

【电大题】2019 年最新国家开放大学《管理英语（1）
（2）》形成性考核册参考资料两套汇编附答案

2019 年最新国家开放大学《管理英语（1）（2）》形成性考核册
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最新国家开放大学《管理英语（1）》形成性考核册参考资料

《管理英语（1）》是国家开放大学 2019 年春季新开的课程之一，
对国家开放大学的管理专业学生进行统一考试。该资料对学生完成学
习任务起着一定的辅助作用。本文库还有国家开放大学其他课程的参
考资料，可以参考。

作业 1

一、交际用语（共计 10 分，每小题 2 分）

1-5 题：阅读下面的小对话，选择恰当的答语。

1. Hello, I' m David Chen. Nice to meet you.

—.

A. Are you?

B. Nice to meet you, too.

C. Very nice.

2. It' s r ather cold in here. Do you mind if I close the window?

—.

A. No, go ahead.

B. Yes, please.

C. Sure, please.

3. — May I use your hike for a moment?

—.

A. It doesn' t matter.

B. By all means.

C. I have no idea.

4. ?

— My mother is retired. My father is a manager.

A. What are your parents doing right now

B. Do your parents still work

C. What do your parents do

5. - Hey, Derek, which do you think is harder to learn, marketing or designing?

-.

A. It is the best design I have ever seen.

B. Personally, I think designing is more difficult.

C. I like it very much.

二、词汇与结构（共计划分，每小题 2 分）

6-20 题：阅读下面的句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

6. People here usually each other by their first names instead of family names.

A. call

B. work

C. hear

7. - What is your job?

-I' m accountant.

A. a

B. an

C. I

8. Don' t be afraid ask a lot of questions.

A. of

B. to

C. on

9. Smile a lot and be friendly as possible to everyone you meet.

A. very

B. so

C. as

10. Keeping eye contact makes the other person welcome and comfortable.

A. feel

B. to feel

C. feeling

11. Professor Smith promised to look my paper, that is, to read it carefully before the defense.

A. after

B. over

C. into

12. Children under fifteen are not permitted to see such kind of movies had for their mental development.

A. that is

B. which is

C. as is

13. The work was done her instructions.

A. according to

B. according with

C. accordance with

14. She kept on although she was tired

A. to work

B. working

C. work

15. Your goal is to publish a book and have manuscript sent out to publishers by November 2016.

A. a

B. an

C. the

16. If you have any questions here, please tell us. We'll all

be to help you.

- A. ready
- B. already
- C. readiness

17. I like the working atmosphere here. It's very

- A. funny
- B. boring
- C. friendly

18. I'm looking forward to together with you.

- A. worked
- B. work
- C. working

19. How do I the gym?

- A. get to
- B. arrive
- C. go

20. Charles regretted the TV set last year. The price has now come down.

- A. to buy
- B. buying
- C. of

三、阅读理解（共 40 分，每小题 4 分）

21-25 题：阅读下列短文，从 A、B、C 三个选项中选出一个正确答案。

Passage 1

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way

of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her' hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other' s hand after 2 -3 seconds.

Make sure your handshake ends before your conversation does. One' s handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be' ? Just grasp the person' s hand completely and do not press it too hard.

21. Which of the following statements about the significance of handshakes is not true?

- A. Handshakes are just a gesture of greeting.
- B. Handshakes are more than a way of greeting ‘
- C. Handshakes can show our personality.

22. If you are seated when someone comes for a handshake, you should.

- A. stand up and shake his or her hand
- B. keep seated and shake his or her hand
- C. bow and say hello to him or her

23. Keeping eye contact while shaking hands makes, the other person feel.

- A. nervous
- B. comfortable
- C. afraid

24. How long does a handshake usually last?

- A. As long as the conversation lasts.

