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| 题目随机搜索技巧 |
| 1.单选题直接搜索题干 |
| 2.阅读理解、完形填空，搜索文章第一句话 |
| 3.翻译、听力理解，搜索第一道题目 |
| 单元自测1 |
| 1.— Hello, I'm David Chen. Nice to meet you. |
| — . |
| 【答案】Nice to meet you too. |
| 2.— Sally, , Mary Brown. |
| — Nice to meet you. I'm Sally Johnson, the Sales Manager. |
| 【答案】this is our new secretary |
| 3.— Hi, I'm Melinda Smith, the new secretary. Nice to meet you here. |
| — Hi, I'm Mike Brown from the Training Center. |
| 【答案】I hope you'll be happy working here. |
| 4.— |
| — Please call me Mary. That's my first name. |
| 【答案】How shall I address you? |
| 5.— Excuse me, |
| — Yes, it's 8633-2788. If you have any other questions, don't hesitate to ask. |
| 【答案】could you please tell me what's the telephone number on my desk? |
| 1.Hello, everyone. I'd like to to you our new secretary, Melinda Smith. |
| 【答案】introduce |
| 2.If you have any questions here, please tell us. We'll all be to help you. |
| 【答案】ready |
| 3.People here usually each other by their first names instead of family names. |
| 【答案】call |
| 4.I like the working atmosphere here.It's very . |
| 【答案】friendly |
| 5.Don't be afraid ask a lot of questions. |
| 【答案】to |
| 1.I'm looking forward to together with you. |
| 【答案】working |
| 2.I think is impolite to call people by their first names. |
| 【答案】it |
| 3.“Isn't it impolite to call people by their first names?” The underlined word is of the same word class as . |
| 【答案】interesting |
| 4.Smile a lot and be friendly as possible to everyone you meet. |
| 【答案】as |
| 5.Keeping eye contact makes the other person welcome and comfortable. |
| 【答案】feel |
| 二、阅读理解：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项。 |
| Shaking Hands Manners |
| If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. ...后文省略 |
| 【答案】AABCB |
| 2.二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”。 |
| How to introduce yourself on the first day of work？If you are looking for some ideas, here are some tips for you....后文省略 |
| 【答案】TFTFF |
| 3.二、翻译：从以下A、B、C三个选项中选出与英文最适合的中文翻译。 |
| 1.I'll show you around and introduce you to other colleagues. |
| 2. How long have you been working here? |
| 3. Your life has changed and you will get used to it. |
| 4. Since we all want to set a good first impression, it is important to know the right shaking hands manners. |
| 5. I like the working atmosphere here. |
| 【答案】CAABA |
| 4.二、听力理解：请听下面的对话，根据对话内容从A、B、C三个选项中选出一个最佳选项。 |
| Melinda Smith's got a job at Qiaoxiang Community Service Center. Today is her first day at work.George, the Director of the Administration Department, is introducing her to Wendy and Helen.......后文省略 |
| 【答案】CADBE |
| 单元自测2 |
| 1.— I'd like to apply for a library card. |
| — |
| 【答案】 Fill out the application form first, please. |
| 2.— It's rather cold in here. Do you mind if I close the window? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】No, go ahead. |
| 3.— Wow, this place is amazing. |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Thank you. |
| 4.— May I use your bike for a moment? |
| — |
| 【答案】By all means. |
| 5. — ? |
| — My mother is retired. My father is a manager. |
| 【答案】 What do your parents do. |
| 1.I'm a deputy manager. I \_\_\_\_\_\_\_\_ an IT company. |
| 【答案】work for |
| 2.How do I \_\_\_\_\_\_\_ the gym? |
| 【答案】get to |
| 3.Charles regretted \_\_\_\_\_\_\_ the TV set last year. The price has now come down. |
| 【答案】buying |
| 4.I have been looking forward to from my parents. |
| 【答案】 hearing |
| 5.Professor Smith promised to look \_\_\_\_\_\_ my paper, that is, to read it carefully before the defense. |
| 【答案】over |
| 6.－ What is your job? |
| － I'm \_\_\_\_\_\_\_\_\_\_\_\_ accountant. |
| 【答案】an |
| 7.Had you come five minutes earlier, you \_\_\_\_ the train to Beijing. But now you missed it. |
| 【答案】would have caught |
