**单元自测1答案**

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：—                      — Please call me Mary. That's my first name. | 答案：How shall I address you? |
| 题目：— Excuse me,  — Yes, it's 8633-2788. If you have any other questions, don't he sitate to ask. | 答案：could you please tell me what's the telephone number on my desk? |
| 题目：— Hello, I'm David Chen. Nice to meet you.—                      . | 答案：Nice to meet you too. |
| 题目：— 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. |
| 题目：— Sally,                  , Mary Brown.  — Nice to meet you. I'm Sally Johnson, the Sales Manager. | 答案：this is our new secretary |
| 题目：“Isn't it impolite to call people by their first names?” The underlined word is of the same word class as         . | 答案：interesting |
| 题目：Don't be afraid         ask a lot of questions. | 答案：to |
| 题目：Hello, everyone. I'd like to         to you our new secretary, Melinda Smith. | 答案：introduce |
| 题目：I like the working atmosphere here.It's very         . | 答案：friendly |
| 题目：I think          is impolite to call people by their first names. | 答案：it |
| 题目：I'm looking forward to          together with you. | 答案：working |
| 题目：If you have any questions here, please tell us. We'll all be          to help you. | 答案：ready |
| 题目：Keeping eye contact makes the other person          welcome and comfortable. | 答案：feel |
| 题目：People here usually      each other by their first names instead of family names. | 答案：call |
| 题目：Smile a lot and be         friendly as possible to everyone you meet. | 答案：as |

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。

子问题 1：C; 子问题 2：A; 子问题 3：A; 子问题 4：B; 子问题 5：A

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。

子问题 1：meet; 子问题 2：call; 子问题 3：number; 子问题 4：really; 子问题 5：forward

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。

子问题 1：A; 子问题 2：A; 子问题 3：B; 子问题 4：C; 子问题 5：B

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”。

子问题 1：T; 子问题 2：F; 子问题 3：T; 子问题 4：F; 子问题 5：F

单元自测2答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目： —        ?— My mother is retired. My father is a manager. | 答案： What do your parents do. |
| 题目： Children under fifteen are not permitted to see such kind of movies \_\_\_\_\_\_ bad for their mental development. | 答案：as is |
| 题目：－ What is your job? － I'm \_\_\_\_\_\_\_\_\_\_\_\_ accountant. | 答案：a |
| 题目：— I'd like to apply for a library card.  — | 答案： Fill out the application form first, please. |
| 题目：— It's rather cold in here. Do you mind if I close the window?— \_\_\_\_ | 答案：No, go ahead. |
| 题目：— May I use your bike for a moment?—                      . | 答案：By all means. |
| 题目：— Wow, this place is amazing.— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 答案：Thank you. |
| 题目：Charles regretted \_\_ the TV set last year. The price has now come down. | 答案：buying |
| 题目：Had you come five minutes earlier, you \_\_\_\_ the train to Beijing. But now you missed it. | 答案：would have caught |
| 题目：How do I \_\_\_\_\_\_\_ the gym? （考点：动词词组的使用） | 答案：get to |
| 题目：I have been looking forward to       from my parents. | 答案： hearing |
| 题目：I'm a deputy manager. I \_\_\_\_\_\_\_\_ an IT company. | 答案：work for |
| 题目：It's high time that he settled down in the country and \_\_\_\_\_\_ a new life. | 答案：started |
| 题目：Professor Smith promised to look \_\_\_\_\_\_ my paper, that is, to read it carefully before the defense. | 答案：over |
| 题目：With his work completed, the manager stepped back to his seat, feeling pleased \_\_\_\_\_\_ he was a man of action. | 答案：that |

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。

子问题 1：A; 子问题 2：C; 子问题 3：C; 子问题 4：B; 子问题 5：A

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。

子问题 1：B; 子问题 2：A; 子问题 3：C; 子问题 4：C; 子问题 5：B

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。

子问题 1：B; 子问题 2：C; 子问题 3：C; 子问题 4：B; 子问题 5：A

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”。

子问题 1：F; 子问题 2：T; 子问题 3：T; 子问题 4：F; 子问题 5：T

单元自测3答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：       your plan and don't stop until it is finished. | 答案：Follow |
| 题目：\_\_\_\_\_\_ has not yet been decided. | 答案：When to hold the meeting |
| 题目：—  — 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? |
| 题目：—                      — Nothing much. | 答案：What's up? |
| 题目：—                       — I'm afraid not. But I'll be free this afternoon. | 答案：Can you spare me a few minutes now? |
| 题目：— Hey, Derek, which do you think is harder to learn, marketing or designing?— | 答案：Personally, I think designing is more difficult. |
| 题目：— 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? |
| 题目：She hasn't the funds to        her design. | 答案：carry out |
| 题目：She kept on \_\_\_\_\_\_  although she was tired. | 答案：working |
| 题目：The work was done        her instructions. | 答案：according to |
| 题目：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 |
| 题目：Within the team, a work plan can tell each member what \_\_\_\_\_\_ and why. | 答案：is being done |
| 题目：You can pick a specific time and place and ask them \_\_\_\_\_\_ they want to go. | 答案：if |
| 题目：Your goal is to publish a book and have \_\_\_\_\_ manuscript sent out to publishers by November 2016. | 答案：the |

