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考试复习重点推荐资料

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学霸上岸重点笔记总结

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西南大学 培训与继续教育学院

课程代码: 1256 学年学季: 20221

单项选择题

1、 If an approval is not agreed, it will be usually written in a minutes like _____.

- . Motion defeated ✓
- . Motion carried
- . Motion disregarded
- . Motion submitted

2、 A certificate is commonly used for the following matters EXCEPT_____.

- . personal identity
- . dressing style ✓
- . health condition
- . academic achievements

3、 The purpose of a staff meeting agenda to _____.

- . get documents prepared
- . check the attendance
- . circulate to meeting participants
- . make a meeting more organized ✓

4、 _____ is not a type of reports.

- . Analytical reports
- . Information-only reports
- . Argumentative reports ✓
- . Inductive reports

5、 The correct way to write address 西康路 28 弄 88 号 is _____.

- . Xikang Road, Lane 28, No. 88
- . No. 88, Xikang Road Lane 28
- . Xikang Road, No. 88 of Lane 28

. No. 88, Lane 28, Xikang Road ✓

6、What is the purpose of a report?

- . Give information and request for a reply.
- . Asks the reader to accept a certain ideas. ✓
- . Give information and ask the reader to do something with it.
- . Ask the reader to participate in a particular activity.

7、Letters can be divided into _____ and _____.

- . business letters; formal letters
- . personal letters; business letters ✓
- . formal letters; invitation letters
- . personal letters; formal letters

8、P.S. in business letters means _____.

- . Photoshop
- . postscript ✓
- . per second
- . permanent secretary

9、The following information may be contained in the discussion segment of a memo EXCEPT_____.

- . Research
- . Purpose
- . Facts
- . Evidence ✓

10、In business letter, Cc is to indicate that _____.

- . A copy is being sent to another person
- . A command is being concluded
- . A construction is completed
- . A committee is concluded ✓

11、CVs are used for_____ while resumes for_____.

- . job applications; academic applications
- . job applications; visa applications

- . academic applications; visa applications
- . academic applications; job applications ✓

12、CVs differ from resumes in the following aspects EXCEPT_____.

- . function
- . formality ✓
- . component
- . length

13、The correct way to write address 渝中区 is _____.

- . Yu Zhong Qu
- . Center of Yu
- . Yuzhong District ✓
- . Yuzhongqu

14、_____ is NOT a language feature of Minutes.

- . Objective ✓
- . Subjective
- . Fact-based
- . Brief

15、The proper words in formal invitation is _____.

- . E. request your coming
- . request your honor of your company ✓
- . request your honorable attendance of your company
- . request your company

16、In the context of social invitations, RSVP is a request for a _____.

- . response ✓
- . personal meeting
- . answer call
- . confirmation

17、*Hereafter* in a contract means _____.

- . F. after this ✓

- . there
- . other place
- . life after death

18、How does a meeting notice differ from an announcement?

- . A notice also invites the recipients to an event ✓
- . A notice cannot be rejected
- . An announcement inform the recipients of an event
- . An announcement cannot be rejected

19、_____ is not a proper expression for a job application.

- . I would like to express my interest in...
- . I would appreciate the opportunity to...
- . Evidence of my skills can be seen in...
- . I believe that the job is mine. ✓

20、The following are parts of a report EXCEPT_____.

- . Executive summary ✓
- . Complementary close
- . Table of contents
- . Title page

21、The common title for a notice is _____.

- . Your Attention
- . All Staff, Come on
- . Notice ✓
- . Hi There

22、The two frequently-used abstracts are_____ and _____.

- . academic abstract; practical abstract
- . academic abstract; informative abstract
- . descriptive abstract; practical abstract
- . descriptive abstract; informative abstract ✓

23、What makes a contract special is that it is _____.

- . signed by handwriting
- . printed in triplicate
- . binding on the parties ✓
- . essential in B2B transaction

24、APA stands for the_____.

- . Association for the Prevention of Addiction
- . Automobile Protection Association
- . American Physicists Association
- . American Psychological Association ✓

25、Letters can be divided into _____ and _____.

- . personal letters; formal letters ✓
- . business letters; formal letters
- . personal letters; business letters
- . formal letters; invitation letters

26、Which of the following is not a constituent of the front matter of a business report?

- . Executive summary
- . Request ✓
- . Title page
- . Memorandum

27、The purposes of a notice do NOT include_____.

- . Invite someone
- . Announce an event
- . Find lost things ✓
- . Dismiss someone

28、_____ do not belong to business letters.

- . job application letters
- . Request letters
- . CVs
- . Diaries ✓

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