

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.

正确选项 1. Although (V)

2、_____ has not yet been decided.

正确选项 1. When to hold the meeting (V)

3、_____ is the temperature today?

正确选项 1. What (V)

4、_____ means to do what you should do on time.

正确选项 1. To be punctual (V)

5、_____ useful book it is!

正确选项 1. What a (V)

6、_____, after introduction, you can ask about their journey.

正确选项 1. To break the ice (V)

7、_____ nice picture you gave me!

正确选项 1. What a (V)

8、_____ the children to bed, she began to correct the students' exercises.

正确选项 1. Having sent (V)

9、_____ me carefully, Can you _____

正确选项 1. Listen to...hear (V)

10、A fireman discovered the _____ of the fire.

正确选项 1. cause (V)

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

正确选项 1. hurry (V)

- 12、All of us are responsible _____ the baby' s safety.
正确选项 1.for(V)
- 13、Although she felt ill, she _____went to work.
正确选项 1.still(V)
- 14、Charles regretted _____ the TV set last year. The price has now come down.
正确选项 1.buying(V)
- 15、Copying files under Linux is similar _____ copying files under DOS.
正确选项 1.to(V)
- 16、Do not do anything _____ should go against his will.
正确选项 1.that(V)
- 17、Few students could answer the question, _____ they?
正确选项 1.could(V)
- 18、George is _____ on business, and nobody else is in for the moment.
正确选项 1.travelling(V)
- 19、Had you come five minutes earlier, you _____ the train to Beijing. But now you missed it.
正确选项 1.would have caught(V)
- 20、He _____ lunch in the canteen right now.
正确选项 1.is having(V)
- 21、He _____ comes by bus.
正确选项 1.sometimes(V)
- 22、He can _____ good English.
正确选项 1.speak(V)
- 23、He saw nothing, _____ he?
正确选项 1.didn' t(V)
- 24、He suggested the sports meet be _____because of the bad weather.
正确选项 1.put off(V)
- 25、Hello, everyone. I' d like to _____ our new secretary to you, Melinda Smith.
正确选项 1.introduce(V)
- 26、His father is getting _____ old _____ climb up the mountain.
正确选项 1.too, to(V)
- 27、How do I _____ the gym?
正确选项 1.get to(V)
- 28、I don' t know when _____ the dictionary.
正确选项 1.he borrowed(V)
- 29、I think _____ is impolite to call people by their first names.
正确选项 1.it(V)
- 30、I usually go to the office _____ train.
正确选项 1.by(V)
- 31、I' d love to have a break, but I can' t _____ the time now.
正确选项 1.spare(V)
- 32、I' m afraid I won' t be available then. I _____ a friend off at five this afternoon.
正确选项 1.will be seeing(V)
- 33、I' m looking forward to _____ together with you.
正确选项 1.working(V)
- 34、If there are changes, don' t forget _____ the related persons know.
正确选项 1.to let(V)
- 35、If you don' t know what you want, you might _____ getting something you don' t want.
正确选项 1.end up with(V)
- 36、It was on the beach _____ Miss White found the kid lying dead.
正确选项 1.that(V)
- 37、It' s _____ for your eyes to read in bed.
正确选项 1.bad(V)
- 38、It' s high time that he settled down in the country and _____ a new life.

正确选项 1.started(V)

39、Jackson does well _____ maths.

正确选项 1.in(V)

40、Mr. White writes short stories, but he _____ a TV play these days.

正确选项 1.is writing(V)

41、Neither John _____ his father was able to wake up early enough to catch the morning train.

正确选项 1.nor(V)

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

正确选项 1.at(V)

43、On their arrival, you should _____ the following points.

正确选项 1.pay attention to(V)

44、Please give me two _____.

正确选项 1.pieces of paper(V)

45、Please hand _____ your homework in time.

正确选项 1.in(V)

46、Professor Smith promised to look _____ my paper, that is, to read it carefully before the defence.

正确选项 1.over(V)

47、She kept on _____ although she was tired.

正确选项 1.working(V)

48、She wants a job where _____.

正确选项 1.her management skills can be put to good use(V)

49、She _____ an English teacher.

正确选项 1.used to be(V)

50、Shirley _____ a book about China last year but I don' t know whether she has finished it.

正确选项 1.was writing(V)

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

正确选项 1.as(V)

52、The _____ is very hard. I can' t answer it.

正确选项 1.question(V)

53、The boys enjoyed _____ football very much.

正确选项 1.playing(V)

54、The children were made _____ happy by the news.

正确选项 1.to feel(V)

55、The question never _____ in discussion.

正确选项 1.came up(V)

56、The secretary has a lot of things to take up in the office since she _____ away for quite a few days.

正确选项 1.has been(V)

57、There are over two _____ Party members in our city.

正确选项 1.million(V)

58、There is no _____ to the house from the main road.

正确选项 1.access(V)

59、They got up early to see the sun _____.

正确选项 1.rise(V)

60、They were _____ a communication satellite.

正确选项 1.successful in launching(V)

61、We should speak English as _____ as possible.

正确选项 1.much(V)

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

正确选项 1.goes(V)

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

正确选项 1.to go(V)

64、What is the exact air _____ ?

正确选项 1.fare(V)

65、-What is your job? -I' m _____ accountant.

正确选项 1.an(V)

66、Who' s the woman in the red coat? She' s _____ mother.

正确选项 1.Tom and Kate' s(V)

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

正确选项 1.if(V)

68、You can use them _____ you work here.

正确选项 1.in case(V)

69、You' ve caught a cold. You' d better _____ to school.

正确选项 1.not go(V)

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

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)

管理英语 1

第一大题 交际用语

A01 -**Anything** else I can do for you?

- _____ Thank you!

A.Yes.

B.That's all.

C.My pleasure.

[答案]B

A02 -**Are** you ready,folks?

- _____

A.Yes,I'm ready.I'll have the vegetable salad.

B.There is nothing I like to eat.

C.No,I have no idea what to eat.

[答案]A

C01 -**Can** you copy these papers for me?

- _____

A.It doesn't matter.

B.OK.Just wait a moment please.

C.But I'm not sure.

[答案]B

C02 -**Could** you please give me a hand?

- _____

A.Sure,please be patient.

B.Sure,what is the matter?

C.Don't mention it.

[答案]B

D01 -**Dad**,this is my roommate,Andrea.

- _____

A.It's very thoughtful of you.

B.Hello,Andre

C.Hope to meet you again.

[答案]B

D02 -**Do** you have any plans for tomorrow morning?

- _____

A.Well,I'll be most delighted to come over.

B.I'm sorry,but I have another appointment tomorrow.Thanks anyway.

C.No.I have nothing planned tomorrow.

[答案]C

D03 -**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.

[答案]B

E01 -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

[答案]C

E02 -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

[答案]A

E03 -Excuse me,_____

-Yes,it's 8633-2788.If you have any other questions,don't hesitate to ask.

- A.Why my telephone doesn't work?
B.When shall we have lunch?
C.could you please tell me what's the telephone number on my desk?

[答案]C

G01 -Good morning,can I help you?

-_____.

- A.Yes,of course you can.
B.I'd like to borrow a book named Gone With the Wind from your library.
C.No,I just have a look around.

[答案]B

H01 -Hello,Could Is peak to Mike?

-_____I'll get him to phone.

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

[答案]C

H02 -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?

[答案]C

H03 -Hello,I'd like to speak to Phil.

-He's out to lunch now._____.

A.Would you mind calling back later?

B.Sorry,you can't.

C.I don't know.

[答案]A

H04 -**Hello,I'm David** Chen.Nice to meet you.