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”

子问题 1：F; 子问题 2：F; 子问题 3：T; 子问题 4：F; 子问题 5：T

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”。

子问题 1：F; 子问题 2：T; 子问题 3：T; 子问题 4：F; 子问题 5：F

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。

子问题 1：B; 子问题 2：C; 子问题 3：C; 子问题 4：A; 子问题 5：B

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。

子问题 1：C; 子问题 2：A; 子问题 3：B; 子问题 4：C; 子问题 5：A

单元自测4答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：\_\_\_\_\_\_, after introduction, you can ask about their journey. | 答案：To break the ice |
| 题目：—                      — It takes about 3 hours . | 答案：How long will the journey take ? |
| 题目：—  — It's lovely. I have never been to such beautiful place like that. | 答案：How about your trip? |
| 题目：—             — 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. |
| 题目：— Do you have any plans for tomorrow morning?— | 答案：No. I have nothing planned tomorrow. |
| 题目：— I'd like to invite you for dinner on Saturday.— | 答案：Thank you for your kind invitation. I'll be there on time. |
| 题目：A good tour guide tells visitors  \_\_\_\_\_\_. | 答案：What they couldn't miss during the trip |
| 题目：If there are changes, don't forget \_\_\_\_\_ the related persons know. | 答案：to let |
| 题目：On their arrival, you should \_\_\_\_\_\_the following points. | 答案：pay attention to |
| 题目：Scientists have made great contributions        development of our human beings. | 答案：to |
| 题目：She feel very tired and was glad to        him. | 答案：lean on |
| 题目：The environmentalists and wild goats’ \_\_\_\_\_\_ on the vast grasslands was a good indication of the better environment. | 答案：attendance |
| 题目：The Two parties made it clear that they would not \_\_\_\_\_ the invitation unless the Centre reduced its tax component. | 答案：accept |
| 题目：We have to       at the hotel before 6 pm. | 答案：check in |

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”。

子问题 1：T; 子问题 2：F; 子问题 3：F; 子问题 4：T; 子问题 5：T

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。

子问题 1：C; 子问题 2：B; 子问题 3：B; 子问题 4：B; 子问题 5：A

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”。

子问题 1：T; 子问题 2：T; 子问题 3：T; 子问题 4：F; 子问题 5：F

单元自测5答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目： I'm afraid I won't be available then. I \_\_\_\_ a friend off at five this afternoon. | 答案：will be seeing |
| 题目：— Dad, this is my roommate, Andrea.— \_\_\_\_\_\_\_\_ | 答案：Hello, Andrea. I've heard so much about you. |
| 题目：— Hello, I'd like to speak to Phil.— He's out to lunch now. \_\_\_\_\_\_\_ | 答案：Would you mind calling back later? |
| 题目：— 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. |
| 题目：— Mom, must I finish my homework now?  — No, you \_\_\_\_\_\_. You may have supper first. | 答案：needn't |
| 题目：— Unbelievable! I have failed the driving test again!  — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_This is not the end of the world. | 答案：Cheer up! |
| 题目：— Would you mind helping me for a minute, Barbara?  — \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What do you want me to do? | 答案：I'd be glad to. |
| 题目：Can we \_\_\_\_\_\_ another worker to help Jimmy or find another solution? | 答案：assign |
| 题目：He has been looking forward to \_\_\_\_\_ to England for a long time. | 答案：going |
| 题目：Mr. White \_\_\_\_\_\_ short stories, but he \_\_\_\_\_\_ a TV play these days. | 答案：writes, is writing |
| 题目：The company hosted a(n) \_\_\_\_\_\_ for their new staff. | 答案：reception |
| 题目：The question never \_\_\_\_\_\_ in discussion. | 答案：came up |
| 题目：They were successful \_\_\_\_\_\_ a communication satellite. | 答案：in launching |

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。

子问题 1：A; 子问题 2：B; 子问题 3：A; 子问题 4：C; 子问题 5：B

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。

子问题 1：B; 子问题 2：C; 子问题 3：A; 子问题 4：C; 子问题 5：B

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”。

子问题 1：T; 子问题 2：F; 子问题 3：T; 子问题 4：F; 子问题 5：F

单元自测6答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：\_\_\_\_\_\_ means to do what you should do on time. | 答案：To be punctual |
| 题目：—  — The round-trip air fare for a person is only $188. | 答案：What is the exact air fare? |
| 题目：— Hello, this is John speaking. Could I speak to Mike?  — | 答案：Hold the line, please. |
| 题目：— 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. |
| 题目：— 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？ |
| 题目：— 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. |
| 题目：Can you explain your arrangements        ? | 答案：in detail |
| 题目：Do not do anything \_\_\_\_\_ should go against his will. | 答案：that |
| 题目：Do you require a deposit（定金）to        a reservation? | 答案：confirm |
| 题目：Mike \_\_\_\_\_\_ his colleagues when the phone rang. | 答案：was talking with |
| 题目：Most tour companies \_\_\_\_\_\_ advance payment when a booking is made. | 答案：insist on |
| 题目：She wants a job where \_\_\_\_\_\_ . | 答案：her management skills can be put to good use |
| 题目：This is true of management \_\_\_\_\_\_ of workers. | 答案：as well as |
| 题目：When will the General Manager be         ? | 答案：available |

