国家开放大学《管理英语2》单元自测1-8

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)— Do you mind if I record your lecture?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Go ahead.

【答案】Not at all

(2)—I was worried about my math, but Mr. White gave me an A .

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】Congratulations!

(3)—I’m terribly sorry that I’ve spilled some coffee on the table.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】It doesn’t matter

(4)－How’s your mother doing?

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

【答案】She is very well

(5)—Would you like to go to the concert with us?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but I’ve promised to help Jim with his Chinese. Thank you all the same.

【答案】I wish I could

(1)We think that Smith should be told about his \_\_\_\_\_\_ condition as soon as possible.

【答案】physical

(2)He was always \_\_\_\_\_\_in sharing his enormous knowledge.

【答案】generous

(3)His action is always \_\_\_\_\_\_with his words．

【答案】consistent

(4)One day, our dreams will \_\_\_\_\_\_\_\_\_\_\_\_ reality.

【答案】turn into

(5)The enemy has strengthened their \_\_\_\_\_\_ position.

【答案】defensive

(1)—Can you go skating with us this afternoon?

—Sorry, I can’t. I \_\_\_\_\_\_\_\_ take care of my little sister at home.

【答案】have to

(2)He is \_\_\_\_\_\_\_\_ this company.

【答案】in charge of

(3)He says what he thinks and does what he wants to do, \_\_\_\_\_\_\_\_other people’s feelings.

【答案】regardless of

(4)More than 30 people \_\_\_\_\_\_ the position.

【答案】applied for

(5)―Whose textbook is this?

―It \_\_\_\_\_\_\_ John’s. It has his name on it.

【答案】must be

(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。

There are more ants than any other kinds of land animals in the world. They range from 0.1 toinch long and are usually yellow, brown, red, or black. .......后文省略

【答案】BACCA

(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”。

Good Communication Skills -Key to Any Success

1.Good communication skills are the key to success in life, work and relationships. .......后文省略

【答案】FFFTT

(3)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。

The houses we live in are very. They keep us from being cold in the winter and hot in the summer. In the winter they keep out of the snow. ......后文省略

【答案】BCABC

(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。

1.Thank you so much for your generous hospitality.

2. A true friend is someone who reaches for your hand and touches your heart.

3. I don’t know why he is late, he might have had an accident.

4. They are willing to understand their partner’s position first before trying to get understood.

5. The more familiar interviewing feels to you, the less anxiety you will feel with the process.

【答案】CCABA

单元自测2

(1)—Hi, Helen, I’ll have an interview tomorrow. I’m afraid I can’t make it.

—

【答案】Sure, you can. Take it easy.

(2)—

— My name is Helen, and I was born in 1980. My major was electrical engineering.

【答案】Tell me a little bit about yourself, please.

(3)—MayI ask you why you left the former company？

—

【答案】Because I want to change my working environment and seek new challenges.

(4)—Whatstarting salary do you expect?

—

【答案】I'd like to start at ￥5000 a month.

(5)— ？

— I haveworked for IBM for 3 years.

【答案】What is your working experience?

(1)I’m writing to \_\_\_\_\_\_\_\_ a position as a computer engineer in your company.

【答案】thank for

(2)You can try these methods to keep your interview anxiety\_\_\_\_\_\_\_\_ control.

【答案】under

(3)Hiring the right employee\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_ a thousand times over in high employee morale.

【答案】pays…back

(4)We should take the degree\_\_\_\_\_\_\_\_ account when we recruit a new secretary.

【答案】into

(5)You must\_\_\_\_\_\_\_\_ the annual certification of employment online within 15 days.

【答案】submit

(1)\_\_\_\_\_\_\_\_ a company really wants is a candidate \_\_\_\_\_\_\_\_ has the right skills.

【答案】What…that

(2)These tips may help you avoid\_\_\_\_\_\_\_\_ bad employees for your company.

【答案】hiring

(3)The candidate should dress in a manner that is appropriate to the position\_\_\_\_\_\_\_\_ he is applying.

【答案】for which

(4)You also should send a resume \_\_\_\_\_\_\_\_ the employer know more information about you.

【答案】to let

(5)Hiring a good employ may cost much money and time, \_\_\_\_\_\_\_, it can win much more for the company in future.

【答案】however

(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。

Stress around interviews is often influenced by our assumptions we make to ourselves about the process. ......后文省略

【答案】BBAAC

(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”。

Hiring the right employee is a challenging process for a company. A bad hire not just wastes your time and money, but also impacts the team spirit and company morale. .......后文省略

【答案】TFFTT

(3)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。

The old saying “practice makes perfect” applies to interviewing too. Conduct practice interviews with a friend or family member, and ask for their feedback. .......后文省略

【答案】ACBCB

(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。

1.The old saying “practice makes perfect” applies to interviewing too.