B. 5 minutes.

C. 2-3 seconds.

25. Which of the following words can best describe a proper handshake?

A. brief and strong

B. brief and firm

C. brief and soft

26-30 题：阅读下列短文，从 A、B、C 三个选项中选出一个正确答案。

Passage 2

Hi, Joe,

How are you? I'm sitting on the balcony of my hotel. I am looking at Hyde Park in London and I am thinking about my life here. I am having a wonderful time. I like my job - it is very interesting, and my colleagues are great. I love London - it's busy, noisy, crowded and exciting. The cinemas, theatres, pubs and restaurants are really nice, but they're too expensive! I think the people in London are very friendly (surprise!) and I've got some new friends.

What the weather like in Shanghai? Is it raining? Here it's lovely! It isn't foggy! The sun is shining and the birds are singing. It's very warm.

And it is my birthday today.

But I am missing you all in Shanghai. COME AND VISIT!

Love,

Xiaoyan

26. What does Xiaoyan stay in London for?

A. She is having a holiday.

B. She is working.

C. She is visiting some of her colleagues.

27. What are Xiaoyan's London colleagues like?
- A. They are very important.
 - B. They are very serious.
 - C. They are very nice.
28. What does Xiaoyan think of London?
- A. She thinks it is relaxed.
 - B. She thinks it is cheap.
 - C. She thinks it is exciting.
29. What does Xiaoyan think of people in London?
- A. She thinks they are interesting.
 - B. She thinks they are friendly.
 - C. She thinks they are surprising.
30. What's the weather like in London when Xiaoyan is writing this letter?
- A. It is warm.
 - B. It is foggy.
 - C. It is cloudy.

四、翻译（共 20 分，每小题 4 分）

从以下 A、B、C 三个选项中选出最正确的翻译。

31-35：

31. How long have you been working here?
- A. 你在这里工作多久了？
 - B. 你什么时候在这里工作的？
 - C. 你怎么在这里工作的？
32. New York University has forty-eight thousand students.
- A. 纽约大学有学生四万八千名。
 - B. 纽约大学有学生四千八百名。
 - C. 纽约大学有学生四百八十名。
33. Of course, it has special meaning for people like me.
- A. 在课程里，它有像我这样的人的意思。

B. 在这个过程中，它有特殊意思，因为人们喜欢我。

C. 当然，它对我这样的人具有特殊的含义。

34. Follow your plan and don't stop until it's finished.

A. 跟随你的计划，完成之前停下来。

B. 按照你的计划进行直到完成都不要停下来。

C. 按照你的计划进行，完成之前不要停下来。

35. Once you've set a specific timeline, the next step is to take daily action and do your own part.

A. 曾经你设置过了具体的时间表，下一步就是采取日常行动，尽自己的职责。

B. 一旦你已经设置了具体的时间表，下一步就是每天采取行动，做自己的事情。

C. 一旦你已经设置了具体的时间表，下一步就是每天行动起来，尽自己的职责。

作业 2

一、交际用语（共计 10 分，每小题 2 分）

1-5 题：阅读下面的小对话，选择恰当的答语。

1. — Hello, Yang Lin speaking.

—

A. I am Carol.

B. This is Carol here.

C. Do you know who I am'?

2. — Excuse me where is the post office?

— Sorry I'm new here.

—

A. What a pity.

B. Thank you all the same.

C. Bad luck.

3. — Will you show me how to use this software?

—

A. Sure. You' ll master it in no time.

B. You are welcome.

C. Sorry, I' m too late for it.

4. - Dad, this is my roommate, Andrea.

-.

A. Hello, Andrea. I' ve heard so much about you

B. Hope to meet you again

C. It' s ve ry thoughtful of you

5. - Do you mind if I smoke here?

- . You can go to smoke in the yard.

A. Yes. please

B. Never mind

C. You' d better not.

二、词汇与结构（共计 30 分，每小题 2 分）

6-20 题：阅读下面的句子，从 A、B、C 三个选项中选出最佳选项。

6. I have an English class a week.

A. three

B. three time

C. three times

7. He lunch in the canteen right now.

A. has

B. is having

C. have

8. w ine do you need for the party?

