国开电大《管理英语4》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. — Is it possible for you to work out the plan tonight?

—\_\_\_\_\_\_\_\_\_\_

【答案】I think so.

2. — I think things have been a bit difficult for us the last couple of months.

—\_\_\_\_\_\_\_\_\_\_. We've been working hard, but still getting behind.

【答案】You're right

3. — This project is too big for me to finish on time.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】 I'll give you a hand

4. — Could you give us a speech on management functions some day this week?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】 I'd love to, but I'm busy this week

5. — We could let some of the staff work from home.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

— That's a good idea.

【答案】What do you think of it

1. The responsibilities in handbook \_\_\_\_\_\_ that managers have to be concerned with efficiency and effectiveness in the work process.

【答案】indicate

2. AT&T found that employees with better planning and decision-making skills were \_\_\_\_\_\_ to be promoted into management jobs.

【答案】more likely

3. \_\_\_\_\_\_ his anger the employees called him Mr. Thunder, but they loved him.

【答案】Due to

4. Supervisors should \_\_\_\_\_\_ their employees in two-way communication so that understanding takes place.

【答案】engage

5. Even the best continually seek ways to \_\_\_\_\_\_ their skills.

【答案】 sharpen

6. \_\_\_\_\_\_ managers spend most of their time in face-to-face contact with others, but they spend much of it obtaining and sharing information.

【答案】 Not only do

7. \_\_\_\_\_\_ CEOs spend planning, the more profitable their companies are.

【答案】The more time

8. The demands and requirements placed on the CEO of Sony are different from \_\_\_\_\_\_ on the manager of your local Wendy's restaurant.

【答案】those

9. It is through enthusiasm and quiet intensity \_\_\_\_\_\_ we transform creativity and vision into the technologies.

【答案】that

10. The Human Resource Managing Department at Honda is given specific instructions \_\_\_\_\_\_ employ the best possible workers.

【答案】 on how to

1. 二、听力理解：听录音，选择最佳答案。

操作提示：通过下拉选项框，选择答案。

1.What kind of role is Melinda taking on for her job?

2. How long will Melinda be trained for her new role?

3. How often should Melinda report to the board on the progress of the project?

4. What kind of contract can Melinda sign with outside contractors?

5. Which one does NOT belong to Melinda's responsibilities?

【答案】CBABA

二、阅读理解：根据文章内容，判断正误。

Who Killed Nokia?

　　Nokia executives attempted to explain its fall from the top of the smartphone pyramid with three factors: 1) that Nokia was technically inferior to Apple, 2) that the company was complacent and 3) that its leaders didn't see the disruptive iPhone coming......后文省略

【答案】FFTFF

单元自测2

1. —How did your meeting go yesterday?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_actually, it was really frustrating.

【答案】Not so good

2. — Will you go on a picnic with us tomorrow?

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

【答案】Sorry, I have an appointment with Dr. Brown

3. —How can you explain the latest situation?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,I know it is all my fault.

【答案】Sorry

4. — If you can't say what you've come to say at the meeting, what's the point?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,but I think you might need to change your approach somewhat.

【答案】I can see that

5. —\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_identify the problems that have been occurring?

—Well, as you know, the problems we had with Gary caused a lot of friction among the team.

【答案】 Are you able to

1. Who was \_\_\_\_\_\_ the meeting？

【答案】chairing

2. Every time I tried to say something, he would \_\_\_\_\_\_ to something else.

【答案】move on

3. What you need to do is to keep things short and sweet, just the \_\_\_\_\_\_.

【答案】 highlights

4. I think the primary \_\_\_\_\_\_factor is there's been so much absence lately.

【答案】contributing

5. He's left now, but productivity hasn't \_\_\_\_\_\_that much.

【答案】 picked up

6. Effective leaders distill complex thoughts and strategies into simple, memorable terms \_\_\_\_\_\_\_\_\_\_ colleagues and customers can grasp and act upon.

【答案】that

7. In today's environment, \_\_\_\_\_\_\_\_\_\_ people are often burned out, it's important for employees to have a personal connection with you and the work you believe in.

【答案】where

8. When the message finally reached the Command Center, it \_\_\_\_\_\_\_\_\_\_ “mutated” to become —“Send three and four-pence, we're going to a dance.”

