad weather.

48、正确选项 1.put off(V)

49、25、Hello, everyone. I'd like to \_\_\_\_\_ our new secretary to you, Melinda Smith.

50、正确选项 1.introduce(V)

51、26、His father is getting \_\_\_\_\_ old \_\_\_\_\_ climb up the mountain.

52、正确选项 1.too, to(V)

53、27、How do I \_\_\_\_\_ the gym?

54、正确选项 1.get to(V)

55、28、I don't know when \_\_\_\_\_ the dictionary.

56、正确选项 1.he borrowed(V)

57、29、I think \_\_\_\_\_ is impolite to call people by their first names.

58、正确选项 1.it(V)

59、30、I usually go to the office \_\_\_\_\_ train.

60、正确选项 1.by(V)

61、31、I'd love to have a break, but I can't \_\_\_\_\_ the time now.

62、正确选项 1.spare(V)

63、32、I'm afraid I won't be available then. I \_\_\_\_ a friend off at five this afternoon.

- 64、正确选项 1.will be seeing(V)
- 65、33、I'm looking forward to \_\_\_\_\_ together with you.
- 66、正确选项 1.working(V)
- 67、34、If there are changes, don't forget \_\_\_\_\_ the related persons know.
- 68、正确选项 1.to let(V)
- 69、35、If you don't know what you want, you might \_\_\_\_\_ getting something you don't want.
- 70、正确选项 1.end up with(V)
- 71、36、It was on the beach \_\_\_\_\_ Miss White found the kid lying dead.
- 72、正确选项 1.that(V)
- 73、37、It's \_\_\_\_\_ for your eyes to read in bed.
- 74、正确选项 1.bad(V)
- 75、38、It's high time that he settled down in the country and \_\_\_\_\_ a new life.
- 76、正确选项 1.started(V)
- 77、39、Jackson does well \_\_\_\_\_ maths.
- 78、正确选项 1.in(V)
- 79、40、Mr. White writes short stories, but he \_\_\_\_\_ a TV play these days.
- 80、正确选项 1.is writing(V)
- 81、41、Neither John \_\_\_\_\_ his father was able to wake up early enough to catch the morning train.
- 82、正确选项 1.nor(V)
- 83、42、Nowadays office work can be done by hand \_\_\_\_\_ very fast speed.
- 84、正确选项 1.at(V)
- 85、43、On their arrival, you should \_\_\_\_\_ the following points.
- 86、正确选项 1.pay attention to(V)
- 87、44、Please give me two \_\_\_\_\_.
- 88、正确选项 1.pieces of paper(V)
- 89、45、Please hand \_\_\_\_\_ your homework in time.
- 90、正确选项 1.in(V)
- 91、46、Professor Smith promised to look \_\_\_\_\_ my paper, that is, to read it carefully before the defence.
- 92、正确选项 1.over(V)
- 93、47、She kept on \_\_\_\_\_ although she was tired.
- 94、正确选项 1.working(V)
- 95、48、She wants a job where \_\_\_\_\_ .
- 96、正确选项 1.her management skills can be put to good use(V)
- 97、49、She \_\_\_\_\_ an English teacher.
- 98、正确选项 1.used to be(V)
- 99、50、Shirley \_\_\_\_\_ a book about China last year but I don't know whether she has finished it.
- 100、正确选项 1.was writing(V)
- 101、51、Smile a lot and be \_\_\_\_\_ friendly as possible to everyone you meet.
- 102、正确选项 1.as(V)
- 103、52、The \_\_\_\_\_ is very hard. I can't answer it.
- 104、正确选项 1.question(V)
- 105、53、The boys enjoyed \_\_\_\_\_ football very much.
- 106、正确选项 1.playing(V)
- 107、54、The children were made \_\_\_\_\_ happy by the news.
- 108、正确选项 1.to feel(V)
- 109、55、The question never \_\_\_\_\_ in discussion.
- 110、正确选项 1.came up(V)
- 111、56、The secretary has a lot of things to take up in the office since she \_\_\_\_\_ away for quite a few days.
- 112、正确选项 1.has been(V)

113、57、There are over two \_\_\_\_ Party members in our city.

114、正确选项 1.million(V)

115、58、There is no \_\_\_\_ to the house from the main road.

116、正确选项 1.access(V)

117、59、They got up early to see the sun \_\_\_\_.

118、正确选项 1.rise(V)

119、60、They were \_\_\_\_ a communication satellite.

120、正确选项 1.successful in launching(V)

121、61、We should speak English as \_\_\_\_\_ as possible.

122、正确选项 1.much(V)

123、62、We'll visit the Monkey Island next Sunday if our teacher \_\_\_\_ with us.

124、正确选项 1.goes(V)

125、63、We've made some achievements, but there is still a long way \_\_\_\_.

126、正确选项 1.to go(V)

127、64、What is the exact air \_\_\_\_?