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。

子问题 1：B; 子问题 2：A; 子问题 3：C; 子问题 4：A; 子问题 5：C

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。

子问题 1：B; 子问题 2：A; 子问题 3：C; 子问题 4：C; 子问题 5：B

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。

子问题 1：C; 子问题 2：B; 子问题 3：A; 子问题 4：C; 子问题 5：B

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”。

子问题 1：F; 子问题 2：F; 子问题 3：T; 子问题 4：T; 子问题 5：F

单元自测7答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：\_\_\_\_\_\_the paperless management is widely used now, some important files are still kept as hard copies. | 答案：Although |
| 题目：\_\_\_\_\_\_you deal with the data files, the more familiar you get with them. | 答案：The more |
| 题目：—                    — I've called the maintenance worker. | 答案：This copier needs repairing. |
| 题目：—                    — It's my pleasure． | 答案：Would you please fax the document for me? |
| 题目：— Can you copy these papers for me?— | 答案：Ok. Just wait a moment please. |
| 题目：— 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. |
| 题目：— Will you show me how to use this software?— | 答案：Sure. You'll master it in no time. |
| 题目：A secretary must \_\_\_\_\_\_ big pile of files and correspondence in office. | 答案：deal with |
| 题目：Copying files under Linux is similar \_\_\_\_\_\_ copying files under DOS. | 答案：to |
| 题目：I'll make a list of all the documents on this file \_\_\_\_\_\_ make it more clearly. | 答案：in order to |
| 题目：Mary has been a secretary in this company \_\_\_\_\_\_she graduated from Beijing University. | 答案：since |
| 题目：Nowadays office work can be done by hand \_\_\_\_\_\_ very fast speed. | 答案：at |
| 题目：Please see the suggestions below to \_\_\_\_\_\_ that your files are not lost. | 答案：make sure |
| 题目：Such office software is popular \_\_\_\_\_\_ the executive secretaries . | 答案：with |
| 题目：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 |

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。

子问题 1：C; 子问题 2：A; 子问题 3：B; 子问题 4：A; 子问题 5：C

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。

子问题 1：C; 子问题 2：B; 子问题 3：C; 子问题 4：A; 子问题 5：A

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”。

子问题 1：F; 子问题 2：T; 子问题 3：F; 子问题 4：F; 子问题 5：T

单元自测8答案

**题目为随机，用查找功能（Ctrl+F）搜索题目**

|  |  |
| --- | --- |
| 题目：\_\_\_\_\_\_\_\_ wine do you need for the party? | 答案：How much |
| 题目：— Are you ready, folks?— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 答案：Yes, I'm ready. I'll have the vegetable salad. |
| 题目：— Good morning, can I help you?— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 答案：I'd like to borrow a book named Gone With the Wind from your library. |
| 题目：— Hello, Yang Lin speaking.— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 答案：This is Carol here. |
| 题目：— Hey, You look so pale. What's wrong?— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 答案：I didn't sleep well last night. |
| 题目：— Please give me a hand to print out the report, won't you?— \_\_\_\_ | 答案：Of course I will. |
| 题目：Does David \_\_\_\_\_\_? | 答案：like flying |
| 题目：He \_\_\_\_ lunch in the canteen right now. | 答案：is having |
| 题目：He can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ good English. | 答案：speak |
| 题目：I have an English class          a week. | 答案：three times |
| 题目：I usually go to the office \_\_\_\_\_\_\_\_ train. | 答案：by |
| 题目：It was on the beach \_\_\_\_\_\_ Miss White found the kid lying dead. | 答案：that |
| 题目：Neither John \_\_\_\_\_\_\_\_ his father was able to wake up early enough to catch the morning train. | 答案：nor |
| 题目：The Foreign Language Department is on \_\_\_\_\_ second floor. | 答案：the |
| 题目：You have more apples than \_\_\_\_\_ do. But \_\_\_\_\_ are better than yours. | 答案：we, ours |

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。

子问题 1：A; 子问题 2：A; 子问题 3：C; 子问题 4：B; 子问题 5：B

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。

子问题 1：B; 子问题 2：C; 子问题 3：A; 子问题 4：B; 子问题 5：B

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。

子问题 1：B; 子问题 2：C; 子问题 3：B; 子问题 4：A; 子问题 5：C