【答案】had

9. If demand is rising but the firm \_\_\_\_\_\_\_\_\_\_ from communication failure, then stocks will fall and there will be understaffing.

【答案】 is suffering

10. Creativity, especially \_\_\_\_\_\_\_\_\_\_ which takes place across departmental boundaries, is likely to suffer hugely as team synergy slips.

【答案】that

1. 二、完型填空

操作提示：通过下拉选项框选择正确的词汇。

What We Have Here: A Failure to Communicate

　　It is the thing. There are more ways than ever to communicate with people, yet it sometimes seems like it is more difficult to connect — and stay — with anyone.......后文省略

【答案】BBACA

2. 二、阅读理解：根据文章内容，判断正误。

Habits of Highly Effective Communicators

It's no secret that good leaders are also good communicators. Indeed, communication and leadership are inextricably tied. How can you galvanize, inspire or guide others if you don't communicate in a clear, credible and authentic way? ......后文省略

【答案】FFFTT

3. 二、阅读理解：根据文章内容，完成选择题。

Communication Failure

　　The meaning of “communication” goes a lot deeper than people often think. Communication is about conceiving, sending, receiving, and interpreting messages as well as confirming reception of these messages. A failure at any point in this chain can result in ineffective communication.......后文省略

【答案】CABAC

单元自测3

1. — Could I borrow your iPad for a few hours?

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】Sure, here you are. Enjoy your time.

2. — I am sorry for what I have said to you.

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】Don't think any more about it.

3. —\_\_\_\_\_\_\_\_\_\_\_\_\_

— I'd like to have this film developed.

【答案】May I help you?

4. — Will you help me arrange a meeting with Mr. Brown, please?

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】Sorry I can't. I have to finish my project right now.

5. — What are your teammates like?

—\_\_\_\_\_\_\_\_\_\_\_\_\_

【答案】 They are all warmhearted and helpful.

1. I believe that I have a lot to contribute \_\_\_\_\_\_ a team environment, and am comfortable in both leadership and player roles.

【答案】to

2. I like to think \_\_\_\_\_\_. I am always the one finding new ways to a situation or challenge.

【答案】 outside of the box

3. I have been very lucky to have had \_\_\_\_\_\_ managers during my career so far.

【答案】terrific

4. How do you get your members to \_\_\_\_\_\_ as a team?

【答案】 pull together

5. Team members are \_\_\_\_\_\_ as unique people with irreplaceable experiences, points of view, and knowledge to contribute.

【答案】viewed

6. The team creates an environment \_\_\_\_\_\_ people are comfortable in communicating, advocating positions, and taking action.

【答案】 in which

7. The majority of these team challenges \_\_\_\_\_\_ anywhere.

【答案】 can be delivered

8. Regular and concrete feedback is important \_\_\_\_\_\_ who is not performing up to her potential.

【答案】when dealing with a worker

9. If I take the time to talk with my manager at the beginning of a project, we \_\_\_\_\_\_ off to a great start on the same page.

【答案】can get

10. In high school, I am equally comfortable\_\_\_\_\_\_as a member of a team and independently.

【答案】 working

1. 二、阅读理解：根据文章内容，完成选择题。

A Teamwork Game

　　A team of about 35 employees had come together for a team building event. They were a young, bright and enthusiastic team. .......后文省略

【答案】BACCA

2. 阅读理解：根据文章内容，判断正误。

Tips for Team Building

　　When you think of team building, do you immediately picture your group off at a resort playing games or hanging from ropes?........后文省略

【答案】TFFFT

单元自测4

1. — Wow! This is a fantastic project! I've never known you're so creative.

— \_\_\_\_\_\_\_\_\_\_

【答案】 Thanks for your compliments.

2. — \_\_\_\_\_\_\_\_\_\_

— You might as well write a thanks-note.

【答案】 Could you suggest some ways of the rewards?

3. — Do you mind if I use vouchers to spend in a restaurant?

— \_\_\_\_\_\_\_\_\_\_

【答案】Not at all. Go ahead.

4. — You'd better not push yourself too hard. You can ask the team and listen.

— \_\_\_\_\_\_\_\_\_\_

【答案】You are right.