-_____

A.Very nice.

B.Nice to meet you too.

C.Are you?

[答案]B

H05 -**Hello,I'm David** Chen.Nice to meet you.

-_____

A.Are you?

B.Nice to meet you,too.

C.Very nice.

[答案]B

H06 -**Hello,I'm David** Chen.Nice to meet you.

-_____

A.Are you?

B.Very nice.

C.Nice to meet you too.

[答案]C

H07 -**Hello,I'm David** Chen.Nice to meet you.

-_____

A.Are you a teacher?

B.Nice to meet you too

C.Very nice.

[答案]B

H08 -**Hello,Sky Travel** Agency.May I help you?-_____.

A.Yes,I'd like to make reservations to Beijing on the flight ZH8147 at 6:00 pm on December 19th.

B.Yes,I prefer economy class.

C.Yes,what's your line of business?

[答案]A

H09 -**Hello,this is John** speaking.Could I speak to Mike?

-_____.

A.Sorry,who is Mike?

B.Hold the line,please.

C.Of course you can.

[答案]B

H10 -**Hello,This is Yang Lin** speaking.

-_____

A.This is Carol here.

B.I am Carol.
C.Do you know who I am?

[答案]A

H11 -**Hello**,*Yang Lin* speaking.

-

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

[答案]A

H12 -**Hello**,*Yang Lin* speaking.

-

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

[答案]B

H13 -**Hey**,*Derek*,which do you think is harder to learn,marketing or designing?

-

A.It is the best design I have ever seen.
B.I like it very much.
C.Personally,I think designing is more difficult.

[答案]C

H14 -**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.

[答案]B

H15 -**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

[答案]B

H16 -**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.

[答案]C

H17 -**Hey**,*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.

[答案]B

H18 -Hi,*I'm Melinda* Smith,the new secretary.Nice to meet you here.

-Hi,I'm Mike Brown from the Training Center _____

A.That's OK

B.See you later

C.I hope you'll be happy working here

[答案]C

H19 -Hi,*I'm Melinda* Smith,the new secretary.Nice to meet you here.

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

A.That's OK.

B.I hope you'll be happy working here.

C.See you later.

[答案]B

H20 -Hi,*I'm Melinda* Smith,nice to meet you all here.

- _____.

A.Certainly

B.Many thanks

C.Nice to meet you,too

[答案]C

H21 -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

[答案]B

H22 -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 any way.

[答案]A

I01 - _____?

-*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

[答案]C

I02 - _____

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

A.Where are you going?

B.What are your plans for summer vacation?

C.What are you doing?

[答案]B

I03 - _____

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

A. Would you like to go to the concert with me?

B. How about your trip?

C. How's the weather like today?

[答案]B

I04 - _____

-**It's my pleasure.**

A. When can you fax the document for me?

B. Can you fax the document in time?

C. Would you please fax the document for me?

[答案]C

I05 - _____?

-**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

[答案]C

I06 - _____

-**I've** called the maintenance worker.

A. This copier needs repairing.

B. I don't like this copier.

C. Can I use the copier?

[答案]A

I07 -**I** would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday?

- _____

A. You make the time.

B. At any time.

C. Well, either time will do.

[答案]C

I08 -**I'd like to** apply for a library card.

- _____

A. With pleasure.

B. Are you a student?

C. Fill out the application form first, please.

[答案]C

I09 -**I'd like to** invite you for dinner on Saturday.

- _____

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

B. I am going to take a vacation this holiday.

C.Fine.Everything went smoothly.Thanks.

[答案]A

I10 - **It's rather cold** in here.Do you mind if I close the window?

- _____

A.Sure,please.

B.Yes,please.

C.No,go ahead.

[答案]C

I11 - **It's rather cold** in here.Do you mind if I close the window?

- _____

A.No,go ahead.

B.Yes,please.

C.Sure,please.

[答案]A

I12 - **It's rather cold** in here.Do you mind if I close the window?

- _____

A.Yes,please.

B.No,go ahead.

C.Sure,please.

[答案]B

I13 - **I've** got the system running,but I can't open my file.

- _____

A.Let me see if I can get it to work.

B.I'm very sorry.

C.It's my pleasure.

[答案]A

M01 - _____?

- **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

[答案]C

M02 - _____?

- **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

[答案]B

M03 - _____

- **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?

[答案]C

M04 -**May** *I see your* tickets, please?

- _____.

A. Sure

B. No, you can't

C. No, they are mine

[答案]A

M05 -**May** *I speak to* Tom?

-I'm sorry. He isn't in the office now.

- _____.

-Yes, of course.

A. Who's calling, please?

B. Can I leave a message?

C. Can I help you?

[答案]B

M06 -**May** *I use your* bike for a moment?

- _____.

A. By all means

B. It doesn't matter

C. I have no idea

[答案]A

M07 -**May** *I use your* bike for a moment?

- _____.

A. It doesn't matter.

B. I have no idea.

C. By all means.

[答案]C

M08 -**May** *I use your* bike for a moment?

- _____.

A. It doesn't matter.

B. By all means.

C. I have no idea.

[答案]B

M09 -**Mom**, must I finish my homework now?

-No, you _____. You may have supper first.

A. needn't

B. can't

C. mustn't

[答案]A

N01 - _____?

-**Nothing** much

A. Why are you so late

B. What's up

C.Can I help you

[答案]B

N02 - _____

-**Nothing** much.

A.What's up?

B.Can I help you?

C.Is everything going well?

[答案]A

P01 - _____?

-**Please call me** Mary.That's my first name.

A.How shall I address you

B.How are you

C.Are you Mary

[答案]A

P02 - _____

-**Please call me** Mary.That's my first name.

A.How are you?

B.Are you Mary?

C.How shall I address you?

[答案]C

P03 - _____

-**Please accept my** sincere regrets for not being able to join you.

A.I'm just wondering if you could come to join us.

B.What's your plan tomorrow?

C.Do you have an appointment?

[答案]A

P04 -**Please give me** a hand to print out the report,won't you?

- _____

A.Of course I will.

B.Don't mention it.

C.You are so kind.

[答案]A

S01 -**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

[答案]B

T01 - _____?

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

A.How much does the airplane cost

B.How much does the trip cost

C.What is the exact airfare

[答案]C

T02 - _____

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

A.What is the exact air fare?

B.How much does the airplane cost?

C.How much does the trip cost?

[答案]A

T03 - **Thank** you for inviting me.

- _____

A.T really had a happy time.

B.Thank you for coming.

C.Oh.it's too late.

[答案]B

T04 - **This** is John.

- _____.

A.Oh,I have never seen you.

B.Yes,I am glad.

C.Hello,John.Nice to meet you.

[答案]C

T05 - **This** is Melinda speaking from Qiaoxiang Community Service Center.

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

A.Please tell me the arrangement of the visit next Monday.

B.I'm calling for the arrangement of the visit next Monday.

C.Can you tell me the address of your community?

[答案]B

U01 - **Unbelievable!** I have failed the driving test again!

- _____ This is not the end of the world.

A.Good luck!

B.Go ahead!

C.Cheer up!

[答案]C

W01 - **We'll** have a charity book sale together with Menglin Publishing House next month _____?

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

A.Could you give any suggestion on the location

B.Who we'll invite to attend

C.Can you tell me the possible time

[答案]A

W02 - **We'll** have a charity book sale together with Menglin Publishing House next month _____?

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

A.Which place is suitable?

B.Can you tell me the possible location?

C.Could you give any suggestion on the location?

[答案]C

W03 -**What** *color would* you like?

— _____.

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

[答案]C

W04 -**What** *is your* job?