2. A bad hire not just wastes your time and money, but also impacts the team spirit and company morale.

3. The more familiar interviewing feels to you, the less anxiety you will feel with the process.

4. Stress around interviews is often influenced by our assumptions we make to ourselves about the process.

5. We can’t possibly get the work done by October.

【答案】BBACA

单元自测3

(1)—Should I leave earlier tomorrow morning?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】Yes, it’s better to leave earlier to avoid the morning traffi

(2)—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

—It might be a good idea to read some simplified books first.

【答案】What books would you recommend?

(3)—Any suggestions for the project?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】I advise you to put more hands in this project.

(4)—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

—In total, it should be about 15,000RMB for the three-day training.

【答案】How much have you budgeted for the training?

(5)—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

—Everything is goingsmoothly.

【答案】How is everything going?

(1)Write the telephone number downyou forget.

【答案】in case

(2)Does his absenceto your work?

【答案】make a difference

(3)We need to carry out a proper （ ） of the new system.

【答案】evaluation

(4)Anyone who has workedhere for over three years is for sick pay.

【答案】eligible

(5)How many players does a baseball team？

【答案】consist of

(1)Participants have\_\_\_\_\_the Productivity Analysis Worksheet.

【答案】completed

(2)According to their feedback sheets, the participants are all \_\_\_\_\_with the training.

【答案】satisfied

(3)The training is \_\_\_\_\_positive results on the job they are presently \_\_\_\_\_.

【答案】bringing about, doing

(4)American young peoplewould rather \_\_\_\_\_\_ advice from strangers.

【答案】get

(5)\_\_\_\_\_\_ you prepare cross training plans, you need to consider both the company benefits and the employee benefits.

【答案】As

(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。

PPHC and Gooseneck are two organizations that do similar community work. Each has hired a new staff member to make contact with and provide services to new parents........后文省略

【答案】CABCA

(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”。

Cross training is training an employee to do a different part of the organization's work. Training worker A to do the task that worker B does and training B to do A’s task is cross training. .......后文省略

【答案】FTTTF

(3)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。

Want to keep your staff motivated about learning new concepts? The quality and variety of the employee training you provide are keys for motivation. ........后文省略

【答案】ACBBC

(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。

1.By the following week, when he’s on his own, he feels he has a pretty good idea of what he needs to do, and how to go about it.

2. We can’t possibly get the work done by October.

3. When you start a job,you must stick to it.

4. Will you be involved in opening the new office?

5.They have disagreement on the plan of celebrating the founding of the community.

【答案】CAABB

单元自测4

(1)— Let’s make plan first for our events, shall we?.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】OK, let’s do it.

(2)—How do you think of the theme of our event?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】It’s pretty good.

(3)—Your plan is perfect and I believe that it will be a great success .

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】Thank you very much.

(4)— What kind of event are you going to plan?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】A birthday party for my brother.

(5)— ?

—It will be held on the 3rd floor of Shakiraton Hotel.

【答案】What is the address of your speech

(3)Your long-term success in event planning will be based the experience you had.

【答案】 on

(4)He keeps on his focus on money.

【答案】making

(5)We should keep in mind the feedback is very helpful for planning future meetings and events.

【答案】that

(1)They have disagreement \_\_the plan of celebrating the founding of the community.

【答案】on

(2)\_\_\_\_\_\_ the feedback is very helpful for planning future meetings and events.

【答案】Getting

(3)This involves \_\_\_\_\_\_ the high-level reasoning behind your intentions for the event.

【答案】identifying

(4)At the end of the day, you want all attendees \_\_\_\_\_ your event to remember this key message that you’ve spent a long time reinforcing.

【答案】leaving

(5)Let’s \_\_\_\_\_\_ our plan.

【答案】start

(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。

Successful and memorable events don’t just happen. Organizing and holding an event takes planning. .......后文省略

【答案】CCBCA

(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”。

Use These(of 10) Tips to Start Your Event Planning Career

Step– Get experience and volunteer your time in different event services. There are so many aspects of events including, working for a graduation event, a sports competition, volunteering for nonprofits, and working for an established event planner........后文省略

【答案】FFTFF

(3)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。

Successful events don't just happen - they're the result of. The the event, the bigger the plan. ........后文省略

【答案】BACCB

(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。

1.Whether it’s an anniversary, a sporting event or a retirement party, and no matter how much time you have, your event’s success is in the detail.

2. They have disagreement on the plan of celebrating the founding of the community.

3. You want all attendees leaving your event to remember this key message that you’ve spent a long time reinforcing.

4. This involves identifying the high-level reasoning behind your intentions for the event.

5. I think what should be done is to create more job opportunities for students.

【答案】ABACA

单元自测5

(1)— What’s your view on our questionnaire?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】First of all .We’d better change our question order.

(2)—Would you mind filling the questionnaire for me?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】No problem. Just give me your questionnaire.