5. —Can I get you a couple of tea?

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

【答案】That's very nice of you

1. Self-esteem needs might include the \_\_\_\_\_\_ from a workplace.

【答案】 rewards

2. Learning new things has always been a great \_\_\_\_\_\_ for me.

【答案】 motivator

3. \_\_\_\_\_\_ the job, employers don't want to hire people who are difficult to get along with.

【答案】Regardless of

4. An appreciated gift and the gesture of providing it will \_\_\_\_\_\_ your coworker's day.

【答案】light up

5. The leader \_\_\_\_\_\_ at creating opportunities to provide rewards, recognition and thanks to his or her staff.

【答案】excels

6. Fifty-five per cent of the respondents said that praise and attention from their supervisor would make them feel \_\_\_\_\_\_ the company cared about them and their well-being.

【答案】 as if

7. I think a big part of it is \_\_\_\_\_\_ we know how to have fun on the job.

【答案】 that

8. Companies are \_\_\_\_\_\_ interested in your soft skills \_\_\_\_\_\_ they are in your hard skills.

【答案】as…as…

9. \_\_\_\_\_\_ clearly communicate with and actively listen to employees is essential to improve their performance.

【答案】Being able to

10. All the team members tried their best. We lost the game, \_\_\_\_\_\_\_\_\_.

【答案】 however

1. 二、听力理解：听录音，判断正误。

操作提示：正确选“T”，错误选“F”。

Human resources supported the proposal of giving the business intelligence a pay incentive every three months at the beginning.

2. Brad from human resources supports Scott's idea.

3. Carlotta is the manager of HRD.

4. Men and women in the business intelligence team who have been selected to get the prize will receive the same rewarding things.

5. The prize-winner cannot choose the prize that costs more than $500. 7. The prize-winner can only have material awards and no day off.

【答案】FTFFT

2. 二、阅读理解：根据文章内容，完成选择题。

How Google Continues to Keep Employees Happy

　　Working for Google is a dream of many, not just because of what this company has achieved in the last 15 years, but because of its enviable work culture. ........后文省略

【答案】BAABC

3. 二、阅读理解：根据文章内容，判断正误。

The Right Way to Motivate Employees

　　It's important for a CEO to be passionate and enthusiastic, but there's a line of professionalism that must always be maintained.........后文省略

【答案】FTFTF

单元自测5

1. — Haven't seen you for ages. What are you busy doing now?

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】 I am working part time in a bookstore.

2. — Over-the-top? You mean…

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】Well, sometimes your co-workers feel that you are too loud.

3. — Do you know where I can repair my motorcar?

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】Around the street corner.

4. — I think I have made a great mistake.

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】 I don't think so. It's not your fault.

5. — Why didn't you come to my birthday party yesterday?

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】Sorry, but my wife had a car accident.

1. The workmen want to \_\_\_\_\_\_\_\_ the number of working hours and to increase pay.

【答案】decrease

2. Good work \_\_\_\_\_\_\_\_ good pay.

【答案】deserves

3. A child's character is greatly influenced by his home \_\_\_\_\_\_\_\_.

【答案】environment

4. At a rough \_\_\_\_\_\_\_\_, we will take another four weeks to finish this plan.

【答案】estimate

5. Please ask the solicitor what his \_\_\_\_\_\_\_\_ would be to take the case to court.

【答案】fee

6. Wendy suggests that we \_\_\_\_\_\_\_\_ tomorrow.

【答案】should go

7. Linda walked at the head, \_\_\_\_\_\_\_\_ by her colleagues.

【答案】followed

8. My leather shoes cost me \_\_\_\_\_\_\_\_ the last pairs I bought.

【答案】 three times as much as

9. Without his assistance, I \_\_\_\_\_\_\_\_ the research last month.

【答案】would not have completed

10. They have come to the conclusion \_\_\_\_\_\_\_\_ this winter will be even colder than before.

【答案】that

1. 二、阅读理解：根据文章内容，完成选择题。

How to Handle a Bad Performance Review

　　Getting a bad performance review can make you feel angry, unappreciated, defeated, and hopeless. But it's not the end of the world.