128、正确选项 1.fare(V)

129、65、-What is your job? -I'm \_\_\_\_\_ accountant.

130、正确选项 1.an(V)

131、66、Who's the woman in the red coat? She's \_\_\_\_ mother.

132、正确选项 1.Tom and Kate's(V)

133、67、You can pick a specific time and place and ask them \_\_\_\_ they want to go.

134、正确选项 1.if(V)

135、68、You can use them \_\_\_\_ you work here.

136、正确选项 1.in case(V)

137、69、You've caught a cold. You'd better \_\_\_\_ to school.

138、正确选项 1.not go(V)

139、70、Your goal is to publish a book and have \_\_\_\_ manuscript sent out to

publishers by November 2016.

140、正确选项 1.the(V)

阅读理解（单选题）

A letter of invitation is written to invite people for a business event or personal occasion. The letter should be short and clear. A soft and polite tone should be used. An invitation letter should h 省略...

1、The letter of invitation should not be \_\_\_\_.

正确选项 1.easy(V)

2、What's the purpose of writing a letter of invitation?

正确选项 1.Either A or B.(V)

3、Which is not necessary when writing a letter of invitation?

正确选项 1.Weather(V)

4、Which might be the title of the whole passage?

正确选项 1.How to write a letter of invitation(V)

5、Why should we send the letter of invitation in advance?

正确选项 1.Because the receiver will need to plan to come to the event.(V)

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 classe 省略...

1、How can you pay for the class?

正确选项 1.By credit card or cash.(V)

2、What is free in the gym?

正确选项 1.Cosmetics.(V)

3、When can you go to aerobics class in "New You"?

正确选项 1.On Saturday evening.(V)

4、When does the Tai Chi class start?

正确选项 1.At 2: 00 p.m. on Wednesday and Saturday.(V)

5、Why is the evening the best time to go to the gym "New You"?

正确选项 1.Because there are a lot of trainers to help you.(V)

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 Wor 省略...

1、Are all documents kept as electronic files?

正确选项 1.No.(V)

2、Can Microsoft Office 2010 be used to process text?

正确选项 1.Not given.(V)

3、What do people use to process data according to the passage?

正确选项 1.Excel 2010(V)

4、What is the most popular software so far to deal with electronic files?

正确选项 1.Microsoft Office 2010(V)

5、Why are some important documents kept as "hard copies"?

正确选项 1.Because people want to leave their names in the copies.(V)

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 impress 省略...

1、How long does a handshake usually last?

正确选项 1.2-3 seconds.(V)

2、If you are seated when someone comes for a handshake, you should \_\_\_\_\_.

正确选项 1.stand up and shake his or her hand(V)

3、Keeping eye contact while shaking hands makes the other person feel \_\_\_\_\_.

正确选项 1.comfortable(V)

4、Which of the following statements about the significance of handshakes is not true?

正确选项 1.Handshakes are just a gesture of greeting.(V)

5、Which of the following words can best describe a proper handshake?

正确选项 1.Brief and firm(V)

A work plan is an important tool to tell what tasks to do, when to finish, who to take,

where to go and how to get there. The work plan organizes your task with a timetable of what, when and how a job 省略...

1、What does the "deadlines" (Para. 2) mean?

正确选项 1.The point in time at which something must be completed.(V)

2、What can the clear objectives do?

正确选项 1.They can help the process of planning, developing and managing a project.(V)

3、What is the best title for the passage?

正确选项 1.The importance of a work plan(V)

4、Which of the following is not mentioned in the passage?

正确选项 1.A work plan helps cut down expenses.(V)

5、Which of the following is true according to the passage?

正确选项 1.You can change your plan for more realistic timelines when meeting any problems..(V)

Foxes and farmers have never got on well. These foxes have long been accused of killing farm animals. They are officially classified as harmful and farmers try to keep their numbers down by shooting o 省略...

1、What does the word wealthy(Para.3)mean ?

正确选项 1.Rich.(V)

2、A new law may be passed by the British Parliament \_\_\_\_\_.

正确选项 1.to forbid hunting animals with dogs(V)

3、According the passage, which of the following statements is FALSE?

正确选项 1.All the people support the fox hunting today.(V)

4、It can be learned from the passage that \_\_\_\_\_.

正确选项 1.hunting foxes with dogs is considered cruel and violent(V)

5、The fox hunting in Britain is special because \_\_\_\_\_.

正确选项 1.the hunters have a set of rules to follow(V)

Hi, Joe, How are you? I'm sitting on the balcony of my hotel. I am looking at Hyde Park

in London and I am thinking about my life here. I am having a wonderful time. I like my job – it is very 省略...

1、Why does Xiaoyan stay in London?

正确选项 1.She is working.(V)

2、What are Xiaoyan's London colleagues like?

正确选项 1.They are nice.(V)

3、What does Xiaoyan think of London?

正确选项 1.It is exciting.(V)

4、What does Xiaoyan think of people in London?

