

管理英语 4 答案

Unit1 test

一、选择填空题（每题 10 分，共 5 题）

题目 1

— We could let some of the staff work from home._____?

— That's a good idea.

正确答案是：What do you think of it

题目 2

— Is it possible for you to work out the plan tonight?

— _____

正确答案是：I think so.

题目 3

_____ his anger the employees called him Mr. Thunder, but they loved him.

正确答案是：Due to

题目 4

It is through enthusiasm and quiet intensity _____ we transform creativity and vision into the technologies.

正确答案是: that

题目 5

_____ CEOs spend planning, the more profitable their companies are.

正确答案是: The more time

题目 6

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

— _____.

正确答案是: I'll give you a hand

题目 7

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

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

正确答案是: You're right

题目 8

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

正确答案是: on how to

题目 9

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

正确答案是: more likely

题目 10

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

正确答案是: Not only do

题目 11

Supervisors should _____ their employees in two-way communication so that understanding
takes place.

正确答案是: engage

题目 12

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

— _____.

正确答案是：I'd love to, but I'm busy this week

题目 13

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

正确答案是：indicate

题目 14

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

正确答案是：those

二、阅读理解：根据文章内容，判断正误（共 50 分）。

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.

操作提示：正确选 T，错误选 F。

1. Nokia lost the smartphone battle because its technology is not as good as that of Apple. F

2. Nokia's middle managers were frank to tell the truth, but the top ones didn't listen to them. F

3. Nokia's top managers were too moody to hear anything good but harsh. T

4. Middle managers in Nokia delivered results more than they promised earlier. F

5. Nokia's top managers should have had better conversation techniques to encourage internal coordination and truth. T

二、听力理解：听录音，选择最佳答案（共 50 分）。

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

A. HR manager.

B. Project manager.

C. Project coordinator.

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

A. One month.

B. Half a month.

C. One year.

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

A. Once a month.

B. Twice a month.

C. Once a week.

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

A. Permanent worker contract.

B. Standard temporary-worker contract.

C. Standard industry contract.

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

A. Formulate the industry standard of payment.

B. Manage and coordinate her project team.

C. Report the project progress to the board.

Unit2 test

一、选择填空题（每题 10 分，共 5 题）

题目 1

—How did your meeting go yesterday?

— _____ actually, it was really frustrating.

正确答案是: Not so good

题目 2

— _____ 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.

正确答案是: Are you able to

题目 3

When the message finally reached the Command Center, it _____ “mutated” to become

—“Send three and four -pence, we're going to a dance.”

正确答案是: had

题目 4

I think the primary _____ factor is there's been so much absence lately.

正确答案是: contributing

题目 5

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.

正确答案是：where

题目 6

—How can you explain the latest situation?

—_____,I know it is all my fault.

正确答案是：Sorry

题目 7

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

正确答案是：that

题目 8

He's left now, but productivity hasn't _____that much.

正确答案是：picked up

题目 9

Every time I tried to say something, he would _____ to something else.

正确答案是：move on

题目 10

— 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.

正确答案是： I can see that

题目 11

Who was _____ the meeting ?

正确答案是： chairing

题目 12

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

正确答案是： is suffering

题目 13

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

正确答案是： that

题目 14

— Will you go on a picnic with us tomorrow?

— _____.

正确答案是：

题目 15

What you need to do is to keep things short and sweet, just the _____.

正确答案是：highlight

二、阅读理解：根据文章内容，完成选择题（共 50 分）。

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.

操作提示：通过题目后的下拉选项框选择正确答案。

1. Confirming reception of the sent messages means C

A. the messages are sent to right receivers

B. the messages are correctly understood

C. the messages are correctly understood by right receivers

communication chain? A

A. Conceiving.

B. Sending.

C. Receiving.

3. What is Chinese whispers? B

A. Who whispers in Chinese.

B. A game to pass message around in a whisper.

C. Chinese people who don't normally talk very loudly.

4. Allocative failure does NOT happen when A

A. the right information goes to the right place

B. a company gathers false information

C. the correct information is not received by the right department or person

5. According to the passage, which of the following cases does NOT belong to human failure?

C

A. Decreasing creativity across departments.

B. Inadequate communication between departments.

C. Increasing customer complaints.

反馈答案：

阅读理解：根据文章内容，判断正误（共 50 分）。

Habits of Highly Effective Communicators

操作提示：正确选 T，错误选 F。

1. Communication and leadership don't always go hand in hand. 回答正确
2. The say-do gap happens when people misunderstand their leader's intention. 回答正确
3. Using technical jargon makes a leader convincing. 回答正确
4. Communicating sincerely is always the best. 回答正确
5. Observation is as important as communication when you want to know what people really think. 回答正确

反馈答案：1. F 2. F 3. F 4. T 5. T

Unit3 test

一、选择填空题（每题 分，共 5 题）

题目 1

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

正确答案是: Don't think any more about it.

题目 2

— I'd like to have this film developed.

正确答案是：May I help you?

题目 3

In high school, I am equally comfortable_____as a member of a team and independently.

正确答案是: working

题目 4

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

正确答案是: to

题目

How do you get your members to _____ as a team?