.......后文省略

【答案】CCBAB

2. 二、阅读理解：根据文章内容，判断正误。

Performance Management and Performance Appraisal

　　Performance management aims to acknowledge employee achievements, support their personal and professional development, and motivate and empower them to perform their work effectively. ........后文省略

【答案】TFTFF

单元自测6

1. — Don't worry, Mum. The doctor said it was only a common cold.

— \_\_\_\_\_\_\_\_ ! I'll tell Dad there's nothing serious.

【答案】 What a relief

2. — Which of these hats do you want?

— \_\_\_\_\_\_\_ . Either will do.

【答案】 I don't mind

3. —I'm going to Beijing for a few days.

— \_\_\_\_\_\_\_. I wish I could go with you.

【答案】I really envy you

4. — Can I have three days off next week, Mr. Smith?

— \_\_\_\_\_. I can manage without you.

【答案】Of course

5. — If you don't believe in yourself, no one else will.

— \_\_\_\_\_. Confidence is really important.

【答案】I couldn't agree more

1. \_\_\_\_\_the deepening of China's economic reforms, there is greater cooperation andinterdependence between the private and the public sector.

【答案】With

2. Redundancy happens when employees need to \_\_\_\_\_ their workforce. And as a result, someone gets dismissed from work.

【答案】 reduce

3. To build the reservoir（水库）， thousands of people have to be\_\_\_\_\_\_\_ .

【答案】relocated

4. They depend on each other to survive. In other words, they are \_\_\_\_\_\_ for survival.

【答案】interdependent

5. She is very adaptive and soon adapted \_\_\_\_\_\_ to the campus life.

【答案】to

6. There is no \_\_\_\_\_ the fact that he is the best student in the class.

【答案】 denying

7. All \_\_\_\_\_ glitters 闪闪发光) is not gold.

【答案】that

8. On hearing the news of \_\_\_\_\_\_ the major exam again, the girl burst into tears.

【答案】her having failed

9. He ordered that nothing \_\_\_\_\_\_\_\_ until the police arrived.

【答案】should be touched

10. By the end of the year, the sales plan for the next year\_\_\_\_\_\_.

【答案】will have been made

1. 二、完型填空

操作提示：通过下拉选项框选择正确的词汇。

On May 27, 1995, our life was suddenly changed. It happened a few minutes past three, when my husband, Chris, fell from his horse as it jumped over a fence. Chris was paralyzed 瘫痪) from the chest down, to breathe normally. .......后文省略

【答案】BCCBA

2. 二、阅读理解：根据文章内容，完成选择题。

How to Adapt to Change in the Workplace

　　If there's one word that captures the essence of what is occurring in the world today, it's “change.” Downsizing, reorganizing, and cutting costs, are now the norm for survival.........后文省略

【答案】CABCA

3. 二、阅读理解：根据文章内容，判断正误。

Jack Welch Leading Organizational Change at GE

　　When Jack Welch, the Chairman and CEO at General Electric GE) retired in 2001, he could look back at a very successful career. He became CEO in 198at the age of 45. ........后文省略

【答案】TFTTF

单元自测7

1. — Terribly sorry to interrupt, but may I use your dictionary?

— Yes,\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

【答案】of course

2. — Sorry for being late. I should have called you earlier.

—\_\_\_\_\_\_\_\_\_\_. I've just arrived

【答案】 That's all right

3. — The trip ought not to take more than an hour.

— \_\_\_\_\_\_\_\_\_\_\_\_ . It is at least two hours.

【答案】 You must be joking

4. — Have you already paid? What's my share of the bill？

— \_\_\_\_\_\_\_\_\_. It wasn't very much.

【答案】 Don't worry about it

5. — The Auto Show in the City Stadium has been canceled.

— Oh, no！\_\_\_\_\_\_\_\_\_

【答案】What a pity!

1. After days of investigation, the police were \_\_\_\_ reality.

【答案】approaching

2. What can we expect \_\_\_\_him?

【答案】from

3. An agreement was reached on the \_\_\_\_\_ of mutual respect and mutual interest.

【答案】 basis

4. All the \_\_\_\_\_ guests are seated in the front row.

【答案】 distinguished

5. Their economy is export \_\_\_\_\_\_.

【答案】oriented

6. \_\_\_\_\_ there is smoke, there is fire.