| 8.With his work completed, the manager stepped back to his seat, feeling pleased \_\_\_\_\_\_ he was a man of action. |
| 【答案】that |
| 9. Children under fifteen are not permitted to see such kind of movies \_\_\_\_\_\_ bad for their mental development. |
| 【答案】as is |
| 10.It's high time that he settled down in the country and \_\_\_\_\_\_ a new life. |
| 【答案】started |
| 1.二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确为“T”，错误为“F”。 |
| 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. T......后文省略 |
| 【答案】FTTFF |
| 2.二、完形填空：阅读下面的短文，根据文章内容从A、B、C三个选项中选择合适的内容将短文补充完整。 |
| Each morning, millions of us turn on our radios and televisions for the weather forecast. Do the cloudy skies mean rain? ......后文省略 |
| 【答案】BACCB |
| 3.二、翻译：从以下A、B、C三个选项中选出与英文最适合的中文翻译。 |
| 1. New York University has forty-eight thousand students. |
| 2. Many people don't listen to music and they can get along quite well. |
| 3. Of course, it has special meaning for people like me. |
| 4.Once, however, it failed to give the correct time. |
| 5. We don't need to clock in and out here. |
| 【答案】ACCBA |
| 单元自测3 |
| 1.— |
| — I'm not sure what I'll do. I hope to watch TV and enjoy myself. |
| 【答案】What are your plans for summer vacation? |
| 2.— .We'll have a charity book sale together with Menglin Publishing House next month. |
| — Yes. I think the Music Square is large enough. |
| 【答案】Could you give any suggestion on the location? |
| 3.— Hey, Derek, which do you think is harder to learn, marketing or designing? |
| — |
| 【答案】Personally, I think designing is more difficult. |
| 4.— |
| — Nothing much. |
| 【答案】What's up? |
| 5.— |
| — I'm afraid not. But I'll be free this afternoon. |
| 【答案】Can you spare me a few minutes now? |
| 1.Through the work plan, the team leader is able to \_\_\_\_\_\_ the tasks at hand, the deadlines for completion, and the responsible parties for effective management. |
| 【答案】identify |
| 2.The work was done her instructions. |
| 【答案】according to |
| 3.She hasn't the funds to her design. |
| 【答案】carry out |
| 4. your plan and don't stop until it is finished. |
| 【答案】Follow |
| 1.Your goal is to publish a book and have \_\_\_\_\_ manuscript sent out to publishers by November 2016. |
| 【答案】the |
| 2.Within the team, a work plan can tell each member what \_\_\_\_\_\_ and why. |
| 【答案】is being done |
| 3.She kept on \_\_\_\_\_\_ although she was tired. |
| 【答案】working |
| 4.You can pick a specific time and place and ask them \_\_\_\_\_\_ they want to go. |
| 【答案】if |
| 5.\_\_\_\_\_\_ hasnot yet been decided. |
| 【答案】When to hold the meeting |
| 1.二、阅读理解：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项。 |
| 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. ......后文省略 |
| 【答案】BCCAB |
| 2.二、 阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F” |
| 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. F......后文省略 |
| 【答案】FFTFF |
| 3.一、翻译：从以下A、B、C三个选项中选出与英文最适合的中文翻译。 |
| 1.Follow your plan and don't stop until it's finished. |
| 2. Sometimes, the most difficult part of forming a plan to solve a problem is that you're not exactly sure what the problem is. |
| 3. The less clear you are about what you want to do, the less effective your plan will be. |
| 4. Once you've set a specific timeline, the next step is to take daily action and do your own part. |
| 5. I am not particularly busy at the moment. What's up? |
| 【答案】CABCA |
| 4.二、听力理解：请听下面的对话，根据对话内容进行判断，正确写“T”错误写“F”。 |
| Listen to the dialog and decide whether the following statements are TrueT) or False F). |
| 1.They will sell the books in a supermarket next month. |
| 2 . Menglin Publishing House has been engaged in charity work for many years. |
| 3 . It is not decided when and where the sale will be held. |
| 4 . George will make a plan for the book sale with Melinda together. |
| 5 . George asks Melinda to hand in the plan next week. |
| 【答案】FTTFF |