-I'm _____ accountant.

- A. an
- B. a
- C. /

[答案]B

W05 -**What** *time does* the office open?

— _____.

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

[答案]A

W06 -**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

[答案]A

W07 -**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.

[答案]A

W08 -**Will** *you show* me how to use this software?

— _____.

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

[答案]C

W09 -**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.

[答案]B

W10 -**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

[答案]B

W11 -**Would** *you mind* helping me for a minute,Barbara?

- _____What do you want me to do?

A.Sorry,I have no time.

B.Yes,I do.

C.I'd be glad to.

[答案]C

W12 -**Wow**,*this place* is amazing.

- _____

A.It belongs to my grandparents.

B.I don't think so.

C.Thank you.

[答案]C

W13 -**Wow**,*this place* is amazing.

- _____

A.It belongs to my grandparents.

B.Thank you.

C.I don't think so.

[答案]B

第二大题 词汇与结构

A01 _____,**after** *introduction*,you can ask about their journey.

A.Breaking the ice

B.Broken the ice

C.To break the ice

[答案]C

A02 _____,**after** *introduction*,you can ask about their journey.

A.To break the ice

B.Broken the ice

C.Breaking the ice

[答案]A

A03 **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

[答案]B

A04 **A** *good tour* guide tells visitors_____.

- A.What they couldn't miss during the trip
B.What during the trip they couldn't miss
C.What couldn't miss they during the trip

[答案]A

A05 A *secretary* must _____ big pile of files and correspondence in office.

- A.deal with
B.agree with
C.get along with

[答案]A

A06 A *secretary* must _____ big pile of files and correspondence in office.

- A.get along with
B.deal with
C.agree with

[答案]B

A07 A *well* _____ job description can answer a lot of questions from job seekers.

- A.written
B.write
C.wrote

[答案]A

A08 *After* you are _____ with all these jobs,we will discuss it.

- A.friendly
B.familiar
C.family

[答案]B

A09 *All* of us are responsible the baby's _____ safety.

- A.with
B.to
C.for

[答案]C

A10 *Although* she felt ill,she _____ went to work.

- A.still
B.but
C.also

[答案]A

A11 *Are* you still looking _____ a job?

- A.for
B.up
C.after

[答案]A

C01 *Can* we _____ another worker to help Jimmy or find another solution?

- A.assign
B.name
C.appoint

[答案]A

C02 **Can** *you explain* your arrangements _____?

- A.of detail
- B.in detail
- C.on detail

[答案]B

C03 **Charles** *regretted* _____ the TV set last year.The price has now comedown.

- A.buying
- B.to buy
- C.of

[答案]A

C04 **Charles** *regretted* _____ the TV set last year.The price has now come down.

- A.to buy
- B.buying
- C.of

[答案]B

C05 **Children** under fifteen are not permitted to see such kind of movies _____ bad for their mental development.

- A.which is
- B.as is
- C.that is

[答案]B

C06 **Copying files under** Linux is similar _____ copying files under DOS.

- A.in
- B.to
- C.with

[答案]B

C07 **Copying files under** Linux is similar _____ copying files under DOS.

- A.in
- B.with
- C.to

[答案]C

D01 **Do not do** anything _____ should go against his will.

- A.that
- B.which
- C.what

[答案]A

D02 **Do not do** anything _____ should go against his will.

- A.which
- B.what
- C.that

[答案]C

D03 **Do** *you require a deposit*(定金)to_____a reservation?

- A.confirm
- B.book
- C.cancel

[答案]A

D04 **Do** *you understand*_____the teacher said?

- A.what
- B.when
- C.why

[答案]A

D05 **Do** *you want to fly* first or_____class?

- A.economic
- B.economical
- C.economy

[答案]C

D06 **Does** *David*_____?

- A.like flying
- B.likes flying
- C.like to flying

[答案]A

D07 **Does** *David*_____?

- A.likes flying
- B.like flying
- C.like to flying

[答案]B

D08 **Don't be afraid**_____ask a lot of questions.

- A.to
- B.of
- C.on

[答案]A

D09 **Don't be afraid**_____ask a lot of questions.

- A.of
- B.to
- C.on

[答案]B

E01 _____**eye** contact is very important in western culture.

- A.Keep
- B.Kept
- C.Keeping

[答案]C

E02 **Everyone in these** schools_____English well.

- A.speaks

B.talks

C.says

[答案]A

E03 **Everyone** *is very* _____ to this boy.

A.friendly

B.fast

C.fine

[答案]A

H01 _____ **has** not yet been decided.

A.When to hold the meeting

B.When is held the meeting

C.When hold the meeting

[答案]A

H02 **Had** you come five minutes earlier,you _____ the train to Beijing.But now you missed it.

A.would have caught

B.would catch

C.could catch

[答案]A

H03 **Have** you _____ to say to me?

A.anything else

B.else anything

C.something else

[答案]A

H04 **He can** _____ good English.

A.speak

B.talk

C.say

[答案]A

H05 **He can** _____ good English.

A.talk

B.speak

C.say

[答案]B

H06 **He has been looking** forward to _____ to England for a long time.

A.going

B.goes

C.go

[答案]A

H07 **He has learned English** and German.Now he is going to learn _____ language.

A.another

B.other

C.the other

[答案]A

H08 He *published* the journal _____ from 1990 to 20.

- A.actually
- B.relatively
- C.annually

[答案]C

H09 He *said this* would _____ companies from creating new jobs.

- A.prevent
- B.protect
- C.prove

[答案]A

H10 He *suggested* the sports meet be _____ because of the bad weather.

- A.put away
- B.put off
- C.put up

[答案]B

H11 He _____ *lunch in* the canteen right now.

- A.has
- B.have
- C.is having

[答案]C

H12 He _____ *lunch in* the canteen right now.

- A.has
- B.is having
- C.have

[答案]B

H13 He _____ *lunch in* the canteen right now.

- A.is having
- B.have
- C.has

[答案]A

H14 Hello,*everyone*.I'd like to _____ to you our new secretary,Melinda Smith.

- A.introduce
- B.welcome
- C.meet

[答案]A

H15 Hello,*everyone*.I'd like to _____ to you our new secretary,Melinda Smith.

- A.meet
- B.introduce
- C.welcome

[答案]B

H16 **Hello**,*everyone*.I'd like to _____ to you our new secretary,Melinda Smith.

- A.meet
- B.welcome
- C.introduce

[答案]C

H17 **How do I** _____ the gym?

- A.arrive
- B.go
- C.get to

[答案]C

H18 **How do I** _____ the gym?

- A.get to
- B.arrive
- C.go

[答案]A

I01 **I have an English** class _____ a week.

- A.three times
- B.three time
- C.three

[答案]A

I02 **I have an English** class _____ a week.

- A.three
- B.three time
- C.three times

[答案]C

I03 **I have been looking** forward to _____ from my parents.

- A.being heard
- B.hear
- C.hearing

[答案]C

I04 **I heard** Lily _____ the song once.

- A.sing
- B.sang
- C.sings

[答案]A

I05 **I like the** working atmosphere here.It's very _____.

- A.funny
- B.boring
- C.friendly

[答案]C

I06 **I like the** working _____ here.

- A.air

- B.feeling
- C.atmosphere

[答案]C

I07 I *think* _____ is impolite to call people by their first names.

- A.as
- B.that
- C.it

[答案]C

I08 I *think* _____ is impolite to call people by their first names.

- A.it
- B.as
- C.that

[答案]A

I09 I *think* _____ is impolite to call people by their first names.

- A.that
- B.it
- C.as

[答案]B

I10 I *usually go to* the office _____ train.