A. How much

B. How little

C. How many

9. It was on the beach Miss White found the kid lying dead.

A. that

B. it

C. which

10. Such office software is popular the executive secretaries.

A. to

B. on

C. with

11. Copying files under Linux is similar copying files under DOS.

A. in

B. to

C. with

12. A secretary must big pile of files and correspondence in office.

A. deal with

B. agree with

C. get along with

13. means to do what you should do on time.

A. To be punctual

B. Be punctual

C. Punctual

14. Do not do anything should go against his will.

A. what

B. which

C. that

15. This is true of management of workers.

A. but

B. as well as

C. also

16. He can good English.

A. speak

B. talk

C. say

17. You have more apples than do. But are better than yours.

A. us, we

B. we, ours

C. ours, us

18. Does David ?

A. like flying

B. likes flying

C. like to flying

19. I usually go to the office train.

A. at

B. by

C. on

20. Neither John his father was able to wake up early enough to catch the morning tram.

A. or

B. nor

C. but

21-25 题：阅读下列短文，并根据短文内容判断其后的句子是正确（T），还是错误（F）

Passage 1

In Britain people usually have a doctor near their home or in their town. This is the local doctor. You have to register with a doctor before you can make an appointment. You usually have to fill in a form and the doctor examines you. Families often all register with the same doctor.

Doctors often work together in groups, and the name of the place where they work is a Doctor's Surgery. The government pays for this system, and it is free to go to see your doctor.

If the doctor decides that you need treatment he can prescribe medicine. For example he can prescribe antibiotics for an infection. Medicine can be tablets to take with water or liquid to drink. The doctor writes the prescription. You take the prescription to the chemist's, and the chemist will make up the medicine for you. You usually have to pay some money for the medicine but you don't have to pay the full price.

(F) 21. British people usually go a long way to see a doctor.

(T) 22. British families often register with the same doctor.

(F) 23. Doctors always work alone in their own Doctor's Surgery.

(T) 24. British people don't have to pay when they see their doctor.

(T) 25. British people usually have to pay for their prescription at the chemist's.

26-30 题：阅读下列短文，从 A、B、C 三个选项中选出一个正确答案。

Passage 2

Hi, Xiaoyan,

You want to know about my gym.

The gym is "New You". The phone number is 020 791 1340. It's near Oxford Circus.

There is a swimming pool and there are a lot of classes. There is a yoga class on Tuesday morning and there are aerobics classes every evening. There is also a Tai Chi class, on Wednesday and Saturday afternoon between 2:00 and 3:00. There are lots of running machines and weights machines, but there aren't any bicycles. There's a sauna, but there isn't a steam room and there are very nice showers and free cosmetics! The best time to come is in the evening because there are a lot of trainers to help

you. There are different ways to pay for the classes. You can pay by cash, credit card or cheque.

See you there?

Jane

26. When can you go to aerobics class in "New You" ?

- A. On Monday morning.
- B. On Saturday evening
- C. Every day in the daytime.

27. When does the Tai Chi class start?

- A. On Wednesday.
- B. On Saturday afternoon.
- C. At 2: 00 p.m. on Wednesday and Saturday.

28. What is free in the gym?

- A. Steam room.
- B. Cosmetics.
- C. Sauna.

29. Why is it best to come in the evenings?

- A. Because there are a lot of trainers to help you.
- B. Because there are less people.
- C. Because there are more classes.

30. How can you pay for the class? (C)

- A. Only by cheque.
- B. Free charge.
- C. By credit card or cash.

四、翻译（共计 20 分，每小题 4 分）

31-35：请从以下 A、B、C 三个选项中选出最佳翻译。

31. We shall be flying to South America this time next month.

- A. 下个月的今天我们将乘飞机去往南美洲。
- B. 下个月的今天之前我们将乘飞机去往南美洲。
- C. 下个月我们应该乘飞机去南美洲。

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