| 单元自测4 |
| 1.— I'd like to invite you for dinner on Saturday. |
| — |
| 【答案】Thank you for your kind invitation. I'll be there on time. |
| 2.— |
| — It's lovely. I have never been to such beautiful place like that. |
| 【答案】How about your trip? |
| 3.— Do you have any plans for tomorrow morning? |
| — |
| 【答案】No. I have nothing planned tomorrow. |
| 4.— |
| — It takes abouthours . |
| 【答案】How long will the journey take ? |
| 5.— |
| —Please accept my sincere regrets for not being able to join you. |
| 【答案】I'm just wondering if you could come to join us. |
| 1.The environmentalists and wild goats’ \_\_\_\_\_\_ on the vast grasslands was a good indication of the better environment. |
| 【答案】attendance |
| 2.We have to at the hotel before 6 pm. |
| 【答案】check in |
| 3.Scientists have made great contributions development of our human beings. |
| 【答案】to |
| 4.She feel very tired and was glad to him. |
| 【答案】lean on |
| 1.The Two parties made it clear that they would not \_\_\_\_\_ the invitation unless the Centre reduced its tax component. |
| 【答案】accept |
| 2.If there are changes, don't forget \_\_\_\_\_ the related persons know. |
| 【答案】to let |
| 3.A good tour guide tells visitors \_\_\_\_\_\_. |
| 【答案】What they couldn't miss during the trip |
| 4.On their arrival, you should \_\_\_\_\_\_the following points. |
| 【答案】pay attention to |
| 5.\_\_\_\_\_\_, after introduction, you can ask about their journey. |
| 【答案】To break the ice |
| 1.二、阅读理解：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项。 |
| 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. ......后文省略 |
| 【答案】CBBBA |
| 二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”。 |
| Receiving Visitors at the Airport |
| 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:......后文省略 |
| 【答案】TTTFF |
| 3.二、听力理解：请听下面的对话，根据对话内容进行判断，正确写“T”错误写“F”。 |
| Listen to the dialog and choose the best answer for each question. |
| 1.The visitor is from the Menglin Publishing House. |
| 2 . The visitor has an appointment with Helen. |
| 3 . Melinda offers the visitor a cup of te3 |
| 4 . They are going to hold a director's meeting. |
| 5 . They hope they could have a good cooperation. |
| 【答案】TFFTT |
| 单元自测5 |
| 1.— Would you mind helping me for a minute, Barbara? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What do you want me to do? |
| 【答案】I'd be glad to. |
| 2.— I would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Well, either time will do. |
| 3.— Dad, this is my roommate, Andrea. |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Hello, Andre.I've heard so much about you. |
| 4.— Hello, I'd like to speak to Phil. |
| — He's out to lunch now. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Would you mind calling back later? |
| 5.— Unbelievable! I have failed the driving test again! |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_This is not the end of the world. |
| 【答案】Cheer up! |
| 1.The company hosted an) \_\_\_\_\_\_ for their new staff. |
| 【答案】reception |
| 2.The question never \_\_\_\_\_\_ in discussion. |
| 【答案】came up |
| 3.Can we \_\_\_\_\_\_ another worker to help Jimmy or find another solution? |
| 【答案】assign |
| 1.— Mom, must I finish my homework now? |
| — No, you \_\_\_\_\_\_. You may have supper first. |
| 【答案】needn't |
| 2.He has been looking forward to \_\_\_\_\_ to England for a long time. |
| 【答案】going |
| 3.They were successful \_\_\_\_\_\_ a communication satellite. |
| 【答案】in launching |
| 4.Mr. White \_\_\_\_\_\_ short stories, but he \_\_\_\_\_\_ a TV play these days. |
| 【答案】writes, is writing |
| 5.I'm afraid I won't be available then. I \_\_\_\_\_\_ a friend off at five this afternoon. |
| 【答案】will be seeing |
| 1.二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”。 |
| 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. .....后文省略 |
| 【答案】TFTFF |
