

交际用语(49)

1、—Amy, do you shop online often? — ()

答案: (Yes. It's very convenient and the price is often lower than in store)

2、—Are the Project Managers linking up ok? — ()

答案: (There's been a good atmosphere at the first management meetings)

3、—Are the Project Managers sharing information and contacts and so on? — ()

答案: (Yes, there's really nothing to worry about)

4、—Are there any disadvantages to shopping online? — () But I think this problem will be solved soon.

B. It takes some time for the stuff you buy online to arrive.

5、—Aunt Cindy, do you shop online often?

C. Yes. It's very convenient.

6、—Aunt Cindy, do you shop online often?

C. Yes. It's very convenient and the price is often lower than in store.

7、—Betty, we'll have a buffet party next Saturday. Will you join us? — (), Susan. Thank you!

A. I'd love to

8、—But then we'll have to accept a Board of Directors chosen by our stockholders. — ()

答案: (from being a medium-tier firm to being one of the big players)

9、—Can you tell us why you think this makes good business sense to you? — ()

答案: (we are going to have to consider finding more investors)

10、—Could you be so kind as to turn down that rock "n"roll? I'm preparing for tomorrow's meeting report.

C. Sure. Sorry to disturb you.

11、—Have you ever tried shopping online? — ()

答案: (I prefer to actually see and touch what I'm buying before I pay for it)

12、—Hello, is that Sail Moving Company?

A. Yes, this is Jack speaking. Thanks for calling. What can we do for you?

13、—Hello, this is Lucas Bowen. I'd like to order some machines. — ()

答案: (No problem)

14、—Henry, what do you think of the new team? — () I think the team is starting to get along quite nicely.

C. Very well on the whole.

15、—Hey Kyle, guess what! The boss is sending me to Europe for a marketing seminar next month. — () You've been itching to go on a business trip for months.

B. Great! You must be happy.

16、—How do you calculate the fee if we ask you to move the office furniture? — ()

答案: (The cost depends on the floor to move to, the distance between two places and the amount of the furniture to move)

17、—How much of a problem meeting the budget? — ()

答案: (Well, it seems that we underestimated the costs)

18、—How was your trip to London, Jane? — ()

答案: (Oh, wonderful indeed)

19、—How would you like to go? — ()

答案: (I'd like to fly to Frankfurt for a stay of two days)

20、—I am going to ask for a pay rise. — ()

答案: (I think you may talk to your boss)

21、—I am going to ask for a pay rise. — ()

C. I think you may talk to your boss.

22、—I had a really good weekend at the seaside. — () .

B. Oh, I'm glad to hear that.

23、—I thought that if I could get your support first, it might make getting approval easier.

A. Well, you've got my support on this.

24、—I thought that if I could get your support first, it might make getting approval easier. — ()

答案: (Well, you've got my support on this)

25、—I'll be away on a business trip. Would you mind signing for my express delivery?

C. I'd be happy to.

26、—I'll be away on a business trip. Would you mind signing for my express delivery?— ()

C. I'd be happy to.

27、—I'm really fed up with Larry!

C. Hey, what's up?

28、—I'll also throw in the discount of 10% on your up front deposit. What do you think— ()

答案: (ok, I think we've both have done our best for this)

29、—I'll be away on a business trip. Would you mind signing for my express delivery?

— ()

答案: (I'd be happy to)

30、—I'm really fed up with Larry! — ()

答案: (Hey, what's up?)

31、—Is there a bank near here?

C. Yes. There is one just down the road.

32、—Larry is the biggest airhead I've ever met. He always makes careless mistakes, and he's— ()

答案: (You shouldn't be so negative)

33、—Looking at this, if my calculations are correct, we are about five thousand dollars over— ()

答案: (It's going to cost about five thousand

more to complete the first order)

34、—okay then, so to confirm: a 6% discount but you pay all the

shipping and installation — ()

答案: (That sounds all right)

35、—okay, what is the decision? — ()

答案: (but it may be time to consider some major changes)

36、—Some friends say when they get the article, () . — ()

答案: (it's quite different from what they saw on the website advertisement)

37、—Thanks for inviting me, John, but I've already made other plans. — ()

答案: (Oh! I'm sorry to hear that)

38、—The client said he had to send a monitor back three times before the problem was — ()

答案: (Well, I wonder whether the recent layoffs are affecting the quality of our customer service)

39、—They want to make sure you're paying taxes on the money you make. — ()

答案: (We're paying alright)

40、—We've done very well so far but if we want to see serious growth — () .