- A.at
- B.by
- C.on

[答案]B

I11 I *usually go to* the office _____ train.

- A.by
- B.on
- C.at

[答案]A

I12 I *will give* you to finish _____ it.

- A.two weeks time
- B.two week's time
- C.two weeks' time

[答案]C

I13 I'd *like to* book a table for ten under the name of Jordan _____ ?p.m.

_____ December 24th.

- A.in,at
- B.in,in
- C.at,on

[答案]C

I14 I'd *love to* have a break,but I can't _____ the time now.

- A.spare
- B.spend
- C.speak

[答案]A

15 If *there are* changes,don't forget _____ the related persons know.

- A.to let
- B.letting
- C.let

[答案]A

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

- A.readiness
- B.already
- C.ready

[答案]C

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

- A.readiness
- B.ready
- C.already

[答案]B

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

- A.ready
- B.already
- C.readiness

[答案]A

19 I'll make a list of all the documents on this file _____ make it more clearly.

- A.so that
- B.in order to
- C.but also

[答案]B

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

- A.work about
- B.work
- C.work for

[答案]C

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

- A.work for
- B.work about
- C.work at

[答案]A

22 I'm afraid I won't be available then.I _____ a friend off at five this afternoon.

- A. see
- B.saw
- C.will be seeing

[答案]C

[23 I'm afraid I won't be available then.I _____ a friend off at five this afternoon.

- A.will see
- B.will be seeing
- C.see

[答案]B

[24 I'm looking forward to _____ together with you.

- A.worked
- B.work
- C.working

[答案]C

[25 I'm looking forward to _____ together with you.

- A.working
- B.worked
- C.work

[答案]A

[26 I'm looking forward to _____ together with you.

- A.work
- B.working
- C.worked

[答案]B

[27 I'm looking forward to _____ you.

- A.see
- B.seeing
- C.being seen

[答案]B

[28 I'm _____ to do anything at your word.

- A.real
- B.rich
- C.ready

[答案]C

[29 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

[答案]B

[30 Isn't it impolite to call people by their first names?The underlined word is of the same word class as _____.

- A.work
- B.possibly
- C.interesting

[答案]C

I31 **It** *is very* important for us to find a _____ between work life and home life.

- A.way
- B.balance
- C.blank

[答案]B

I32 **It** *maybe helpful* to set your watch just two minutes _____?

- A.ahead
- B.before
- C.forward

[答案]A

I33 **It** *was on* the beach _____ Miss White found the kid lying dead.

- A.which
- B.it
- C.that

[答案]C

I34 **It** *was on* the beach _____ Miss White found the kid lying dead.

- A.that
- B.it
- C.which

[答案]A

I35 **It** *will take* us _____ hour to get there.

- A.a
- B.two
- C.an

[答案]C

I36 **It's** *high time* that he settled down in the country and _____ a new life.

- A.start
- B.started
- C.starting

[答案]B

I37 **It's** _____ *for your* eyes to read in bed.

- A.good
- B.well
- C.bad

[答案]C

I38 **Jack** _____ to see you.He'll be here soon.

- A.come
- B.is coming
- C.came

[答案]B

J01 **Jackson** does well _____ maths.

- A.in

- B.at
- C.with

[答案]A

K01 Keeping eye contact makes the other person_____,welcome and comfortable.

- A.to feel
- B.feel
- C.feeling

[答案]B

K02 Keeping eye contact makes the other person_____,welcome and comfortable.

- A.feel
- B.to feel
- C.feeling

[答案]A

K03 Keeping eye contact makes the other person_____,welcome and comfortable.

- A.to feel
- B.feeling
- C.feel

[答案]C

M01 _____means to do what you should do on time.

- A.To be punctual
- B.Punctual
- C.Be punctual

[答案]A

M02 _____means to do what you should do_____.

- A.Being punctual;in time
- B.To be punctual;off time
- C.To be punctual;on time

[答案]C

M03 _____me carefully,Can you_____?

- A.Hear..hear
- B.Hear...listen
- C.Listen to...hear

[答案]C

M04 Mary has been a secretary in this company_____she graduated from Beijing University.

- A.before
- B.when
- C.since

[答案]C

M05 Mary has been a secretary in this company_____she graduated from Beijing University.

- A.when
- B.since
- C.before

[答案]B

M06 **Mike**_____his colleagues when the phone rang.

- A.was talking with
- B.talked with
- C.is talking with

[答案]A

M07 **Most** tour companies_____advance payment when a booking is made.

- A.have difficulty with
- B.insist on
- C.turn down

[答案]B

M08 **Mr.White**_____short stories,but he_____a TV play these days.

- A.writes,is writing
- B.is writing,writes
- C.is writing,is writing

[答案]A

N01 _____**nice** picture you gave me!

- A.How
- B.What
- C.What a

[答案]C

N02 **Neither John**_____his father was able to wake up early enough to catch the morning train.

- A.but
- B.or
- C.nor

[答案]C

N03 **Neither John**_____his father was able to wake up early enough to catch the morning train.

- A.or
- B.nor
- C.but

[答案]B

N04 **Neither John**_____his father was able to wake up early enough to catch the morning train.

- A.nor
- B.or
- C.but

[答案]A

N05 **Nowadays** *office work* can be done by hand_____very fast speed.

- A.on
- B.at
- C.in

[答案]B

N06 **Nowadays** *office work* can be done by hand_____very fast speed.

- A.in
- B.on
- C.at

[答案]C

N07 **Nowadays** *office work* can be done by hand_____very fast speed.

- A.at
- B.in
- C.on

[答案]A

001 **On** *our*_____we were told that our rooms had not been reserved.

- A.arrive
- B.arrival
- C.arriving

[答案]B

002 **On** *their arrival*,you should_____the following points.

- A.pay attention to
- B.attention to
- C.pay to

[答案]A

003 **On** *their arrival*,you should_____the following points.

- A.attention to
- B.pay attention to
- C.pay to

[答案]B

P01 **People** *here usually*_____each other by their first names instead of family names.

- A.call
- B.work
- C.hear

[答案]A

P02 **People** *here usually*_____each other by their first names instead of family names.

- A.hear
- B.work
- C.call

[答案]C

P03 **Please** *give me* two_____.

- A.piece of paper
- B.piece of papers
- C.pieces of paper

[答案]C

P04 **Please** *hand*_____your homework in time.

- A.on

- B.out
- C.in

[答案]C

P05 Please *pay*_____ to what was discussed yesterday.

- A.attention
- B.attend
- C.attitude

[答案]A

P06 Please *see the* suggestions below to _____ that your files are not lost.

- A.make sure
- B.make out
- C.be sure

[答案]A

P07 Professor *Smith promised* to look _____ my paper,that is,to read it carefully before the defense.

- A.over
- B.into
- C.after

[答案]A

P08 Professor *Smith promised* to look _____ my paper,that is,to read it carefully before the defense.

- A.after
- B.over
- C.into

[答案]B

S01 Scientists *have made* great contributions _____ development of our human beings.

- A.with
- B.on
- C.to

[答案]C

S02 Scientists *have made* great contributions _____ development of our human beings.

- A.to
- B.on
- C.with

[答案]A

S03 See the bottom of this page for details of how to apply _____ this job.

- A.with
- B.for
- C.after

[答案]B

S04 She *doesn't have* the funds to _____ her design.

- A.carry away
- B.carryout
- C.deal with

[答案]B

S05 **She** *felt very* tired and was glad to _____ him.

- A.insist on
- B.put on
- C.lean on

[答案]C

S06 **She** *hasn't the* funds to _____ her design.