| 2. 二、完型填空：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项将其补充完整。 |
| It's very interesting to study names of different countries. Chinese names are different foreign names. Once an English lady came to visit me. When I was introduced to her, she said, “Glad to meet you, Miss Ping.......后文省略 |
| 【答案】ABACB |
| 3.二、听力理解：请听下面的对话，根据对话内容从A、B、C三个选项中选出一个最佳选项。 |
| Listen to the dialog and choose the best answer for each question. |
| 1.Taylor comes from. |
| 2. Peter, the Director, feelsto join the meeting. |
| 3. Peter givesfirst. |
| 4. Which is true according to the dialog? |
| 5. The purpose of this meeting is to. |
| 【答案】BCACB |
| 单元自测6 |
| 1.— Hello, this is John speaking. Could I speak to Mike? |
| — |
| 【答案】Hold the line, please. |
| 2.— May I speak to Tom? |
| — I'm sorry. He isn't in the office now. |
| — |
| — Yes, of course. |
| 【答案】Can I leave a message？ |
| 3.— Hello. Sky Travel Agency. May I help you? |
| — |
| 【答案】Yes, I'd like to make reservations to Beijing on the flight ZH8147 at 6:00 pm on December 19th. |
| 4.— |
| — The round-trip air fare for a person is only $188. |
| 【答案】What is the exact air fare? |
| 5.— This is Melinda speaking from Qiaoxiang Community Service Center. |
| — Let me see. There will be some visits to our community library and learning center. |
| 【答案】I'm calling for the arrangement of the visit next Monday. |
| 1.When will the General Manager be ? |
| 【答案】available |
| 2.Most tour companies \_\_\_\_\_\_ advance payment when a booking is made. |
| 【答案】insist on |
| 3.Can you explain your arrangements ? |
| 【答案】in detail |
| 4.Do you require a deposit（定金）to a reservation? |
| 【答案】confirm |
| 1.\_\_\_\_\_\_ means to do what you should do on time. |
| 【答案】To be punctual |
| 2.Do not do anything \_\_\_\_\_ should go against his will. |
| 【答案】that |
| 3.This is true of management \_\_\_\_\_\_ of workers. |
| 【答案】as well as |
| 4.She wants a job where \_\_\_\_\_\_ . |
| 【答案】her management skills can be put to good use |
| 5.Mike \_\_\_\_\_\_ his colleagues when the phone rang. |
| 【答案】was talking with |
| 1.二、阅读理解：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项。 |
| A business itinerary is written for business trips, which should include everything from travel arrangements to hotel information and business meetings. ......后文省略 |
| 【答案】CBACB |
| 2.二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”。 |
| 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!......后文省略 |
| 【答案】FFFTF |
| 3. 二、完型填空：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项将其补充完整。 |
| Organizing your daily schedule is something that you know needs to be done, but where exactly does one start? A lot of people see timeas a super-power. ......后文省略 |
| 【答案】BACAC |
| 4.二、翻译：从以下A、B、C三个选项中选出与英文最适合的中文翻译。 |
| If you would rather not carry a planner with you, consider a desk planner that will sit comfortably on a table. |
| 2. We'll telephone Helen, but she'sout of reach. |
| 3. Will this be a one-way trip? |
| 4. Thanksto our hard work, we can fulfill the task on time. |
| 5.Do you want to fly first or economy class? |
| 【答案】BACCB |
| 单元自测7 |
| 1.— Can you copy these papers for me? |
| — |
| 【答案】Ok. Just wait a moment please. |
| 2.— I've got the system running, but I can't open my file. |
| — |
| 【答案】Let me see if I can get it to work. |
| 3.— |
| — I've called the maintenance worker. |
| 【答案】This copier needs repairing. |
| 4.— |
| — It's my pleasure． |
| 【答案】Would you please fax the document for me? |
| 5.— Will you show me how to use this software? |
| — |
| 【答案】Sure. You'll master it in no time. |
| 1.Such office software is popular \_\_\_\_\_\_ the executive secretaries . |
| 【答案】with |
| 2.Copying files under Linux is similar \_\_\_\_\_\_ copying files under DOS. |
| 【答案】to |
| 3.A secretary must \_\_\_\_\_\_ big pile of files and correspondence in office. |
| 【答案】deal with |
