

国家开放大学专科《管理英语2》一平台在线形考

单元自测1至8 试题及答案

单元自测1 试题及答案

说明：本单元测试中共有6道随机题，其中有5道选择题和1道完形填空题。

第一大题：选择填空(每题10分，共5题)

备注：本大题从下列带★题库中随机抽取其中5个小题，每个10分，共50分！

★Can you go skating with us this afternoon? ●Sorry, I can't. I _____ take care of my little sister at home. C.have to

★Do you mind if I record your lecture? ●. _____ Go ahead. C.Not at all

★How's your mother doing? _____ A.She is very well

★I was worried about my math, but Mr. White gave me an A. ● _____ B.Congratulations!

★I'm terribly sorry that I've spilled some coffee on the table. ● _____ B.It doesn't matter

★Whose textbook is this? ●It _____ John's. It has his name on it. B.must be

★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. C.I wish I could

★He is _____ this company. A.in charge of

★He says what he thinks and does what he wants to do, _____ other people's feelings. B.regardless of

★He was always _____ in sharing his enormous knowledge. A.generous

★His action is always _____ with his words. C.consistent

★More than 30 people _____ the position. A.applied for

★One day, our dreams will _____ reality. B.turn into

★The enemy has strengthened their _____ position. B.defensive

★We think that Smith should be told about his _____ condition as soon as possible. C.physical

第二大题：完形填空(阅读理解选择、判断、翻译等)(共50分)

备注：本大题从下列带★题库中随机抽取其中1个题型的试题，共50分！

★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。(每小题10分，共50分)

1. Thank you so much for your generous hospitality. B. 非常喜欢这里宜人的环境。

2. A true friend is someone who reaches for your hand and touches your heart. C. 真正的朋友是一个可以援手帮助并感动你心扉的人。

3. I don't know why he is late, he might have had an accident. A. 我不知道他为何迟到，可能遇上了事故。

4. They are willing to understand their partner's position first before trying to get understood. B. 在得到合作方理解前，他们愿意先理解合作伙伴的立场。

5. **The** more familiar interviewing feels to you, the less anxiety you will feel with the process. **A. 你对面试越熟悉，在面试过程中你的焦虑就会越少。**

★**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。（每小题10分，共50分）

The houses we live in are very (1). They keep us from being cold in the winter and hot in the summer. In the winter they keep out of the snow. They also keep out the wind. Even if it is blowing outside, we are nice and warm inside. In the summer houses keep the hot sun from us. When it rains, they keep us from getting wet.

Houses are also places (2) we feel safe. People can't get at us or our things. Houses give us a place to be together with our families and friends. Mothers and fathers (3) their children there. The children play there. The family eat and sleep under the same roof.

Houses are different in many ways. They are made of different things. Some houses are made of wood. Some are made of stones. Sometimes more than one thing is used to make a house.

Houses come in different (4). Some houses have only one room. Some houses have more than one room. Big buildings found in cities have a great many rooms. They hold many families. The rooms in which each family lives are called an apartment.

Houses are different in the ways they are (5). Houses in tropic countries can be lightly built. In places where it rains much of the time, houses must keep out the water.

take care (注意，当心，留心).

1. {A.expensive; B.important; C.huge}
2. {A.which; B.that; C.where}
3. {A.care for; B.care about; C.take care}
4. {A.places; B.sizes; C.names}
5. {A.build; B.building; C.built}

★**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。（每小题10分，共50分）

There are more ants than any other kinds of land animals in the world. They range from 0.1 to 1 inch long and are usually yellow, brown, red, or black. Ants live in societies in which they depend on one another. The societies are not all exactly the same because there are ants of very many kinds. But in general, each kind has ants of three main types: queens, males, and workers.

The ants have a good many enemies. They include birds, bears and ant eaters of various kinds. In some cases other ants are their worst enemies, as man's enemy is man. In some parts of the world, red ants march in large armies to attack the homes of black ants. Some of them succeed in getting inside of the tunnels of black ants, whose entrances have been blocked. They try to carry the black ant babies away. The black ants do all they can to prevent that. They send their biggest soldiers into action. Very many of the red ants soldiers are killed but some escape with babies belonging to the black ants. The red ants take the babies home and bring them up. They become the only workers for the red ants.

Ants as a group are beneficial to humans. Their tunnels mix and soften the soil, in some places replacing the activity of earthworms. Some of ants are harmful to humans. For example, the fire ant, which has a painful bite, is a serious pest to humans and domestic animals in many parts of the world.

1. **Which** kind of ants is not regarded as the main types of ants in general? **B. Soldier ants.**
2. **According** to the passage, what do we learn about the ants' enemies? **A. They are of many kinds.**
3. **The** red ants attack the black ants' home because. **C. they don't have workers of their own**
4. **According** to the passage, which of the following statements is TRUE? **C. Ants are useful to human on some conditions.**
5. The main purpose of the passage is to. **A. explain some information about ants**

★**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。（每小题10分，共50分）

GOOD COMMUNICATION SKILLS-KEY TO ANY SUCCESS

Good communication skills are the key to success in life, work and relationships. Without effective communication, a message can turn into error, misunderstanding, frustration, or even disaster by being misinterpreted or poorly delivered.

THE STEPS FOR GOOD COMMUNICATION SKILLS:

1. Know what to say.
Understand clearly the purpose and intent of your message.
2. Know how to say.
Begin by making eye contact, which shows confidence. Then pay attention to your body language.
3. Listen.
After you've finished talking, you should stop, listen, and look for feedback and clues of comprehension.
4. Reach understanding.

To communicate well is to understand and be understood.