(3)—Thank you very much for answering our questions. It really helps our market research a lot.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】It’s my pleasure.

(4)—Our company is doing a customer service questionnaire .May I take you a moment?

— .

【答案】By all means

(5)— ?

—Twice a week.

【答案】How often do you use our company’s product

(1)I’d like to\_\_\_\_\_\_\_ that the staff member who served me didn’t really seem to know what he was doing.

【答案】point out

(2)You need to \_\_\_\_\_ those questionnaire papers for your company.

【答案】hand out

(3)Questionnaires are not suitable\_\_\_\_\_some people.

【答案】for

(4)Our company will \_\_\_\_\_the customers’ suggestions.

【答案】respond to

(5)The quality of questionnaire will\_\_\_\_\_how much information we know from our customers.

【答案】affect

(1)\_\_\_\_ face-to-face interviews, questionnaires are cheaper for collecting data from a large number of respondents.

【答案】Compared to

(2)Questionnaires are easy to \_\_\_\_.

【答案】analyze

(3)Where are you used to\_\_\_\_ vegetables?

【答案】buying

(4)Customers \_\_\_\_\_\_ refuse to filling the questionnaire are not permitted to buy the product.

【答案】Who

(5)The Jiahe Community Service Center is about to \_\_\_\_\_\_ service for residents.

【答案】provide

(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。

Questionnaires can be a simple way to get to know your audience’s opinions. Though it is easy to write a questionnaire, you need a lot of skill and experience to write a good one. Luckily, good design skills can be learned in a short time........后文省略

【答案】CCAAB

(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”。

Questionnaires: Advantages & Disadvantages

Every coin has two sides and questionnaires are no different. With questionnaires, the advantages outweigh the disadvantages.......后文省略

【答案】TFTFT

(3)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。

The Qualities of a Good Questionnaire

It should be noted that one does not start by (1) questions. Firstly.we have to decide 'what are the things one needs to know from the respondent in order to meet the survey's objectives?' .......后文省略

【答案】AACBA

(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。

1.In a word, taking the time to develop a well-designed and participant-friendly questionnaire will give you useful data that can help you make the right decisions.

2.A new food market will be built in our community next month.

3. I think what should be done is to create more job opportunities for students.

4.In contrast to other countries, the U. S has no national college entrance exam.

5.On the last day of the old year, there is a family dinner.

【答案】ACABB

单元自测6

(1)—I am sorry. Now what were we talking about?

— .

【答案】You were saying that you used to be a teacher

(2)—What do you think of your mother’s advice?

— .

【答案】It doesn’t fit us, actually

(3)—Can you stay here longer?

— , but I have to be back tomorrow.

【答案】I’d love to

(4)— This jacket is so good. ?

—It’s 200 yuan. I can give you special 20% discount on it.

【答案】How much is it

(5)— How do you like living in Beijing?

— .

【答案】I love it. Beijing is such a beautiful city

(1)I have coffee breakfast time.

【答案】at

(2)The music like the singing of a bird.

【答案】sounds

(3)I like cooking for my friends in free time.

【答案】my

(4)I didn’t do\_\_\_\_\_\_ last week.

【答案】anything

(5)They have learned about \_\_\_\_\_\_in recent years.

【答案】hundreds of English words

(1)You’d better have your hair \_\_\_\_\_before going to your friend’s wedding.

【答案】cut

(2)Her article is \_\_\_\_ in her class.

【答案】the best

(3)Look! \_\_\_\_\_\_\_\_\_\_.

【答案】Here comes the bus

(4)I would rather\_\_\_\_\_\_ two weeks earlier.

【答案】you had come here

(5)— Did the medicine make you feel better?

—No. The more , I feel.

【答案】medicine I take; the worse

(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。

Mary began playing the violin when she was only six. Her father came across a really old instrument at his aunt’s house, and he brought it back home with him. Mary loved it and immediately tried to play it.......后文省略

【答案】CBABB

(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”。

Xiaoyan,

I thought you’d like to know what has happened to your report about improving the website........后文省略

【答案】FFFTT

(3)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。

Everyone wants to healthy and happy. When illness does come, the whole family is. Many adjustments（调整）have to be made the family routine（日常工作） needn’t be disturbed completely. ....后文省略

【答案】BCACA

(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。

1.A man and his wife had a small restaurant near a station.

2. On the last day of the old year, there is a family dinner.

3. A few minutes later the doctor came out of his room for the third time.

4. You can see many interesting things on your way.

5. Having patience with your customers and with yourself will go a long way in winning over hostile customers.

【答案】CBABB

单元自测7

(1)—Why do you look unhappy. What’s the matter?

— .

【答案】I’m rather disappointed with the poor quality of the radio I’ve just bought.

