国开《管理英语1》形考任务综合测试（不含听力部分）

复制题干关键词搜索答案

一、交际用语

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】B.Nice to meet you too.

【题目】(2)Sally,\_\_\_\_\_\_\_\_\_\_\_\_\_, Mary Brown.

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

【答案】A.This is our new secretary

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

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

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

【题目】(4)Hi，This is John.

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】C.Hello, John. Nice to meet you.

【题目】(5)How are you, Bob?

— \_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】B.I'm fine. Thank you.

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

— \_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】B.Glad to meet you.

【题目】(7)\_\_\_\_\_\_\_\_\_\_\_\_\_?

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

【答案】B.How shall I address you

【题目】(8)Hello, I'm Harry Potter.

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

【答案】C.call me Charles

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

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

【答案】B.Hm, not too bad

【题目】(10)\_\_\_\_\_\_\_\_\_\_\_\_\_

— He teaches physics in a school.

【答案】C.What is your father?

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】A.No, go ahead.

【题目】(13)Wow, this place is amazing.

— \_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】B.Thank you.

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】B.By all means.

【题目】(15)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

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

【答案】C.What do your parents do

【题目】(16)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

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

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

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

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

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

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

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

【题目】(19)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

— Nothing much.

【答案】B.What's up

【题目】(20)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

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

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

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

【题目】(22)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

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

【答案】C.How about your trip

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_

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

【题目】(24)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

—It will take about 3 hours .

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

【题目】(25)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

【答案】B.I'd be glad to

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】C.Well, either time will do

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

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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

—He's out to lunch now. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

【答案】B.Cheer up

二、语汇语法

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

【答案】B.introduce

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

【答案】B.ready

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

【答案】C.call

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

【答案】B.Friendly

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

【答案】C.to

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

【答案】B.used to be

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

【答案】B.working

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

【答案】C.it

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

【答案】A.as

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

【答案】A.feel

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

【答案】B.work for

【题目】(12)How do I \_\_\_\_\_\_\_ the gym?

【答案】C.get to

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

【答案】A.buying

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

【答案】B.over

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

【答案】C.for

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

【答案】C.with

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

【答案】A.still

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

【答案】B.in case

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

【答案】A.for

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

【答案】B.written

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

【答案】A.what

【题目】(22)What is your job?

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

【答案】B.an

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

【答案】B.would have caught

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

【答案】A.That

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

【答案】B.started

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

【答案】C.identify

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

【答案】A.according to

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

【答案】B.carry out

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

【答案】B.Flexible

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

【答案】A.expenses

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

【答案】C.the

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

【答案】A.is being done

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

【答案】C.working

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

【答案】A.if

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

【答案】B.When to hold the meeting

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

【答案】A.in

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

【答案】B.presence

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

【答案】A.check in

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

【答案】B.to

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

【答案】B.lean on

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

【答案】C.innovation

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

【答案】B.accept the invitation

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

【答案】B.to let

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

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

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

【答案】A.pay attention to

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

【答案】C.To break the ice

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

【答案】B.spare

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

【答案】B.end up with

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

【答案】C.prevent

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

【答案】C.until

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

【答案】C.reception

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

【答案】A.came up

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

【答案】A.access

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

【答案】B.assign

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

【答案】B.annually

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

【答案】B.successful in launching

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

【答案】A.is writing

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

【答案】C.will be seeing

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

【答案】A.available

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

【答案】B.insist on

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

【答案】C.in detail

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

【答案】C.confirm

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

【答案】C.itinerary

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

【答案】B.To be punctual

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

【答案】A.That

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

【答案】C.as well as

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

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

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

【答案】C.was talking with

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

【答案】A.with

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

【答案】B.to

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

【答案】B.deal with

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

【答案】B.make sure

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

【答案】A.at

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

【答案】A.has been

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

【答案】B.since

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

【答案】A.Although

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

【答案】C.in order to

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

【答案】C.he more

【题目】(79)He can \_\_\_\_\_\_\_ good English.

【答案】B.speak

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

【答案】A.we, ours

【题目】(81)Does David \_\_\_\_\_\_?

【答案】A.like flying

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

【答案】C.by

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

【答案】C.nor

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

【答案】B.the

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

【答案】C.three times

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

【答案】C.is having

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

【答案】B.How much

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

【答案】B.that

三、阅读理解

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

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

【答案】A.T

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

【答案】B.F

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

【答案】A.T

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

【答案】B.F

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

【答案】B.F

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

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

【答案】A.T

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

【答案】A.T

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

【答案】A.T

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

【答案】B.F

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

【答案】B.F

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

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

【答案】B.F

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

【答案】B.F

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

【答案】A.T

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

【答案】A.T

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

【答案】B.F

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

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

【答案】B.F

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

【答案】B.F

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

【答案】A.T

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

【答案】B.F

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

【答案】A.T

1. Hi, Xiaoyan,

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

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

【答案】B.On Saturday evening.

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

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

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

【答案】B. Cosmetics.

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

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

【题目】(5)How can you pay for the class?

【答案】C.By credit card or cash.

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

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

【答案】C.Microsoft Office 2010

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

【答案】B.Excel 2010

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

【答案】C. Not given.

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

【答案】B.No.

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

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

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

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

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

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

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

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

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

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

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

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

【答案】B.The importance of a work plan

四、翻译题

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

【答案】C.我带你四处转转，把你介绍给其他的同事。

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

【答案】A.你在这里工作多久了？

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

【答案】A.你的生活已经发生了变化，你要适应它。

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

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

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

【答案】A.纽约大学有学生四万八千名。

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

【答案】C.许多人不听音乐，却生活得相当好。

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

【答案】C.当然，它对我这样的人具有特殊的含义。

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

【答案】B.然而，它曾有一次没有报出准确的时间。

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

【答案】C.按照你的计划进行，完成之前不要停下来。

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

【答案】A.有时候，制定解决问题的计划最难的部分是你并不能确定问题是什么。

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

【答案】B.你越不清楚自己想要做什么，你的计划就越没有成效。

【题目】(12)Once you’ve set a specific timeline, the next step is to take daily action and do your own part.

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

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

【答案】B.您可以采用您自己的设计师，或者采用我们公司的设计团队

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

【答案】B.我们要对这项工程给予全力支持，从而保证它能够按时完成。

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

【答案】C.根据他的倡议发起了募捐。

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

【答案】A.下个月的今天我们将乘飞机去往南美洲。

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

【答案】C. 这充分说明，中国将在促进世界和平方面发挥更加积极的作用。

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

【答案】C.我想知道他明天什么时候动身去纽约。

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

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

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

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

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

【答案】A.我们是想给海伦打电话的，可就是与她联系不上。

【题目】(22)Will this be a one-way trip?

【答案】C.您是单程旅行吗？

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

【答案】C.由于我们努力工作，才能按时完成任务。

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

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

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

【答案】A.人们需要将与其他人或机构之间接发的文件资料予以归档。

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

【答案】C.用地区名和学校名给文件和文件夹命名会更便于你查找。

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

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

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

【答案】A.多年以前，动物园把各种动物都关在小笼子里。

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

【答案】A.他太累了，一句话也没说就立刻上床睡觉去了