【答案】 Where

7. The reason \_\_\_\_\_ he was absent from class yesterday was that he was ill and hospitalized.

【答案】why

8. \_\_\_\_\_\_ on the hilltop, you could enjoy the scenery of the city bathed in the sun.

【答案】Standing

9. \_\_\_\_\_\_ the importance of English, we should put more effort into it and try to learn it well.

【答案】Given

10. Compared \_\_\_\_\_\_ English, Chinese is generally believed to be more difficult to learn.

【答案】with

二、听力理解：听录音，判断正误。

操作提示：正确选“T”，错误选“F”。

1.Two different corporate cultures are discussed in the dialog.

2. Melinda's company also has a creative culture.

3. According to Jack, the important thing is to hire the right employees in the first place.

4. In a creative culture teamwork is not encouraged.

5. A creative culture is better than a collaborative culture.

【答案】TFTFF

2. 二、完型填空

操作提示：通过下拉选项框选择正确的词汇。

　　What is museum? A museum is a good place to keep old and beautiful things. A museum may be a place to learn about science. A museum can be a place art of Indians or animals. What is inside a museum? Some museums have old cars and airplanes. Many museums have pictures and statues （雕像）........后文省略

【答案】CBACC

3. 二、阅读理解：根据文章内容，判断正误。

Create a Positive Workplace Culture

　　In competitive markets, leaders are under increased pressure to maintain a positive work culture. A positive work culture cultivates greater employee satisfaction; greater employee satisfaction contributes to higher performance; s........后文省略

【答案】TTFTF

单元自测8

1. —It's about a successful businessman's management experience, isn't it?

— \_\_\_\_\_\_\_\_\_\_\_\_

【答案】That's right!

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

—Actually I prefer working on my own.

【答案】 Do you prefer teamwork or working individually?

3. —Scott，I'd like to have your opinions about my written report.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ But I have one suggestion.

【答案】 It looks fine to me.

4. — I'd like a wake-up call at 7:00 A.m., please!

— OK,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

【答案】I'll make sure you get one.

5. — You have to believe in yourself. No one else will, if you don't.

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Confidence is really important.

【答案】 I couldn't agree more.

1. We \_\_\_\_\_\_\_\_ with achievement.

【答案】are obsessed

2. We need \_\_\_\_\_\_\_\_ communication skills: listen carefully, think before you speak and manage conflicts diplomatically.

【答案】outstanding

3. please \_\_\_\_\_\_ your hand if you have any question at all.

【答案】raise

4. How do we expect to compete with a company that has such a huge \_\_\_\_\_\_ and huge resources?

【答案】 reputation

5. When people are surrounded by \_\_\_\_\_\_ communication and encouragement, they can find the courage to try, fail, redo, and try again.

【答案】constant

6. \_\_\_\_\_\_ we can't compete in terms of size I do believe we hold an advantage in terms of dedication to customer service.

【答案】 Although

7. The key \_\_\_\_\_\_ successful implementation is clearly communicating the strategy to the whole company.

【答案】 to

8. This is the man \_\_\_\_\_\_ last night.

【答案】whom I saw

9. — Who should be responsible for the accident?

— The boss, not the workers. They just carried out the order \_\_\_\_\_\_.

【答案】as told

131人96.3%

10. He will write to me as soon as he \_\_\_\_\_\_ home.

【答案】returns

1. 二、完型填空

操作提示：通过下拉选项框选择正确的词汇。

　　This evening I met a friend at a local bar. She brought her laptop 1) so she could show me some of her latest digital art designs. As we looked through her artwork, ........后文省略

【答案】ABBAA

2. 二、阅读理解：根据文章内容，完成选择题。

How Do You Create a Culture of Innovation?

　　Have you noticed the courage buried in the word encourage? To create a culture in which innovation flourishes takes courage. ........后文省略

【答案】BBACC

3. 二、阅读理解：根据文章内容，判断正误。

Vision and Execution: Two Sides of a Successful Strategy

　　A strategic plan is not the end goal of the strategic planning process – it is the framework for successfully implementing a strategy. Until a strategic plan is put into effect, it has no real value. 　　.......后文省略

【答案】FTFTF