答案: (it might be time to ditch our old business model and go public)

41、—What does the customer's complaint say?— ()

B. He says he hasn't gotten back the monitor for repairs.

42、—What is the distance between the new building and your office?— ()

B. It is about 15 kilometers.

43、—You mean ... like becoming a publicly-traded company?—That's right. ()

A. It's something we should give serious consideration to.

44、—You mean... like becoming a publicly-traded company?— ()

答案: (It's something we should give serious consideration to)

45、— (), but I still have the feeling that it's not safe enough.

答案: (Paying online is much safer than before)

46、— () ?

—I expect to depart for Frankfurt on Sunday, September 1st, any time after

答案: (When do you plan to leave)

47、— () ?—Sure, no problem. First, go see Cindy and tell her where you're

答案: (Can you fill me in)

48、— () ?—Yes, business class.

答案: (Will you fly business class)

49、— () Yes, business class.

A. Will you fly business class?

词汇与语法(94)

1、Although he has sought to find a peaceful () , he is facing more pressure from his

答案: (solution)

2、Although he has sought to find a peaceful (), he is facing more pressure from his
business rivals.

C. solution

3、Among the critiques were allegations () some franchise uses its political
influence to increase its profits.

C. that

4、Among the critiques were allegations () some franchise uses its political
influence to

答案: (that)

5、An on-line virtual supermarket () the real supermarket, which makes it feel so
real.

B. simulates

6、An on-line virtual supermarket () the real supermarket, which makes it feel so
real.

答案: (simulates)

7、At the same time, the negotiator keeps things secret () would limit his/her ability
to negotiate.

B. that

8、At the same time, the negotiator keeps things secret () would limit his/her ability
to

答案: (that)

9、Better understanding of team work can make you a more effective employee and
give you an extra () in your corporate office.

A. edge

10、But Jerry, have you really thought this up the company that () ? You would
essentially be giving your great-grandfather built.

A. through

11、Can you fill me () ? I need some detailed information.

C. in

12、Can you tell us why you think this makes good business () to you?

C. sense

13、Chinese shoppers spent billions online yesterday as they took advantage ()
discounts

答案: (of)

14、Cooperating is simply working together () teammates () the good of the
team.

A. as ... for

15、Cooperating is simply working together () teammates () the good of the
team.

答案: (as...for)

16、Current () are those debts that must be paid within the year.

答案: (liabilities)

17、Customers often remain () to a business that has excellent service even if their

答案: (loyal)

18、Customers won't find store clerks sitting around () .

B. watching TV or playing cards

19、Did you get the financial records () shape for your audit next month?

A. into

20、Even though he's () out of college and still a bit green, he is a great co-worker.

B. fresh

21、For a limited company, this will include the money () issuing shares , and is known as the share capital.

B. raised by

22、friends and colleagues greeted each other with that day was "Bought anything today?"

C. What

23、has good reputation will sooner or later be successful in his business.

B. whoever

24、His ideas are linked to the theory () markets are efficient, which means market actors

答案: (that)

25、His method supports Mr Shiller's findings and has () efforts to predict prices in the

答案: (influenced)

26、I couldn't agree more. That's () I only do street shopping.

C. why

27、I really () the effort you have put in on your team's current project.

答案: (appreciate)

28、I'm still working on () a few problems.

C. ironing out

29、If any of the articles are damaged during move, you may make a () for

答案: (claim)

30、If people () we're very valuable they won't buy our stock.

答案: (don't think)

31、If things have (), the person you're talking to will want to know the reasons.

答案: (gone wrong)

32、If you are intending () just one Schengen country, you will need to apply for the

答案: (to visit)

33、In business, whatever you do, do not () illegal benefit.

A. chase

34、It should () that franchising is one of the means available for getting investment money

答案: (be recognized)

35、It will () about eight percent more than initially projected.

C. cost

36、It's said that some measures have been taken () this problem.

答案: (to deal with)

37、Large organizations will find () impossible to manage all these data if manual accounting were used.

C. it

38、Looking your customers in the eye shows that we are listening to them and hearing

答案: (what they are saying)

39、Many of the banks and travel services in the western countries provide convenience for

答案: (checks)

40、okay, let's say we make a decision () ; what kind of price are we thinking about

答案: (to go public)

41、One kind of partnership is called a limited () partnership.

答案: (liability)

42、Please () an open return flight from Barcelona to Frankfurt.

答案: (book)

43、Respecting fellow teammates keeps everyone in a good () and encourages overall team spirit.

A. mood

44、Some in the market now want government () in order to reduce costs.

答案: (regulation)

45、Some of the customers' complaints seem ().