(2)—Customer: We have ordered for almost one hour. Why is it so hard to get our dishes ready in your restaurant?

—Waiter:

【答案】I’m really sorry about that.

(3)—

— Neither do I. Look at our community, it is such a mess.

【答案】I really don’t think our service center is satisfying.

(4)—Hello, is that service center? The elevator of our apartment doesn’t work.

—

【答案】Sorry, I’ll have it checked out at once.

(5)— ?

—That’s great!

【答案】How about going to dinner at the Mexican restaurant tonight

(1)The heating system of our apartment broke down so Imade a \_\_\_\_\_\_ call to the community service center.

【答案】complaint

(2)We it very much that you’ve come to give us a timely ride. Otherwise we would miss the train.

【答案】appreciate

(3)We feel with the inconvenience the service center brought us.

【答案】disappointed

(4)Our workers have been checking the heating system since you called us. I you it will perform well soon.

【答案】assure

(5)We are under \_\_\_\_\_\_to finish the task within such limited time.

【答案】pressure

(1)They promised the car for us.

【答案】to repaired

(2)I don’t know . I just arrived here two minutes ago.

【答案】what’s going on

(3)They since last night. They are about to finish the work.

【答案】have been cleaning the system

(4)The more information you can get, in your field.

【答案】the more competitive you will be

(5)It is only by agreeing with their view point and that you will resolve the situation and send the customer away happy.

【答案】suggesting a possible solution

(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。

Angry customers tend to aim their dissatisfaction and complaints at staff members. If this happens to you, you should remember that they are actually expressing their dissatisfaction about the company and not about you as an individual. ......后文省略

【答案】ACBCC

(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”。

Feedback from your customers is very important. The more information you have from them, the more competitive you will be in your field.........后文省略

【答案】FTFTF

(3)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。

Imagine this situation: you have bought a faulty item from a shop and you takeback to complain. You go directly to the shop assistant and tell them your problem. ......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。

1.Focus groups are representatives of customers whose job is to provide you with information on their needs and preferences.

2. Angry customers tend to aim their dissatisfaction and complaints at staff members.

3. You will do everything within your power to try and resolve the situation.

4. Having patience with your customers and with yourself will go a long way in winning over hostile customers.

5. To communicate precisely what you want to say, you have to frequently need to define key words.

【答案】CBCAA

单元自测8

(1)—Good morning, Sunshine Community Center! May I help you?

— .

【答案】I need a plumber to repair the water pipe in my kitchen

(2)—Would you mind answering some questions about your annual report?

— \_\_\_\_\_\_\_\_.

【答案】No, as long as it doesn’t take long

(3)— ?

—It will take at least two weeks.

【答案】How soon will you finish our annual report

(4)—How did your talk with the community resident go?

—\_\_\_\_\_\_\_\_ He seemed to accept my explanation，but he didn’t sign his name here .

【答案】I’m not sure.

(5)— ?

— It costs us ten thousand dollars.

【答案】How much does the printing of the annual report cost

(1)The new year is just \_\_\_\_\_\_\_\_\_.

【答案】around the corner

(2)I’m confident in these as long as we \_\_\_\_\_\_\_\_the needs of the community residents and improve our service quality.

【答案】keep an eye on

(3)We have to \_\_\_\_\_\_our annual work report to the manager next week.

【答案】hand in

(4)When stating problems, we can make a \_\_\_\_\_with those from last year.

【答案】comparison

(5)When reading the annual report, we should look out\_\_\_\_\_\_ the areas where the company did not comply with the regulations.

【答案】for

(1)People \_\_\_\_\_\_ find useful information from the annual report.

【答案】could

(2)The investor should be aware ofthe limitations of the financial statement analysis \_\_\_\_ the annual report.

【答案】based on

(3)Under no circumstance \_\_\_\_\_ to tell lies to the publi

【答案】are the companies allowed

(4)\_\_\_\_\_ the fog, we should have reached the annual meeting site on time.

【答案】But for

(5)If I \_\_\_\_\_ you, I \_\_\_\_\_ more attention to the independent auditors’ reportand financial statements in the annual report.

【答案】were; would pay

(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。

If you take the following steps, you can make a satisfactory annual report. And your boss and other supporters will be impressed.......后文省略

【答案】BBACC

(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”。

An annual report of a company provides information about its business performance for certain people. ......后文省略

【答案】TFTTT

(3)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。

An annual report providesinformation about an organization. People read annual reports in different ways. ......后文省略

【答案】AACBB

(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。

1.In general, we’ve made some progress this year in improving community services.

2. As a general rule, it is better to focus on the content of a presentation as a means of attracting your audience’s attention.

3. We should present data in tables or charts so that the report may not be boring with facts alone.

4. To communicate precisely what you want to say, you have to frequently need to define key words.

5. A true friend is someone who reaches for your hand and touches your heart.

【答案】ACACC