- A.carryout
- B.end up
- C.make sure

[答案]A

S07 **She** *hasn't the* funds to _____ her design.

- A.make sure
- B.end up
- C.carry out

[答案]C

S08 **She** *kept on* _____ although she was tired.

- A.work
- B.to work
- C.working

[答案]C

S09 **She** *kept on* _____ although she was tired.

- A.working
- B.work
- C.to work

[答案]A

S10 **She** *kept on* _____ although she was tired.

- A.to work
- B.working
- C.work

[答案]B

S11 **She** *wants a job* where _____.

- A.can put her management skills to good use
- B.her management skills can be put to good use
- C.can her management skills be put to good use

[答案]B

S12 **She** *wants a job* where _____.

- A.can her management skills be put to good use
- B.can put her management skills to good use
- C.her management skills can be put to good use

[答案]C

S13 **She**_____ *an English* teacher.

- A.uses to
- B.used to be
- C.was used to

[答案]B

S14 **Shirley**_____ a book about China last year but I don't know whether she has finished it.

- A.wrote
- B.was writing
- C.has written

[答案]B

S15 **Smile** a lot and be _____ friendly as possible to everyone you meet.

- A.very
- B.so
- C.as

[答案]C

S16 **Such** office software is popular _____ the executive secretaries .

- A.with
- B.on
- C.to

[答案]A

T01 _____ **the** *paperless management* is widely used now,some important files are still kept as hard copies.

- A.Although
- B.When
- C.Because

[答案]A

T02 _____ **these** *honors he* received a sum of money.

- A.Except
- B.But
- C.Besides

[答案]C

T03 **The** *boys enjoyed* _____ football very much.

- A.playing
- B.played
- C.to play

[答案]A

T04 **The** *bus came after* it _____ for about half an hour.

- A.had been waited
- B.was waiting
- C.has been waited

[答案]A

T05 **The** *bus came after* they _____ for about half an hour.

- A.had been waited
- B.was waiting
- C.had been waiting

[答案]C

T06 **The** *company hosted* a(n)_____ for their new staff.

- A.reception
- B.survey
- C.exhibition

[答案]A

T07 **The** *environmentalists* and wild goats' _____ on the vast grasslands was a good indication of the better environment.

- A.absence
- B.attendance
- C.escape

[答案]B

T08 **The** *Foreign Language* Department is on _____ second floor.

- A.an
- B.the
- C./

[答案]B

T09 **The** *manager will* not _____ us to use his car.

- A.have
- B.let
- C.allow

[答案]C

T10 **The** *next train* _____ the station at 11 o'clock.

- A.has left
- B.leaves
- C.left

[答案]B

T11 **The** question never _____ in discussion.

- A.put up
- B.came up
- C.set up

[答案]B

T12 **The** *secretary has* a lot of things to take up in the office since she _____ away for quite a few days.

- A.went
- B.has been
- C.is going

[答案]B

T13 **The** *teacher showed* the students _____ the laboratory.

- A.on
- B.at

C.around

[答案]C

T14 **The** *Two parties* made it clear that they would not _____ the invitation unless the Centre reduced its tax component.

A.accepting

B.accepted

C.accept

[答案]C

T15 **The** *work was* done _____ her instructions.

A.accordance with

B.according to

C.according with

[答案]B

T16 **The** *work was* done _____ her instructions.

A.according to

B.according with

C.accordance with

[答案]A

T17 **The** _____ *is very* hard.I can't answer it.

A.question

B.matter

C.problem

[答案]A

T18 **They** were successful _____ a communication satellite.

A.launch

B.to launch

C.in launching

[答案]C

T19 **This** *book gives* some useful _____ on how to save money.

A.taps

B.tapes

C.tips

[答案]C

T20 **This** *is true of* management _____ of workers.

A.as well as

B.but

C.also

[答案]A

T21 **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.

A.simplify

B.modify

C.identify

[答案]C

T22 To _____ the ice,after introduction,you can ask about their journey.

- A.attack
- B.break
- C.kick

[答案]B

W01 _____ wine do you need for the party?

- A.How much
- B.How little
- C.How many

[答案]A

W02 We have to _____ at the hotel before 6 pm.

- A.check on
- B.check off
- C.check in

[答案]C

W03 We have to _____ at the hotel before 6pm.

- A.check in
- B.checkoff
- C.check on

[答案]A

W04 We have to _____ at the hotel before 6pm.

- A.checkoff
- B.check in
- C.check on

[答案]B

W05 We should speak English as _____ as possible.

- A.much
- B.many
- C.most

[答案]A

W06 We'll visit the Monkey Island next Sunday if our teacher _____ with us.

- A.go
- B.will go
- C.goes

[答案]C

W07 We've made some achievements,but there is still a long way _____.

- A.to go
- B.going
- C.gone

[答案]A

W08 — **What** is your job?

— I'm _____ accountant.

- A.a
- B.an
- C./

[答案]B

W09 **When** will the General Manager be _____?

- A.tentative
- B.local
- C.available

[答案]C

W10 **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

[答案]C

W11 **Within the team**,a work plan can tell each member what is being _____ and why.

- A.do
- B.did
- C.done

[答案]C

W12 **Within the team**,a work plan can tell each member what _____ and why.

- A.is being done
- B.has done
- C.has been done

[答案]A

Y01 _____ **you deal with the data** files,the more familiar you get with them.

- A.The more
- B.If
- C.Because

[答案]A

Y02 _____ **you deal with the data** files,the more familiar you get with them.

- A.The more
- B.Because
- C.If

[答案]A

Y03 _____ **you get along with** your neighbours,the more familiar you get with them.

- A.Because
- B.If
- C.The more

[答案]C

Y04 _____ **your** plan and don't stop until it is finished.

- A. Stick
- B. Follow
- C. Insist

[答案]B

Y05 **You** *can pick a specific* time and place and ask them _____ they want to go.

- A. if
- B. that
- C. which

[答案]A

Y06 **You** *can pick a specific* time and place and ask them _____ they want to go.

- A. that
- B. where
- C. if

[答案]C

Y07 **You** *can use them* _____ you work here.

- A. but
- B. in case
- C. otherwise

[答案]B

Y08 **You** *have more apples* than _____ do. But _____ are better than yours.

- A. us, we
- B. we, ours
- C. ours, us

[答案]B

Y09 **You** *have more apples* than _____ do. But _____ are better than yours.

- A. we, ours
- B. us, we
- C. ours, us

[答案]A

Y10 **Your** *goal is to* publish a book and have _____ manuscript sent out to publishers by November 20.

- A. a
- B. an
- C. the

[答案]C

Y11 **Your** *goal is to* publish a book and have _____ manuscript sent out to publishers by November 20.

- A. the
- B. an
- C. a

[答案]A

Y12 **Your** *goal is to* publish a book and have _____ manuscript(手稿) sent out to publishers by November 20.

- A. a

- B.the
C.an

[答案]B

第三大题 阅读理解选择题

A01 A business itinerary is written for business trips, which should include everything from travel arrangements to hotel information and business meetings.

Give travel arrangements in detail. The travel arrangements should include phone numbers, directions, departure time, where to check in, taxi information and the address of any planned stop.

Provide complete hotel information. This includes the room number, directions to the hotel, check-in and checkout times, as well as information about any services the hotel provides.

List information for any meetings you are going to attend. It includes the name of the organization, time, address, and a contact name and number. Remember to write down any special information you may need to bring to each meeting. It can help prevent you from forgetting something important, such as presentations, sample products or contracts.

Write a suggested restaurant list that gives several choices for lunch and dinner. Select restaurants near where you will be attending meetings or stopping.