B.unacceptable

46、Some of the () solutions will support these requirements better at the moment.

C. proprietary

47、Some stores even offer () lanes for customers with 10 items or less to checkout quickly.

B. express

48、Sometimes I surf online shops to check some related information, and then go to a physical store to do the () shopping.

A. actual

49、Teammates who have team spirit are more satisfied () their team activities.

B. with

50、Teammates who have team spirit are more satisfied () their team activities.

答案: (with)

51、That might be acceptable () you handle the insurance fees.

A. if

52、That's something you can improve by talking to human ().

B. resources

53、The American idea of customer service is () each customer the center of attention.

答案: (to make)

54、The bottom half shows () this money came from.

A. where

55、The customer service representative will often allow customers to exchange the product

答案: (refund)

56、The executive team have to hold an urgent meeting () they see the bad market

答案: (because)

57、The franchisor () the franchisee should observe the regulations to make the business go well.

B. as well as

58、The instruction describes completely the () and its safety basis.

C. facility

59、The long-term assets are known as () assets.

A. fixed

60、The people in your department seem so () and nice to be around.

C. capable

61、The processing time () per embassy.

C.varies

62、The proprietor owns all of the property of the business and is responsible ()

答案: (for)

63、The same is true () individual proprietorships.

C. at

64、The team members are () and helping each other out.

答案: (getting along)

65、Their skill and () has got them on the sales team.

答案: (enthusiasm)

66、Then your () will be sold by auction.

答案: (stuff)

67、There are more and more () of software for accounting, this has made the different types of software more accessible in terms of costs and variety.

A. manufacturers

68、They exchanged tales of () or disappointing news of popular items sold out minutes

答案: (bargains)

69、They exchanged tales of () or disappointing news of popular items sold out minutes after the spree began at midnight.

A. bargains

70、They wanted to () a discussion on economics.

答案: (initiate)

71、To attract investors, the government has () its tax and labor laws.

C. adjusted

72、Trademarks, proprietary service marks and regulations need () carefully.

A. to be observed

73、Trademarks, proprietary service marks and regulations need () carefully.

A. to be observed

74、Travelers, when () the checks, have to sign the checks in the presence of the bank or service clerks.

B.buying

75、Traveller's checks are generally () small face value.

答案: (of)

76、Travellers, when () the checks, have to sign the checks in the presence of the

答案: (buying)

77、We can't manage that () you pay for the installation.

C. unless

78、We didn't understand how difficult it was to () such a breakfast.

B. distribute

79、We used to () cash advances.

C. have

80、Well ,the day we offer stock for sale is the day we will see how much () there is m our company.

C. faith

81、What's more, it's not always so () for us to pay online as hackers might steal our username and password.

B. safe

82、When the rest of the room () emotional, stay cool and use logic to negotiate and close.

B. gets

83、While the other people () and discussed the problem together, Ted ignored them.

A. interacted

84、Without close quality control, we may () fraud, and the e-shop may suddenly go

答案: (encounter)

85、You can download and print off the () online.

答案: (form)

86、You can show respect to your teammates () everyone fairly and equally.

答案: (by treating)

87、() behalf of Vancouver C&S Int'l Trade Corp . , I am pleased to invite you and your colleagues to visit us.

B. On

88、() friends and colleagues greeted each other with that day was Bought anything

答案: (What)

89. () has good reputation will sooner or later be successful in his business.

答案: (Whoever)

90. () the situation may be, make sure that you don't leave your customer with an

答案: (Whatever)

91. () you have a job, you may be in the market for another one.

A. Even if

92. () behalf of Vancouver C&S Int'l Trade Corp., I am pleased to invite you and your colleagues to visit us.

C. On

93. () has good reputation will sooner or later be successful in his business.

B. whoever

94. — okay, what is the decision? - As you know... we have been a privately held, family-owned company for over 120 years, () .

B. but it may be time to consider some major changes

阅读理解（单选）(6)

1. Businesses are structured in different ways to meet different needs.

21. This passage is mainly about () .

答案: C. how different forms of

business are organized

22. What is usually needed to decide the portion of the partnership

each person controls? () .

答案: B. An agreement.

23. Who are not included in limited liability partnerships? () .

答案: C. Unlimited partners.

24. How can corporations raise money? () .

答案: A. By selling stock.

25. Who controls corporate policies in a corporation? () .

答案: B. A board of directors.