正确答案是: pull together

题目 6

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

— _____

正确答案是: Sorry I can't. I have to finish my project right now.

题目 7

Regular and concrete feedback is important _____ who is not performing up to her potential.

正确答案是: when dealing with a worker

题目 8

— What are your teammates like?

— _____

正确答案是: They are all warmhearted and helpful.

题目 9

正确答案是：can be delivered

题目 10

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

正确答案是：viewed

题目 11

— Could I borrow your iPad for a few hours?

— _____

正确答案是：Sure, here you are. Enjoy your time.

题目 12

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.

正确答案是：can get

题目 13

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

正确答案是：outside of the box

题目 14

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

正确答案是: in which

题目 15

I have been very lucky to have had _____ managers during my career so far.

正确答案是: terrific

二、阅读理解：根据文章内容，完成选择题（共 50 分）。

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. However,

操作提示：通过题目后的下拉选项框选择正确答案。

1. This team building event was aimed at 回答正确

A. helping these young, bright and enthusiastic employees become more concentrated on their work

B. making the team members know how to share information or solutions and cooperate with each other

C. building up team morale

2. This event was held in 回答正确

A. a self-service restaurant

B. a coffee shop

C. a classroom

3. About how many team members were out of the second round of the activity? 回答正确

A. 30.

B. 35.

C. 5.

4. Which statement below is correct? 回答正确

A. In the second round, every one of the team had found their balloons after 15 minutes.

B. In the third round, the team members were asked them to find the balloon with their name on it amongst the hundreds of other balloons in the room.

C. In the third round, everybody had their own balloon with help from others within 2 minutes.

5. What was the event going to teach these employees? 回答正确

A. Sharing and cooperating with other team members is more efficient when they are working

together.

B. Focusing solely on employees' own pursuits is not allowed in workplace.

C. Failure of teamwork is caused by individual.

反馈答案：1. B 2. A 3. C 4. C 5. A

阅读理解：根据文章内容，判断正误（共 50 分）。

Tips for Team Building

操作提示：正确选 T，错误选 F。

1. Team building event is traditionally related to playing games at resort. 回答正确

2. The author claims that playing games together is as important as form teams to solve real work issues and to improve real work processes for team building. 回答正确

3. “Retreat” in the first paragraph means withdrawal of troops after a defeat. 回答正确

4. Ice breaking motivates team members compete with each other. 回答正确

5. A good teamwork culture enables individuals make more efforts together. 回答正确

反馈答案： 1.T 2.F 3.F 4.F 5.T

Unit 4 test

一、选择填空题（每题 10 分，共 5 题）

题目 1

— _____

— You might as well write a thanks-note.

正确答案是： Could you suggest some ways of the rewards?

题目 2

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

— _____

正确答案是： Not at all. Go ahead.

题目 3

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

正确答案是： light up

题目 4

Self-esteem needs might include the _____ from a workplace.

正确答案是: rewards

题目 5

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.

正确答案是: as if

题目 6

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

— _____

正确答案是: You are right.

题目 7

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

正确答案是: light up

题目 8

All the team members tried their best. We lost the game, _____.

正确答案是：however

题目 9

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

正确答案是：that

题目 10

—Can I get you a couple of tea?

—_____.

正确答案是：That's very nice of you

题目 11

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

正确答案是：excels

题目 12

Learning new things has always been a great _____ for me.

正确答案是：motivator

题目 13

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

正确答案是: Regardless of

题目 14

_____ clearly communicate with and actively listen to employees is essential to improve their performance.

正确答案是: Being able to

题目 15

Companies are _____ interested in your soft skills _____ they are in your hard skills.

正确答案是: as...as...

题目 16

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

— _____

正确答案是: Thanks for your compliments.

二、阅读理解：根据文章内容，完成选择题（共 50 分）。

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.

操作提示：通过题目后的下拉选项框选择正确答案。反馈答案：1. B 2. A 3. A 4. B 5. C

1. How would you describe Google? 回答正确

A. Medium-sized international company

B. Large global enterprises

C. Large American company

2. Which one does NOT belong to the methods that Google motivate its employees? 回答正确

A. Promoting the employee who has more influence on Google the higher job position.

B. Shuttling the employees between home and office.

C. Offering entertaining equipment in workplace.

3. Who founded Google? 回答正确

A. Larry Page and Sergey Brin

B. Karen May

C. Sergey Brin

4. If you are a normal employee of Google, what could you do EXCEPT? 回答正确

A. Know all information of Google and discuss questions with your leaders.

B. Only work for the project you choose.

C. Play bowling with your colleagues and get away from mundane errands.

5. What is Google's secret to success? 回答正确

A. Innovating hi-tech products.

B. Paying high salary to the employees and practicing strict management.

C. Valuing the happiness of its employees as much as innovating good products.

听力理解：听录音，判断正误（共 50 分）。

操作提示：正确选“T”，错误选“F”。

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

2. Brad from human resources supports Scott's idea. 回答正确

3. Carlotta is the manager of HRD. 回答正确

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

5. The prize-winner cannot choose the prize that costs more than \$500. 7. The prize-winner can

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