1. What is a business itinerary written for?

- A. Business contact.
B. Business meetings.
C. Business trips.

[答案]C

2. What does the underlined word stop mean?

- A. The act of stopping something.
B. A brief stay in the course of a journey.
C. The event of something ending.

[答案]B

3. What can help prevent you from forgetting something important?

- A. To write down any special information.
B. Just to remember it.
C. To ask your secretary to remind you.

[答案]A

4. What does meeting information include?

- A. Phone numbers, directions, departure time, where to check in, taxi information.
B. Room number, directions to the hotel, check-in and checkout times.
C. The name of organization, time, address, and a contact name and number.

[答案]C

5. Which statement is TRUE according to the passage?

- A. It's unnecessary to include detailed information in a business itinerary.
B. Complete hotel information should be provided.
C. You can select any restaurants without considering its location.

[答案]B

A02 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 have the date, time and the event. Always send the letter of invitation in advance. You need to let people know about at least a week before the event so that they can plan to come to the event.

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 it to write invitation letter?

C. How to send an invitation letter?

[答案]A

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

A. Short and clear.

B. Soft and polite.

C. Business like and personal.

[答案]B

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.

[答案]C

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.

[答案]B

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

[答案]C

A03 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 have the date, time and the event. Always send the letter of invitation in advance. You need to let people know about at least a week before the event so that they can plan to come to the event.

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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.

1.What's the purpose of writing a letter of invitation?

A.To invite people for a business event.

B.To invite people for a personal occasion.

C.Either A or B.

[答案]C

2.Which is not necessary when writing a letter of invitation?

A.date

B.weather

C.place

[答案]B

3.The letter of invitation should not be _____.

A.short

B.easy

C.clear

[答案]B

4.Why should we send the letter of invitation in advance?

A.Because the invitation is important.

B.Because the receiver will need to plan to come to the event.

C.Because the receiver will forget to come to the event.

[答案]B

5.Which might be the title of the whole passage?

A.How to write a letter of invitation

B.The importance of writing a invitation letter

C The purpose of writing a invitation letter

[答案]A

A04 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 needs to be done.Within the team,a work plan can tell each member what is being done and why.

A work plan sets objectives.The clear objectives can help the process of planning,developing and managing a project.Through the work plan,the team leader is able to identify the tasks at hand,the deadlines for completion,and the responsible parties for effective management.

An effective work plan can show you whether your project is being carried according to the timetable.If everything is going on well,just keep on following the plan.The schedule should be flexible.It can be changed for more realistic timelines when meeting any problems.

1.Which of the following statements is not mentioned in the passage?

A.A work plan keeps people informed.

B.A work plan helps cut down expenses.

C.A work plan is important in planning and management.

[答案]B

2.What can the clear objectives help?

- A.It can help each member know what is being done and why.
- B.It can help the team leader with effective management.
- C.It can help the process of planning,developing and managing a project.

[答案]C

3.What does the underlined word deadlines mean?

- A.duration
- B.death time
- C.the point in time at which something must be completed

[答案]C

4.Which of the following statements is true according to the passage?

- A.When meeting any problems you can change your plan for more realistic timelines.
- B.When meeting any problems you should not change your plan.
- C.When meeting any problems you can give up your plan.

[答案]A

5.The best title for the passage would be_____.

- A.The importance of clear objectives
- B.The importance of a work plan
- C.The importance of team work

[答案]B

H01 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 interesting,and my colleagues are great.I love London-it's busy,noisy,crowded and exciting.The cinemas,theatres,pubs and restaurants are really nice,but they're too expensive! I think the people in London are very friendly (surprise!) and I've got some new friends.

What the weather like in Shanghai?Is it raining?Here it's lovely! It isn't foggy! The sun is shining and the birds are singing.It's very warm.

And it is my birthday today.

But I am missing you all in Shanghai.COME AND VISIT!

Love,
Xiaoyan

1.What does Xiaoyan stay in London for?

- A.She is having a holiday.
- B.She is working.
- C.She is visiting some of her colleagues.

[答案]B

2.What are Xiaoyan's London colleagues like?

- A.They are very important.
- B.They are very serious.
- C.They are very nice.

[答案]C

3.What does Xiaoyan think of London?

- A.She thinks it is relaxed.

- B.She thinks it is cheap.
- C.She thinks it is exciting.

[答案]C

4.What does Xiaoyan think of people in London?

- A.She thinks they are interesting.
- B.She thinks they are friendly.
- C.She thinks they are surprising.

[答案]B

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

- A.It is warm.
- B.It is foggy.
- C.It is cloudy.

[答案]A

H02 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 area 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 between2:00and3:00.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 area 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

21-1.【单选题】 When can you go to aerobics class in“New You”?

- A.On Monday morning.
- B.On Saturday evening
- C.Everyday in the daytime.

[答案]B

21-2.【单选题】 When does the TaiChi class start?

- A.On Wednesday.
- B.On Saturday afternoon.
- C.At2:00p.m.on Wednesday and Saturday.

[答案]C

21-3.【单选题】 What is free in the gym?

- A.Steam room.
- B.Cosmetics.
- C.Sauna.

[答案]B

21-4.【单选题】 Why is the evening the best time to go to the gym“New You”?

- A.Because there area lot of trainers to help you.
- B.Because there are less people.
- C.Because there are more classes.

[答案]A

21-5.【单选题】 How can you pay for the class?

- A.Only by cheque.
- B.Free charge.
- C.By credit card or cash.

[答案]C

I01 If you thought handshakes were just a gesture of greeting,then think again!A handshake is not only away 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 others 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.

21-1. 【单选题】 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 away of greeting.
- C.Handshakes can show our personality.

[答案]A

21-2. 【单选题】 If you are seated when someone comes for a handshake,you should_____.

- A.bow and say hello to him or her
- B.keep seated and shake his or her hand
- C.stand up and shake his or her hand

[答案]C

21-3. 【单选题】 Keeping eye contact while shaking hands makes the other person feel_____.

- A.nervous
- B.comfortable
- C.afraid

[答案]B

21-4. 【单选题】 How long does a handshake usually last?

- A.As long as the conversation lasts.
- B.5 minutes.
- C.2-3 seconds.

[答案]C

21-5. 【单选题】 Which of the following words can best describe a proper handshake?

- A.Brief and strong
- B.Brief and firm
- C.Brief and soft

[答案]B

I02 If you thought handshakes were just a gesture of greeting,then think again!A handshake is not only away 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 — 3seconds.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 away of greeting.
- C.Handshakes can show our personality.

[答案]A

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

[答案]A

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

- A.nervous
- B.com for table
- C.afraid

[答案]B

24.How long does a handshake usually last?

- A.As long as the conversation lasts.
- B.5 minutes.
- C.2-3 seconds.

[答案]C

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

- A.brief and strong
- B.brief and firm
- C.brief and soft

[答案]B

I03 If you thought handshakes were just a gesture of greeting,then think again!A handshake is not only away 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 others 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

[答案]B

22. According to the passage, which of following statements is True?

- A. Handshake is just a gesture of greeting.
- B. Handshake is just away of greeting.
- C. It is important to know the right shaking hands manners.

[答案]C

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.

[答案]B

24. One's handshake should show a feeling of _____.

- A. brief and firm
- B. welcome and comfortable
- C. strength and warmth

[答案]C

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.

[答案]A

Mo1 Meetings are very common nowadays. They can be weekly, monthly or annually. Some people think most meetings feel like a waste of time. They see tn 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. Altheendofthemneeting, spend a little extra time for the participants to discuss anything that needs to be immediately discus zed bu: 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 I or 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 pp int 5.