2. China has the most franchises in the world but the scale of their operations

1. According to the passage, the passage mainly talks about .

答案: C. an outline of franchising in China

2. KFC was the () foreign franchise to China in 1987 and is widespread.

答案: A. most profound

3. Many franchises are in fact joint-ventures, because .

答案: A. at the beginning stage, franchise law was not so clear

4. Foreign franchise grows in China because of .

答案: B. the small amount of retail trade

5. The writer has the () attitude to franchising in China

答案: B. positive

3. Cyber Monday rocked while mobile sales roared.

1. Retailers used mobile devices and drove nearly a third of traffic, or even more than half to online shopping. As we know that doesn't belong to the mobile device. ()

答案: C. personal computer

2. PlayStation 4 and Xbox One consoles were sold out on the afternoon Monday although they weren't even discounted. ()

答案: B. Walmart.com

3. According to sales on Amazon were up 44.3% over last year, while sales at eBay were up 32.1%. ()

答案: C. Channel Advisor

4. Cyber Monday deals on Sunday with a Cyberthon that drew more than people to the site. ()

答案: A. 350,000

5. We can infer from the passage ____ isn't an online retailer. ()

答案: B. Channel Advisor

4. Emotions play an important part in the negotiation process, although it is only

1. Emotions play an important role during the negotiation, although their effect is being studied just .

答案: C. not long before

2. Negative emotions may () make concessions.

答案: A. be helpful to

3. During negotiations, the decision as to whether or not to settle depends in part on emotional factors.

答案: B. to some extend

4. Attaining concessions can be done .

答案: C. by both negative and positive emotions

5. In different cultures, negotiators should use () strategies to show positive and negative emotions.

答案: B. different

5、Identify the country or countries you will be travelling to.

21. This passage is mainly about () .

答案: C. how to apply for a Schengen visa

22. If you are intending to visit two or more Schengen countries, you will need to send your application () .

答案: A. to the embassy or consulate of the country that shall be your main destination

23. You can download and print off the form () .

答案: B. on the Internet

24. You are required to show the following documents EXCEPT () .

答案: C. a birth certificate

25. The processing time is per embassy () .

答案: A. different

6、Team spirit can make or break a team. Teammates who have team

1. Teammates who have team spirit .

答案: B. are better able to work together and achieve team goals

2. According to the article, team spirit means .

答案: C. cooperation, motivation and respect

3. Cooperation is a skill that .

答案: A. can be sharpened during practice

4. Being motivated means .

答案: C. you should give your best in any circumstances

5. Respecting your teammates .

答案: B. can keep everyone in a good mood

阅读理解（判断）(8)

1、A challenge in working in customer service is to ensure that you have

1. The goal of customer service is to give customers an experience that meets their expectations.

答案: F

2. Leave your customer with an unanswered question is unacceptable.

答案: T

3. Both positive body language and negative body language are necessary in customer service.

答案: F

4. Eye contact is one of the most important aspects of positive body language.

答案: T

5. The underlined going the extra mile to help them in the last paragraph means going a long way to help them.

答案: F

2、Chinese shoppers spent billions online yesterday as they took advantage

1. Online retailers took hold of the shopping spree to increase sales successfully.

答案: T

2. The final figure of Singles Day for this year reached 19.1 billion yuan.

答案: F

3. Cyber Monday is a similar event in the Great Britain.

答案: F

4. Other e-commerce sites did as well as Alibaba Group on Singles Day.

答案: F

5. Jack Ma's goal of transaction size is to reach 100 billion yuan in several years.

答案: T

3、If you want to become a franchisee, the tips below can help you to find the perfect opportunity.

1. Decide on a business with learning or seeing what the day-to-day will look like.

答案: T

2. Before you've determined what role you want in a franchise, it's time to start the business.

答案: F

3. Before signing on to a franchise, the essential job is to ask the franchisor about the executive team and its past industry experience.

答案: T

4. The first thing to look at is how long a franchise would take to purchase.

答案: F

5. To make sure that when you want to leave the business, you have made enough money and you are satisfied with that.

答案: F

4、Many of the banks and travel services in western provide

26. It is convenient for the travelers to travel around the world as many banks and travel services issue travelers'checks.

答案: T

27. There are no signatures of travelers who have bought the checks.

答案: F

28. Quite a few travelers like to buy the checks.

答案: T

29. Travelers do not worry about the circulation period of the checks as there is no time limit for it.

答案: T

30. Banks and travel services are reluctant to provide travelers'checks.

答案: F

5、The art of negotiating is a difficult skill for most of us, even good salespeople.

1. If you let the other party start negotiations, you will be completely grasp the control, often without even realizing it.