| 4.Please see the suggestions below to \_\_\_\_\_\_ that your files are not lost. |
| 【答案】make sure |
| 5.Nowadays office work can be done by hand \_\_\_\_\_\_ very fast speed. |
| 【答案】at |
| 1.The secretary has a lot of things to take up in the office since she \_\_\_\_\_\_ away for quite a few days. |
| 【答案】has been |
| 2.Mary has been a secretary in this company \_\_\_\_\_\_she graduated from Beijing University. |
| 【答案】since |
| 3.\_\_\_\_\_\_the paperless management is widely used now, some important files are still kept as hard copies. |
| 【答案】Although |
| 4.I'll make a list of all the documents on this file \_\_\_\_\_\_ make it more clearly. |
| 【答案】in order to |
| 5.\_\_\_\_\_\_you deal with the data files, the more familiar you get with them. |
| 【答案】The more |
| 1.二、阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”。 |
| 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. ......后文省略 |
| 【答案】BABBA |
| 2.二、完型填空：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项将其补充完整。 |
| Filing means keeping documents in a place and being able to find them easily and quickly. Documents that are will not easily tear, get lost or dirty. ......后文省略 |
| 【答案】CABAC |
| 3.二、听力理解：请听下面的对话，根据对话内容从A、B、C三个选项中选出一个最佳选项。 |
| Listen to the dialog and choose the best answer for each question. |
| 1.Melinda not finish her work yesterday? |
| 2 . Did George care about Melinda? |
| 3 . What did George ask Melinda to do? |
| 4 . In what order should Melinda file the documents? |
| 5 . When should Melinda finish the filing? |
| 【答案】CBCAA |
| 单元自测8 |
| 1.— Good morning, can I help you? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】I'd like to borrow a book named Gone With the Wind from your library. |
| 2.— Are you ready, folks? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Yes, I'm ready. I'll have the vegetable salad. |
| 3.— Hello, Yang Lin speaking. |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】This is Carol here. |
| 4.— Please give me a hand to print out the report, won't you? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】Of course I will. |
| 5.— Hey, You look so pale. What's wrong? |
| — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 【答案】I didn't sleep well last night. |
| 1.He can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ good English. |
| 【答案】speak |
| 2.You have more apples than \_\_\_\_\_ do. But \_\_\_\_\_ are better than yours. |
| 【答案】we, ours |
| 3.Does David \_\_\_\_\_\_? |
| 【答案】like flying |
| 4.I usually go to the office \_\_\_\_\_\_\_\_ train. |
| 【答案】by |
| 5.Neither John \_\_\_\_\_\_\_\_ his father was able to wake up early enough to catch the morning train. |
| 【答案】nor |
| 1.The Foreign Language Department is on \_\_\_\_\_ second floor. |
| 【答案】the |
| 2.I have an English class a week. |
| 【答案】three times |
| 3.He \_\_\_\_ lunch in the canteen right now. |
| 【答案】is having |
| 4.\_\_\_\_\_\_\_\_ wine do you need for the party? |
| 【答案】How much |
| 5.It was on the beach \_\_\_\_\_\_ Miss White found the kid lying dead. |
| 【答案】that |
| 1.二、阅读理解：阅读下面的短文，根据文章内容从A、B、C三个选项中选出一个最佳选项。 |
| Hi, Xiaoyan, |
| You want to know about my gym. |
| The gym is“New You”.The phone number is 020 791 1340. It's near Oxford Circus.There is a swimming pool and there are a lot of classes. ......后文省略 |
| 【答案】BCBAC |
| 2.二、翻译：从以下A、B、C三个选项中选出与英文最适合的中文翻译。 |
| Years ago, zoos kept all kinds of animals in small cages. |
| 2. He was too tired to say a word and went to bed at once. |
| 3. Think about it and answer me, why are you so happy now? |
| 4. At last the Englishman got angry with the visitor though he tried not to show it. |
| 5. I have no idea of how to use my OA account. |
| 【答案】AACBB |
| 3.二、听力理解：请听下面的对话，根据对话内容从A、B、C三个选项中选出一个最佳选项。 |
| Listen to the dialog and choose the best answer to each question.When will the health care lecture be held? ......后文省略 |
| 【答案】BCABB |