21. Most meetings are sometimes thought to be _____.

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

[答案]B

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

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

[答案]C

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

[答案]B

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

- A. The organizers 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.

[答案]A

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

[答案]B

T01 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".

21-1. 【单选题】 What is the most popular software so far to deal with electronic files?

- A. Microsoft Office 2008
- B. Microsoft Office 2009
- C. Microsoft Office 2010

[答案]C

21-2. 【单选题】 What do people use to process data according to the passage?

- A. Word 2010
- B. Excel 2010
- C. PowerPoint 2010

[答案]B

21-3. 【单选题】 Can Microsoft Office 2010 be used to process text?

- A. Yes
- B. No
- C. Not given

[答案]A

21-4. 【单选题】 Are all documents kept as electronic files?

- A.Yes
- B.No
- C.Not given

[答案]B

21-5. 【单选题】 Why are some important documents kept as “hard copies”?

- A.Because people want to leave their names in the copies
- B.Because people want to make them hard
- C.Because people want to keep them forever

[答案]A

T02 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.

[答案]B

22.Which is the best software to deal with data according to the passage?

- A.Word 2010.
- B.higer version of Word 2010.
- C.Excel 2010.

[答案]C

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.

[答案]B

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.

[答案]C

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.

[答案]A

第四大题 阅读理解判断题

C01 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 a lot of questions from job seekers before they apply for the job. A job description should be clear and short. Then what information should be included in a job description?

A job description should give a clear description of the job. It should clearly describe duties, responsibilities and requirements for the job, such as education, experience and skills, etc.

It may also have information about working conditions, tools, relationship with other jobs, and special working conditions, such as working during night, or the need to travel.

Most job seekers now go to a company's website to look for job descriptions when they are hunting for a job. They will use it to decide whether they want to apply for the job or not.

22-1. 【判断题】 A job description is an employment advertise men. [答案]F

22-2. 【判断题】 Companies often have job fairs when they want to recruit new employees. [答案]F

22-3. 【判断题】 A job hunter will read the job description fist when hunting for a job. [答案]T

22-4. 【判断题】 A job description should include a lot of information. [答案]T

22-5. 【判断题】 A job description is the only standard to test whether job seekers should apply for the job. [答案]F

D01 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 maybe 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 can not 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 maybe 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 beat work at 8:00, tell yourself "I have to beat work at 7:45". If you do this, you will be on time even with as light 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. [答案]F

27. It is unnecessary to set your watch two minutes ahead. [答案]F

28. You'd better place your alarm clock beside your bed so that you can turn it off at once. [答案]T

29. Being a punctual person, one should sleep earlier to allow himself more than 7 hours' sleep. [答案]T

30. This passage is mainly about the importance of being punctual. [答案]F

D02 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!

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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 as light 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. [答案] T

27. It is perhaps useful to set your watch just two minutes ahead. [答案] T

28. Try sleeping earlier to allow yourself no more than 7 hours' sleep. [答案] F

29. Being a punctual person, one should insist on being 15 minutes late for everything. [答案] F

30. To be punctual means to do one should do everything on time. [答案] T

D03 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 bellboy 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. [答案] F

27. The introduction is usually followed by a brief and firm handshake. [答案] T

28. It is not friendly to ask about the visitor's journey. [答案] F

29. If you want to be more friendly and helpful, you'd better help carry the luggage. [答案] T

30. You should discuss the schedule with the visitors before they've settled down. [答案] F

H01 Hi, Xiao yan,

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. [答案]T

27. There are lots of bicycles in the gym. [答案]F

28. The best time to go to the gym is in the morning. [答案]F

29. There are many trainers in the evening. [答案]T

30. You can only pay by cash if you want to attend the classes. [答案]T

H02 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 week.

Filing Equipment. Tools that people use in sorting out documents range from small instruments such as paper clips, office pins and staplers to big machines such as photocopiers, printers and paper shredders.

Kinds of Files. Documents taken out very often are usually kept in clip folders; otherwise they are often kept in lever arch files. Besides, suspension files and box files are also used for different purposes.

What should be filed? People need to file documents that are sent to or received from by other people or organizations. These documents can be letters, reports, financial records, policy documents, etc.

1. Filing should be done every day in each office. [答案]F

2. It is necessary to do filing no less than once every week in a small office. [答案]T

3. Only big instruments are useful in sorting out files. [答案]F

4. If you need always read the documents, you can put them into lever arch files. [答案]F

5. The company's annual reports usually need to be filed. [答案]T

H03 How to introduce yourself on the first day of work? If you are looking for some ideas, here are some tips for you.

Don't be afraid to ask a lot of questions. You're new and it's better to do something right the first time than have to do it again. Nobody expects you to know everything.

Smile a lot and be as friendly as possible to everyone you meet - no matter what their position is or how important they are! Use your lunch hours to get together with your co-workers. Get to know them and their interests.

Pay attention to the rumours, but don't join them. You don't want to be thought of as a gossip.

Don't complain about your boss, any co-workers, or the job you did before. Continue to arrive early and don't rush out of the door at the end of the day.

Keep a positive attitude and an open mind. Your life has changed and you will get used to it.

1. Nobody expects you to know everything on the first day at work. [答案]T
2. You're new, so you shouldn't ask any questions. [答案]F
3. You should be friendly to both your co-workers and the leaders. [答案]T
4. It's not polite to learn about the interests of your co-workers. [答案]F
5. You can leave your office as quickly as you can at the end of the day. [答案]F

I01 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. [答案]F
27. British families often register with the different doctors. [答案]F
28. Doctors often work together in groups in their own Doctor's Surgery. [答案]T
29. Doctors make up the medicine for the patients. [答案]F
30. British people usually have to pay for their prescription at the chemist's. [答案]T

I02 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. British people usually go a long way to see a doctor. [答案]F
27. British families often register with the same doctor. [答案]T

28. Doctors always work alone in their own Doctor's Surgery. [答案]F
29. British people don't have to pay when they see their doctor. [答案]T
30. British people usually have to pay for their prescription at the chemist's. [答案]T

L01 Last week Polly decided to give up her job. She is fed up with it, she finds it boring and she wants to change her career. Her employers, 'Lucky Shops', are not too bad. They give her quite good benefits, such as free lunches and paid holidays, but she does not get on with her boss. Her salary is quite good, but, because she is not happy, she wants to look for something else. Last Saturday she talked about it with David and Xiaoyan. They agreed with her. They said she should resign and try another career, so she took action. She looked at advertisements in the paper and picked out three jobs that looked interesting. She had to write out her CV to apply for a job, and she did that on Wednesday evening. Xiaoyan helped her with it. She has a lot of experience of selling and good business training but is worried about her lack of experience in some areas.

1. Polly has decided to ask for a higher salary. [答案]F
2. She doesn't like her boss. [答案]T
3. Her friends agreed that she should resign. [答案]T
4. She has no experience of selling. [答案]F
5. She's worried about her lack of experience in some areas. [答案]T

M01 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 to 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.

1. A successful meeting should have different people to play different roles. [答案]T
2. Generally people only discuss the items listed on the agenda in a successful meeting. [答案]F
3. An unsuccessful meeting might be full of single-way communication. [答案]T
4. When the meeting is closed, it means there is nothing to do in the following weeks. [答案]F

5.Minutes should be sent out to the participants within a month after the end of the meeting.[答案]F

W01 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're likely to end up anywhere,or even nowhere.The action plan should be specific,measurable,achievable,relevant and timed (SMART).It will take you toward the completion of that goal.