答案: F

2. So, never let both parties control the negotiations.

答案: F

3. Negotiating first and then having to create a document doesn't need necessary time to a transaction.

答案: T

4. Great negotiators know how to stay cool, providing leadership and solutions, while the rest of the room becomes wild or helpless during the negotiation.

答案: T

5. When the rest of the room gets out of control, stay cool and use logic to negotiate and close.

答案: F

6、The balance sheet is produced at the end of a company's financial year:

26. The top half of a balance sheet shows where the money is being used in the business.

答案: T

27. All fixed assets are depreciated as they wear out over time.

答案: F

28. The short-term assets are known as fixed assets.

答案: F

29. Current liabilities are those debts that must be paid within the year.

答案: T

30. The money ploughed back into building up the business is called retained profit.

答案: T

7、The Royal Swedish Academy of Sciences awarded the Nobel

1. The Royal Swedish Academy of Sciences awarded the Nobel Prize in electronics to three Americans on Oct. 14, 2013.

答案: F

2. Eugene Fama, Lars Peter Hansen and Robert Shiller won the prize for their research and explanations of pricing forces in financial markets.

答案: T

3. Eugene Fama's research on financial markets in the 1960s resulted in some change in how market watchers look at investing.

答案: T

4. The findings of both economists have led to the growth of price prediction, investing many different securities as a way to reduce risk.

答案: F

5. The Nobel Prize in economics was established in memory of Alfred Nobel by Sweden's central bank in 1968.

答案: T

8、The Royal Swedish Academy of Sciences awarded the Nobel Prize

26. The Royal Swedish Academy of Sciences awarded the Nobel Prize in electronics to three Americans on Oct. 14, 2013.

答案: F

27. Eugene Fama, Lars Peter Hansen and Robert Shiller won the prize for their research and explanations of pricing forces in financial markets.

答案: T

28. Eugene Fama's research on financial markets in the 1960s resulted in some change

in how market watchers look at investing.

答案: T

29. The findings of both economists have led to the growth of price prediction , investing many different securities as a way to reduce risk.

答案: F

30. The Nobel Prize in economics was established in memory of Alfred Nobel by Sweden's central bank in 1968.

答案: T

一、交际用语

1.-This is my favourite music.

答案: C. That sounds good!

2.-Do you mind if I close the door?

答案: B. No. Go ahead.

3.-This is my sister, Belinda.

答案: B. Nice to meet you, Belinda.

4.-Could you be so kind as to turn down that music?

答案: C. Sure. Sorry to disturb you.

5.-They want to make sure you're paying taxes on the money you make.

答案: A. We're paying alright.

6.-The client said he had to send a monitor back three times before the problem was solved. Do you have a reason for this?

答案: A. Well, I wonder whether the recent layoffs are affecting the quality of our customer service.

7.-Some friends say when they get the article, _____. -That happens. So close quality control is needed.

答案: A. it's quite different from what they saw on the website advertisement

8.-Have you ever tried shopping online? -No, never. _____

答案: A. But I prefer to actually try it.

9.-Is there a bank near here?

答案: C. Yes. There is one just down the road.

10.-Hello, Sir. _____ -I'd like to order a pizza.

答案: C. What can I do for you?

11.-How is the problem about the budget?

答案: B. Well, it seems that we underestimate the problem.

12.-You mean... like becoming a publicly-traded company? -That's right._____

答案: A. It's something we should give serious consideration to.

13.-I'm really fed up with the taste of that food!

答案: C. I'm sorry to hear that.

14.-Hello, is this the ABC Company?

答案: B. Yes, thanks for calling.

15.-How about some cookies?

答案: B. Good idea!

16.-Are the Project Managers sharing information?

答案: A. Yes, there's really nothing to worry about.

17.-Hi, I'm Jack. -_____ I'm Nancy.

答案: A. Nice to meet you.

18.-I'll be away on a business trip. Would you mind signing for my express delivery?

答案: C. I'd be happy to.

19.-Betty, we'll have a buffet party next Saturday. Will you join us? -Sure. _____, Susan. Thank you!

答案: C. I'd love to

20.-I'll go for a business trip next Monday.

答案: B. Have a good trip!

21.-Thanks for inviting me to the party, but I'm not available.

答案: C. I'm sorry to hear that.

22.-How is the weather in autumn?

答案: B. It is always sunny.

23.-Okay then, so to confirm: a 6% discount but you pay all the shipping and installation costs. -Sure. _____

答案: B. That sounds all right.

24.-I'd like to have some coffee.

答案: B. Here you are.

25.-As for shopping online, are there any disadvantages?