MORE TIPS FOR DEVELOPING GOOD COMMUNICATION SKILLS:

1. The better you are able to express yourself, the better your ability to communicate.
2. Practice your listening skills. Be considerate of other speakers by waiting until they are done before stating your views.
3. Learn to understand and appreciate different views by being open-minded. It will in turn, gain you more cooperation and understanding.
4. Avoid trying to communicate when in an emotional state. Take time to consider your position through before speaking.

When you take the time to develop good communication skills, it means you open yourself up to better relationships, more career opportunities, and increased self-confidence. Moreover, you reach higher levels of mutual understanding and cooperation while successfully attaining your goals.

1. **A** message must be understood, interpreted or delivered correctly with communication. **[答案] F**
2. **When** you talk with others you can pay little attention to your body language. **[答案] F**
3. **The** better you are able to understand others, the better your ability to communicate. **[答案] F**
4. **Before** stating your opinions, you'd better let the speaker finish his or her talking first. **[答案] T**
5. **Don't** argue or debate with others if you feel angry or displeased. **[答案] T**

单元自测2 试题及答案

说明：本单元测试中共有6道随机题，其中有5道选择题和1道完形填空题。

第一大题：选择填空(每题10分，共5题)

备注：本大题从下列带★题库中随机抽取其中5个小题，每个10分，共50分！

- ★ _____? ● I have worked for IBM for 3 years. B. What is your working experience?
- ★ _____ ● My name is Helen, and I was born in 1980. My major was electrical engineering. B. Tell me a little bit about yourself, please.
- ★ Hi, Helen, I'll have an interview tomorrow. I'm afraid I can't make it. ● _____ A. Sure, you can. Take it easy.
- ★ May I ask you why you left the former company? _____ B. Because I want to change my working environment and seek new challenges.
- ★ What starting salary do you expect? _____ C. I'd like to start at ¥5000 a month.
- ★ _____ a company really wants is a candidate _____ has the right skills. A. What... that
- ★ Hiring a good employee may cost much money and time, _____, it can win much more for the company in future. C. however
- ★ Hiring the right employee _____ you _____ a thousand times over in high employee morale. C. pays... back
- ★ I'm writing to _____ a position as a computer engineer in your company. C. apply for
- ★ The candidate should dress in a manner that is appropriate to the position _____ he is applying. A. for which
- ★ These tips may help you avoid _____ bad employees for your company. B. hiring
- ★ We should take the degree _____ account when we recruit a new secretary. B. into
- ★ You also should send a resume _____ the employer know more information about you. C. to let
- ★ You can try these methods to keep your interview anxiety. _____ control. A. under
- ★ You must _____ the annual certification of employment online within 15 days. A. submit

第二大题：完形填空(阅读理解选择、判断、翻译等)(共50分)

备注：本大题从下列带★题库中随机抽取其中1个题型的试题，共50分！

★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。(每小题10分，共50分)

1. The old saying "practice makes perfect" applies to interviewing too. B. 古话“熟能生巧”对面试准备也是适用的。
2. A bad hire not just wastes your time and money, but also impacts the team spirit and company morale. B. 招聘到不合格的员工即浪费时间和金钱，而且还会影响整个团队精神和公司士气。
3. The more familiar interviewing feels to you, the less anxiety you will feel with the process. A. 你对面试越熟悉，在面试过程中你的焦虑就会越少。
4. Stress around interviews is often influenced by our assumptions we make to ourselves about the process. C. 我们自己对面试过程的揣测往往会影响面试压力。
5. We can't possibly get the work done by October. A. 十月份前我们不可能做完这项工作。

★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。（每小题10分，共50分）

Stress around interviews is often influenced by our assumptions we make to ourselves about the process. Countering anxiety-provoking thoughts can help to lower levels of anxiety. "I just messed up that answer, and there's no hope." One poor answer normally does not knock a candidate out of consideration. An interview is like a test, getting an 85 or 90 might be good enough to get the job.

Visualizing success can improve performance and help ease anxiety. Always try imagining positive interactions with your interviewer, particularly in the hours just before your interview.

To some extent, relaxation techniques, such as progressive muscle relaxation or breathing exercises, can manage anxiety. If your anxiety around interview is excessive, you might consider seeing a doctor to develop effective countermeasures.

1. **What** often influences the stress around interviews according to the passage? **B. Anxiety-provoking thoughts**
2. **Does** one poor answer in an interview influence a candidate to get a job? **B. No.**
3. **Can** imagining success help a candidate to lower levels of anxiety? **A. Yes.**
4. **How** can we reduce our stress around interviews? **A. Breathe deeply**
5. **When** should we go to see a doctor according to the author? **C. When we have too much stress around interview.**

★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。（每小题10分，共50分）

The old saying practice makes perfect applies to interviewing too. Conduct practice interviews with a friend or family member, and ask for their feedback. You can also record or videotape your responses {1} you can review your answers and check your body language. Prepare answers to commonly {2} interview questions. Doing so will help you analyze your background and qualifications for the position.

Also prepare a list of questions you want to ask the interviewer. Remember, you aren't {3} trying to get the job—you are also interviewing the employer to assess {4} this company and the position are a good fit for you. The more you practice, the more self-assured you will feel walking in to the interview. Your answers will feel natural, and interviewers will be impressed by your {5}.

1. {A. so; B. when; C. because}
2. {A. ask; B. asking; C. asked}
3. {A. easily; B. imply; C. very}
4. {A. why; B. when; C. whether}
5. {A. appearance; B. confidence; C. hope}

★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。（每小题10分，共50分）

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. A good hire, however, pays you back in employee productivity, successful employment relationship, and business culture enhancement. Here are certain rules that you can use to select the right employee.

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/467022050005006035>