Next,list the necessary strategies that will be used to realize the goals.Be clear about very important events,and also any hidden difficulties you may meet.Break large tasks into smaller ones.Set deadlines for each task.Without clear deadlines,some tasks may never get completed.

Thirdly,follow your plan and don't stop until it's finished.Once your plan is made and shared with the team,the next step is simple: take daily action and make sure that everyone is doing their part.

Finally,change the date if you must,but never give up on the goals.Sometimes unexpected situations and events can appear and prevent you from finishing the tasks on time.If this happens,do not be discouraged-change your plan and continue working to meet your goals.

22-1.【判断题】 Whether you need to have a clear action plan depends on what kind of project you do.[答案]F

22-2.【判断题】 SMART stands for suitable,measurable,achievable,relevant,timed.[答案]T

22-3.【判断题】 When making an action plan,you'd better take possible difficulties into consideration.[答案]T

22-4.【判断题】 Don't change your plan even if some unexpected events happen.[答案]F

22-5.【判断题】 This passage is mainly about how to make a good action plan.[答案]T

第五大题 翻译题

A01 A good plan today is better than a perfect plan tomorrow.

- A.今日的好计划比不上明日的计划完美。
- B.今日好计划胜过明日完美计划。
- C.今日制定计划,明天的计划才会更完美。

[答案]B

A02 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。

[答案]B

D01 Do you want to fly first or economy class?

- A.您想进入顶层富足阶层吗?
- B.您是想乘坐头等舱还是经济舱?
- C.您想迅速飞黄腾达么?

[答案]B

D02 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。

[答案]A

F01 Finally, you can start to look for a meeting place that can meet all your requirements.

- A.最后,要去看看会议地点是否满足你的要求。
- B.最后,去找一个能满足你所有要求的会议场所。
- C.最后,要开始寻找符合会议要求的会面地点。

[答案]B

F02 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。

[答案]B

F03 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。

[答案]C

G01 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。

[答案]B

H01 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。

[答案]B

H02 He was too tired to say a word and went to bed at once.

- A.他太累了,一句话也没说就立刻上床睡觉去了。
- B.他太累了,说完话就立刻上床了。
- C.他太累了,只说了一句话就立刻上床了。

[答案]A

H03 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。

[答案]C

H04 **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?

[答案]A

H05 **How** *long have you* been working here?

- A.你怎么在这里工作的?
- B.你在这里工作多久了?
- C.你什么时候在这里工作的?

[答案]B

I01 **I** *am not particularly* busy at the moment.What's up?

- A.我现在不是很忙,怎么了?
- B.我现在一点都不忙,什么事?
- C.那个时候我不忙,发生了什么?

[答案]A

I02 **I** *have no idea* of how to use my OA account.

- A.我一点都不想使用我的 OA 账号。
- B.我不知道如何使用我的 OA 账号。
- C.我没有使用 OA 账户的想法。

[答案]B

I03 **I** *like the working* atmosphere here.

- A.我喜欢这的工作气氛。
- B.我喜欢这里发挥作用的空气。
- C.我喜欢这里的工作环境。

[答案]A

I04 **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。

[答案]C

I05 **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。

[答案]C

I06 **I'll** *show you* around and introduce you to other colleagues.

- A.我带你四处转转,把你介绍给其他的同事。
- B.我在周围出示并把你介绍给其他的同事。
- C.我给你显示下周围,把你介绍给其他的同事。

[答案]A

I07 **I'll** *show you* around and introduce you to other colleagues.

- A.我给你显示下周围,把你介绍给其他的同事。
- B.我在周围出示并把你介绍给其他的同事。
- C.我带你四处转转,把你介绍给其他的同事。

[答案]C

I08 **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。

[答案]C

I09 **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。

[答案]B

I10 **If** *you would rather* not carry a planner with you,consider a desk planner that will sit comfortably on a table.

- A.如果你愿意不随身携带记事簿,就考虑用安安稳稳呆在桌上的台式记事簿。
- 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。
- C.如果你不愿意随手拿着记事簿,就考虑用台式记事簿,你可以放心地使用。

[答案]B

I11 **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。

[答案]B

I12 **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。

[答案]C

L01 **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。

[答案]C

L02 **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。

[答案]C

M01 **Many** *people don't listen* to music and they can get along quite well.

- A.许多人不听音乐,而且他们能够得到很好的东西。
B.许多人不喜欢音乐,但是身体非常好。
C.许多人不听音乐,却生活得相当好。

[答案]C

M02 **Many** *people don't listen* to music and they can get along quite well.

- A.许多人不听音乐,却生活得相当好。
B.许多人不听音乐,而且他们能够得到很好的东西。
C.许多人不喜欢音乐,但是身体非常好。

[答案]A

N01 **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。

[答案]C

N02 **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。

[答案]A

N03 **New** *York University* has forty-eight thousand students.

- A.纽约大学有四千八百名学生。
B.纽约大学有四万八千名学生。
C.纽约大学有四百八十名学生。

[答案]B

001 **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。

[答案]C

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

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

[答案]B

003 **Of** *many thousand* spare parts does not come up to the standard but one.

- A.在成千上万个备件中,就一个合格。

B.在成千上万个备件中,除了一个备件不合格,其他没有一个不合格。

C.在成千上万个备件中,只发现一个不合格。

[答案]A

004 **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。

[答案]B

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

A.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。

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.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。

[答案]C

006 **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。

[答案]A

007 **Once**,however,it failed to give the correct time.

A.然而它有一次错了,给了正确的时间。

B.然而,它曾有一次没有报出准确的时间。

C.然而,有一次,它不及格,报出准确的时间。

[答案]B

P01 **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。

[答案]C

P02 **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。

[答案]A

S01 **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。

[答案]C

S02 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。
- C. 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。

[答案]B

S03 Smile a lot and be as friendly as possible to everyone your 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。

[答案]A

S04 Sometimes, the most difficult part of forming a plan to solve a problem is that you're not exactly sure what the problem is.

- 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。
- B. 有时候,制定计划最难的部分是如何解决你不确定的问题。
- C. 有时候,最难的部分是制定解决问题的计划,但是你并不确定是什么问题。

[答案]A

T01 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。

[答案]C

T02 The less clear you are about what you want to do, the less effective your plan will be.

- A. 你不太清楚自己想要做什么,你的计划就会失效。
- B. 你越不清楚自己想要做什么,你的计划就越没有成效。
- C. 你的计划越没有成效,你越弄不清楚自己想要做什么。

[答案]B

T03 Think about it and answer me, why are you so happy now?

- A. 思考一下这个问题,然后回答我“为什么是你如此快乐现在?”。
- B. 思考一下这个问题,然后回答我“为什么我是如此不快乐?”。
- C. 思考一下这个问题,然后回答我“你现在为什么这么快乐?”。

[答案]C

T04 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。

[答案]A

T05 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。

[答案]C

T06 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 个小时睡眠。

C.保证早睡,这样至少可以有 7 个小时睡眠。

[答案]B

W01 We *don't need to* clock in and out here.

A.我们上下班不需要打卡。

B.我们不需要在这反复思考。

C.我们没有必要来回摇摆。

[答案]A

W02 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。

[答案]A

W03 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。

[答案]B

W04 We'll telephone Helen, but she's out of reach.

A.我们是想给海伦打电话的,可就是与她联系不上。

B.我们是想给海伦打电话的,可她就是不来。

C.我们是想给海伦打电话的,可她那里没有电话。

[答案]A

W05 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。

[答案]A

W06 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?

[答案]A

W07 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?

[答案]C

W08 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。

[答案]B

Y01 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。

[答案]A

Y02 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。

[答案]B

Y03 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。

[答案]B

Y04 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。

[答案]A