答案: B. It takes some time for the stuff you buy online to arrive.

二、词汇与结构

1.Simon told me that he was quite satisfied with the hotel _____ he had booked.

答案: A. that

2.How _____ it is today!

答案: A. sunny

3.She was so surprised to get the news _____ the meeting would be delayed.

答案: A. that

4.We have been living in that city _____ over 20 years.

答案: A. for

5.I failed to _____ one of my customer's orders.

答案: B. confirm

6.Respecting fellow teammates keeps everyone in a good _____ and encourages overall team spirit.

答案: A. mood

7._____ able to read the non-verbal communication can be a great asset.

答案: B. Being

8.Traveler's checks are generally _____ small face value.

答案: C. of

9.The processing time _____ per embassy.

答案: C. varies

10.If people____ we're very valuable, they won't buy our stock.

答案: C. don't think

11.Have you ever _____ this through?

答案: A. thought

12.This makes _____ to you, doesn't it? You can then accept it.

答案: B. sense

13.Do you have any idea when the traffic _____ happened?

答案: A. accident

14.At the same time, ask her _____ an application form of the card.

答案: B. for

15.Most living beings _____ the sun for their growth.

答案: A. depend on

16.Before an investment is made, all the risks should be taken _____ account.

答案: B. into

17.The executive team have to hold an urgent meeting _____ they see the bad market feedback.

答案: B. because

18._____ behalf of Vancouver C&S Int'l Trade Corp., I am pleased to invite you and your colleagues to visit us.

答案: B. On

19.His ideas are linked to the theory_____markets are efficient.

答案: C. that

20.That might be acceptable ____ you handle the insurance fees.

答案: A. if

21.The instruction describes completely the _____ and its safety basis.

答案: C. facility

22._____ people think we're very valuable, they will buy our product.

答案: A. If

23.John went to Beijing, _____?

答案: B. didn't he

24.Henry is often seen ____ English aloud every morning in the classroom.

答案: A. to read

25.There _____ some advantages to do it.

答案: B. are

26.They exchanged tales of _____ or disappointing news of popular items sold out minutes after the spree began at midnight.

答案: A. bargains

27.Then your _____ will be sold by auction.

答案: C. stuff

28.To be honest, after many years of hard work, I have _____ it through.

答案: A. made

29.Their skill and _____ has got them on the sales team.

答案: C. enthusiasm

30.We used to ____ cash advances.

答案: C. have

31._____you have a job, you may be in the market for another one.

答案: A. Even if

32.I like red. So _____!

答案: A. does she

33.I have _____ oranges in the bag.

答案: B. three

34.The thief stole her wallet_____ she knew it.

答案: A. before

35.Although a _____ has been found, we have more pressure from the market.

答案: C. solution

36.The tower, _____ base is a shop, is frequently visited by travelers.

答案: B. whose

37.This is _____ the manager controls the company. This is the reason.

答案: C. because

38.Among the critiques were allegations _____ some franchise uses its political influence to increase its profits.

答案: C. that

39.You will have to _____ them to your letter.

答案: C. attach

40.I really_____the encouragement given by my teacher.

答案: C. appreciate

41.Without close quality control, we may _____ fraud, and the e-shop may suddenly go offline, so you can't get a refund.

答案: C. encounter

42.Have you really thought ____ this?

答案: A. through

43.OK, let's_____ a decision to go public.

答案: A. make

44.Is there _____ in the meeting room?

答案: A. anyone

45.Do you know _____ boy who is in blue?

答案: C. the

46.We can't manage that _____ you pay for the installation.

答案: C. unless

47.You should manage it well to _____ the tasks within the team.

答案: B. distribute

48.It is Beijing _____ I will leave for next month.

答案: B. that

49._____ we like is the red one.

答案: A. What

50._____ assets include the long-term assets.

答案: A. Fixed

51.A service has to be so _____ that there are no complaints from your clients.

答案: C. good

52.Many of the banks and travel services in the western countries provide convenience for the travelers by issuing traveler's _____ .

答案: A. checks

53.I have _____ to cook. Let's go to the restaurant.

答案: A. nothing

54.Can you fill me _____? I need some detailed information.

答案: A. in

55.Tomorrow is the deadline. I _____ finish the job.

答案: B. must

56.I'd like to fly to Frankfurt for _____ stay of two days, and go by train to Paris.

答案: B. a

57.The company _____ last year.

答案: A. was built

58.John worked in an American company. So _____. I.

答案: B. did

59.This is_____. every team needs a good leader.

答案: A. why

60.It will _____ about eight percent more than initially projected.