正确选项 1.They are friendly.(V)

5、What's the weather like in London when Xiaoyan is writing this letter?

正确选项 1.It is warm.(V)

阅读理解（判断题）

As more workers have their own personal computers at work, e-mails are beginning to take over formal memo writing in many companies. Email messages are written, sent, and usually read on a computer sc 省略...

1、No matter how long the documents are, they can be sent through emails.

正确选项 1.T(V)

2、Nowadays, many companies still use formal memo writing.

正确选项 1.F(V)

3、The second when you send the email message, people receive it.

正确选项 1.T(V)

4、Working with email is one way of saving time and energy.

正确选项 1.T(V)

5、You could send the same email message to many people at the same time.

正确选项 1.T(V)

Companies often post a job description on their website when they want to have new employees. A job description is one of the first things a job seeker reads. A well written

job description can answer 省略...

1、A job description is an employment advertisement.

正确选项 1.F(V)

2、A job description is the only standard to test whether job seekers should apply for the job.

正确选项 1.F(V)

3、A job description should include a lot of information.

正确选项 1.T(V)

4、A job hunter will read the job description first when hunting for a job.

正确选项 1.T(V)

5、Companies often have job fairs when they want to recruit new employees.

正确选项 1.F(V)

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 point 省略...

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

正确选项 1.T(V)

2、In order to break the ice, you may ask visitors about their journey after the introduction.

正确选项 1.T(V)

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

正确选项 1.F(V)

4、The introduction is usually starting with a brief and firm handshake.

正确选项 1.T(V)

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

正确选项 1.F(V)

How often should filing be done? It depends on how busy the office is. In very busy organizations, filing is done at least every day. In a small or less busy office, filing can be

done once or twice a 省略...

1、Filing should be done every day in each office.

正确选项 1.F(V)

2、If you need always read the documents, you can put them into lever arch files.

正确选项 1.F(V)

3、It is necessary to do filing no less than once every week in a small office.

正确选项 1.T(V)

4、Only big instruments are useful in sorting out files.

正确选项 1.F(V)

5、The company's annual reports usually need to be filed.

正确选项 1.T(V)

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 省略...

1、British families often register with the same doctor.

正确选项 1.T(V)

2、British people don't have to pay when they see their doctor.

正确选项 1.T(V)

3、British people usually go a long way to see a doctor.

正确选项 1.F(V)

4、British people usually have to pay for their prescription at the chemist's.

正确选项 1.T(V)

5、Doctors always work alone in their own Doctor's Surgery.

正确选项 1.F(V)

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 r 省略...

1、A successful meeting should have different people to play different roles.

正确选项 1.T(V)

2、An unsuccessful meeting might be full of single-way communication.

正确选项 1.T(V)

3、Generally people only discuss the items listed on the agenda in a successful meeting.

正确选项 1.F(V)

4、Minutes should be sent out to the participants within a month after the end of the meeting.

正确选项 1.F(V)

5、When the meeting is closed, it means there is nothing to do in the following weeks.

正确选项 1.F(V)

Whatever projects you do, you need to have a clear and accurate action plan. Here are a few ideas to make a good action plan. First, know your goals. If you don't know where you're going, you'r 省略...

1、Don't change your plan even if some unexpected events happen.

正确选项 1.F(V)

2、SMART stands for "suitable, measurable, achievable, relevant, timed".

正确选项 1.F(V)

3、This passage is mainly about how to make a good action plan.

正确选项 1.T(V)

4、When making an action plan, you'd better take possible difficulties into consideration.

正确选项 1.T(V)

5、Whether you need to have a clear action plan depends on what kind of project you do.

正确选项 1.F(V)

翻译题（单选题）

1、How long have you been working here?

正确选项 1.你在这里工作多久了? (V)

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

正确选项 1.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。 (V)

3、When meeting someone, rise if you are seated, smile, extend your hand and repeat the other person's name in your greeting.

正确选项 1.当与他人会面时, 如果你坐着请起立, 微笑, 伸出你的手并在你的问候中重复对方的名字。 (V)

4、A good plan today is better than a perfect plan tomorrow.

正确选项 1.今日好计划胜过明日完美计划。 (V)

5、Finally, you can start to look for a meeting place that can meet all your requirements.

正确选项 1.最后, 去找一个能满足你所有要求的会议场所。 (V)

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

正确选项 1.我带你四处转转, 把你介绍给其他的同事。 (V)

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

正确选项 1.许多人不听音乐, 却生活得相当好。 (V)

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

正确选项 1.纽约大学有四万八千名学生。 (V)

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

正确选项 1.当然, 它对我这样的人具有特殊的含义。 (V)

10、Of many thousand spare parts does not come up to the standard but one.

正确选项 1.在成千上万个备件中, 就一个合格。 (V)

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

正确选项 1.然而, 它曾有一次没有报出准确的时间。 (V)