答案: C. cost

61.When you communicate _____ others, shaking hands shows that you are friendly.

答案: A. with

62.In the company, all of the staff have to believe _____ quality.

答案: A. in

63.I have visited both of the two cities. I like the first one _____.

答案: B. better

64._____ rest of us left the room soon after meeting.

答案: A. The

65.She is not at home. She _____ been in the library.

答案: B. must have

66.To attract investors, the government has _____ its tax and labor laws.

答案: C. adjusted

67.We _____ friends since we were children.

答案: C. have been

68.There _____ some drink in the cup.

答案: B. is

69.The project should _____ in time.

答案: B. be finished

70.I'd like to discuss a _____ price.

答案: C. discounted

71.Some of the customers' complaints seem_____.

答案: A. unacceptable

72.Melinda will sell her house _____.

答案: C. by auction

73.For a limited company, this will include the money _____ issuing shares, and is known as the share capital.

答案: B. raised by

74.You can show respect to your teammates _____ everyone fairly and equally.

答案: C. by treating

75.Which is the _____ one among the three?

答案: C. highest

76.Better understanding of team work can make you a more effective employee and give you an extra _____ in your corporate office.

答案: A. edge

77._____ they drink is coffee.

答案: B. What

78.When others _____ emotional, stay cool and use logic to negotiate.

答案: A. get

79.Current _____ are those debts that must be paid within the year.

答案: C. liabilities

80.A windproof jacket is an essential _____ of clothing for hillwalking.

答案: C. item

81.It is necessary for a qualified teacher to have_____ knowledge.

答案: B. extensive

82.The team members are _____ and helping each other out.

答案: B. getting along

83.The girl in _____ is my sister.

答案: A. red

84.Some in the market now want government _____ in order to reduce costs.

答案: A. regulation

三、阅读理解

(一) 单选题

1.

(1) This passage is mainly about _____.

答案: C. how different forms of business are organized

(2) What is usually needed to decide the portion of the partnership each person controls?

答案: B. An agreement.

(3) Who are not included in limited liability partnerships?

答案: C. Unlimited partners.

(4) How can corporations raise money?

答案: A. By selling stock.

(5) Who controls corporate policies in a corporation?

答案: B. A board of directors.

2.

(1) Advertisement is often used to _____.

答案: C. push the sale

(2) The word "media" in Paragraph 1 refers to _____.

答案: A. television, radio, newspapers and so on

(3) Advertisement is mainly paid for by _____.

答案: A. the customer

(4) Advertisement can increase demand _____.

答案: C. in a growing market

(5) From the last sentence of this passage we can learn that _____.

答案: B. businessmen know well that advertisement could bring them more profits

3.

(1) What does manual handling of data include?

答案: A. Accounts payable and receivable.

(2) What does the electronic accounting software probably handle with?

答案: A. Purchase order control and invoice processing.

(3) In what way are more reports made for customers?

答案: A. With software.

(4) What is the author's attitude towards electronic accounting?

答案: A. Positive.

(5) What can we learn from this passage?

答案: A. Electronic accounting software processes data faster than the manual way.

4.

(1) This passage is mainly about _____.

答案: C. how to apply for a Schengen visa

(2) If you are intending to visit two or more Schengen countries, you will need to send your application _____.

答案: A. to the embassy or consulate of the country that shall be your main destination

(3) You can download and print off the form _____.

答案: B. on the Internet

(4) You are required to show the documents such as _____.

答案: B. a valid national passport

(5) The processing time is _____ per embassy.

答案: A. different

5.

(1) What would happen if you start the negotiation?

答案: C. You would control the negotiation till the end.

(2) What is the purpose of negotiations?

答案: A. To arrive at a formal written agreement.

(3) Why is it necessary to stay cool in negotiation?

答案: A. To provide leadership and solutions.

(4) What can you learn from the passage?

答案: B. Finding the best solution is important in negotiation.

(5) What is the main idea of this passage?

答案: A. Golden rules of negotiating.

(二) 判断对错

1.

(1) The Royal Swedish Academy of Sciences awarded the Nobel Prize in electronics to three Americans in 2013.

答案: B. F

(2) The three Americans won the prize for their explanations of pricing forces in financial markets.

答案: A. T

(3) Eugene Fama's research on financial markets changed how market watchers looked at investing.

答案: A. T

(4) The findings of both economists have led to the growth of price prediction.

答案: B. F

(5) The Nobel Prize in economics was established in memory of Alfred Nobel.

答案: A. T

2.

(1) It is convenient for the travelers to travel around the world as many banks and travel services issue travelers' checks.

答案: A. T

(2) There are no signatures of travelers who have bought the checks.

答案: B. F

(3) Quite a few travelers like to buy the checks.

答案: A. T

(4) Travelers do not worry about the circulation period of the checks as there is no time limit for it.

答案: A. T

(5) Banks and travel services are reluctant to provide travelers' checks.

答案: B. F

3.

(1) Team spirit can make team members more satisfied with their team activities.

答案: A. T

(2) Working together enables team members sharpen the skill of cooperation during practice.

答案: A. T

(3) Acting cooperatively contributes to the overall success of the team.

答案: A. T

(4) Staying motivated is to give your best in practice only in the team.

答案: B. F

(5) Respect can be shown by treating the team leader differently.

答案: B. F

4.

(1) Online retailers seized the special day to increase sales.

答案: A. T

(2) Thousands of consumers have bought clothes, furniture, and home decoration items at discount prices.

答案: A. T

(3) Friends and colleagues probably greeted each other and exchanged tales of bargains after the special day of buying.

答案: A. T

(4) There is no similar shopping day in other countries.

答案: B. F

(5) It can be learned from the passage that e-commerce is popular.

答案：A. T

5.

(1) The simplest form of business is called an individual or sole proprietorship.

答案：A. T

(2) If two or more people go into business together, it is called partnership.

答案：A. T

(3) Doctors usually form an individual proprietorship.

答案：B. F

(4) A corporation is the most complex kind of business organization.

答案：A. T

(5) The directors will surely hold shares in the corporation.

答案：B. F

四、翻译

(一) 英译汉

1.What is the distance between the buildings?

答案：这些建筑物之间的距离是多少？

2.Make sure that you don't leave your customer with an unanswered question.

答案：确保你不会让客户带着未被解答的问题离开。

3.As you know, our prices are very competitive.

答案：如你所知，我们的价格很有竞争力。

4.It's like an open free market.

答案：这就像一个开放的自由市场。

5.If a person receives poor service from a store, he probably will avoid shopping there in the future.

答案：如果一个人从某家商店得到的服务很差，他将来很可能会避免去那里购物。

6.When do you plan to leave?

答案：你计划什么时候离开？

7.That's not exactly what I have in mind.

答案：那不完全是我所想的。

8.It's like an open free market.

答案：这就像一个开放的自由市场。

9.Well, it's really a good question.

答案：嗯，这确实是个好问题。

10.The problem is that I don't know how to go about it.

答案：问题是我不知道该如何着手做这件事。

11.That sounds reasonable, if the discount is a good one.

答案：如果折扣力度不错的话，那听起来很合理。

12.You can download and print off the form online.

答案：你可以在网上下载并打印这份表格。

13.It is okay to say "I don't know".

答案：说“我不知道”是没关系的。

14.So, do you have an explanation for this?

答案：那么，你对此有什么解释吗？

15.I'd like to order some machines.

答案：我想订购一些机器。

16.Would you be able to give me some advice?

答案：你能给我一些建议吗？

17.Quick service is one of our strongest selling points.

答案：快捷的服务是我们最突出的卖点之一。

18.I'd be happy to answer any questions you may have.

答案：我很乐意回答你可能有的任何问题。

19.It's very convenient and the price is often lower than in stores.

答案：这非常方便，而且价格通常比实体店低。

20.Very well, looking forward to your call.

答案：好的，期待你的来电。

(二) 汉译英

1.网上购物越来越流行。

答案：Online shopping is becoming more and more popular.

2.我想请你为我作必要的安排。

答案：I would like you to make the necessary arrangements for me.

3.必须启动该进程。

答案：This process must be initiated.

4.您如何处理这个客户的投诉？

答案：How do you handle this customer's complaint?

5.那么，你能告诉我标准费率吗？

答案：Well, can you tell me the standard rate?

6.我同意你的说法。

答案：I agree with what you said.

7.如需了解更多信息，可访问我们的网站。

答案：For more information, you can visit our website.

8.是的，关于这个话题我有很多要说的！

答案：Yes, I have a lot to say about this topic!

9.流通期限没有时间限制。

答案：There is no time limit for the circulation period.

10.不过我对你们要价有点担心。

答案：However, I have some concerns about your asking price.

11.检查处理时间，确保能及时获得申根签证。

答案：Check the processing time to ensure you can get the Schengen visa in time.

12.这似乎有点高。

答案：This seems a bit high.

13.好吧，我支持你。

答案：Well, I support you.

14.你不应该这么消极。

答案：You shouldn't be so negative.