

《管理英语1》复习题

交际用语（单选题）

1、- _____ ?

-The round-trip air fare for a person is only \$188.

正确选项 1. What is the exact air fare?(V)

2、- _____ ?

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

正确选项 1. What do your parents do?(V)

3、- _____ ?

-Nothing much.

正确选项 1. What' s up?(V)

4、- _____

-He teaches physics in a school.

正确选项 1. What is your father?(V)

5、-Can you copy these papers for me?

- _____

正确选项 1. Ok, Just wait a moment please. (V)

6、-Hello, I' m David Chen. Nice to meet you.

- _____

正确选项 1. Nice to meet you too. (V)

7、-Hello, may I speak to Mike?

- _____. May I ask who is calling?

正确选项 1. This is Mike speaking. (V)

8、-Hello, this is John speaking. Could I speak to Mike?

- _____

正确选项 1. Hold the line, please. (V)

9、-Hello, Yang Lin speaking.

- _____

正确选项 1. This is Carol here. (V)

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

- _____

正确选项 1. Personally, I think designing is more difficult. (V)

11、-Hey, You look so pale. What' s wrong?

- _____

正确选项 1. I didn' t sleep well last night. (V)

12、-Hi, I' m Melinda Smith, the new secretary. Nice to meet you here.

-Hi, I' m Mike Brown from the Training Center. _____.

正确选项 1. I hope you' ll be happy working here.(V)

13、-Hi, Tom, how' s everything with you?

- _____, and how are you?

正确选项 1. Hm, not too bad.(V)

14、-How are you, Bob?

- _____

正确选项 1. I' m fine. Thank you. (V)

15、-I' d like to apply for a library card.

- _____

正确选项 1. Fill out the application form first, please. (V)

16、-It' s rather cold in here. Do you mind if I close the window?

- _____

正确选项 1. No, go ahead. (V)

17、-May I use your bike for a moment?

- _____

正确选项 1. By all means. (V)

18、-Please give me a hand to print out the report, won' t you?

- _____

正确选项 1. Of course I will. (V)

19、-This box is too heavy for me to carry upstairs.

正确选项 1. Let me give you a hand. (V)

20、-This is Melinda speaking from Qiaoxiang Community Service Center. _____

-Let me see. There will be some visits to our community library and learning center.

正确选项 1. I' m calling for the arrangement of the visit next Monday. (V)

21、-We' ll have a charity book sale together with Menglin Publishing House next month. _____ ?

-Yes, I think the Music Square is large enough.

正确选项 1. Could you give any suggestion on the location (V)

22、-Will you show me how to use this software?

正确选项 1. Sure. You' ll master it in no time. (V)

23、-Wow! This is a marvelous room! I' ve never known you' re so artistic.

正确选项 1. Thanks for your compliments. (V)

24、-Wow, this place is amazing.

正确选项 1. Thank you. (V)

25、-Excuse me, could you show me the way to the nearest post office?

-_____ Two blocks away from here at the Green Avenue. You can' t miss it.

正确选项 1. Oh, yes! (V)

词汇与结构 (单选题)

1、_____ the paperless management is widely used now, some important files are still kept as hard copies.

正确选项 1. Although (V)

2、_____ has not yet been decided.

正确选项 1. When to hold the meeting (V)

3、_____ is the temperature today?

正确选项 1. What (V)

4、_____ means to do what you should do on time.

正确选项 1. To be punctual (V)

5、_____ useful book it is!

正确选项 1. What a (V)

6、_____, after introduction, you can ask about their journey.

正确选项 1. To break the ice (V)

7、_____ nice picture you gave me!

正确选项 1. What a (V)

8、_____ the children to bed, she began to correct the students' exercises.

正确选项 1. Having sent (V)

9、_____ me carefully, Can you _____

正确选项 1. Listen to...hear (V)

10、A fireman discovered the _____ of the fire.

正确选项 1. cause (V)

11、A sudden noise of a fire-engine made him _____ to the door.

正确选项 1. hurry (V)

12、All of us are responsible _____ the baby' s safety.

正确选项 1. for (V)

13、Although she felt ill, she _____ went to work.

正确选项 1. still (V)

14、Charles regretted _____ the TV set last year. The price has now come down.

正确选项 1. buying (V)

15、Copying files under Linux is similar _____ copying files under DOS.

正确选项 1. to (V)

16、Do not do anything _____ should go against his will.

正确选项 1. that (V)

17、Few students could answer the question, _____ they?

正确选项 1. could (V)

18、George is _____ on business, and nobody else is in for the moment.

正确选项 1. travelling (V)

19、Had you come five minutes earlier, you _____ the train to Beijing. But now you missed it.

正确选项 1. would have caught (V)

- 20、He ____ lunch in the canteen right now.
正确选项 1. is having(V)
- 21、He _____ comes by bus.
正确选项 1. sometimes(V)
- 22、He can _____ good English.
正确选项 1. speak(V)
- 23、He saw nothing, _____ he?
正确选项 1. didn' t(V)
- 24、He suggested the sports meet be _____ because of the bad weather.
正确选项 1. put off(V)
- 25、Hello, everyone. I' d like to _____ our new secretary to you, Melinda Smith.
正确选项 1. introduce(V)
- 26、His father is getting _____ old _____ climb up the mountain.
正确选项 1. too, to(V)
- 27、How do I _____ the gym?
正确选项 1. get to(V)
- 28、I don' t know when _____ the dictionary.
正确选项 1. he borrowed(V)
- 29、I think _____ is impolite to call people by their first names.
正确选项 1. it(V)
- 30、I usually go to the office _____ train.
正确选项 1. by(V)
- 31、I' d love to have a break, but I can' t _____ the time now.
正确选项 1. spare(V)
- 32、I' m afraid I won' t be available then. I _____ a friend off at five this afternoon.
正确选项 1. will be seeing(V)
- 33、I' m looking forward to _____ together with you.
正确选项 1. working(V)
- 34、If there are changes, don' t forget _____ the related persons know.
正确选项 1. to let(V)
- 35、If you don' t know what you want, you might _____ getting something you don' t want.
正确选项 1. end up with(V)
- 36、It was on the beach _____ Miss White found the kid lying dead.
正确选项 1. that(V)
- 37、It' s _____ for your eyes to read in bed.
正确选项 1. bad(V)
- 38、It' s high time that he settled down in the country and _____ a new life.
正确选项 1. started(V)
- 39、Jackson does well _____ maths.
正确选项 1. in(V)
- 40、Mr. White writes short stories, but he _____ a TV play these days.
正确选项 1. is writing(V)
- 41、Neither John _____ his father was able to wake up early enough to catch the morning train.
正确选项 1. nor(V)
- 42、Nowadays office work can be done by hand _____ very fast speed.
正确选项 1. at(V)
- 43、On their arrival, you should _____ the following points.
正确选项 1. pay attention to(V)
- 44、Please give me two _____.
正确选项 1. pieces of paper(V)
- 45、Please hand _____ your homework in time.
正确选项 1. in(V)
- 46、Professor Smith promised to look _____ my paper, that is, to read it carefully before the defence.
正确选项 1. over(V)
- 47、She kept on _____ although she was tired.
正确选项 1. working(V)
- 48、She wants a job where _____ .
正确选项 1. her management skills can be put to good use(V)
- 49、She _____ an English teacher.
正确选项 1. used to be(V)

- 50、Shirley _____ a book about China last year but I don' t know whether she has finished it.
正确选项 1.was writing(V)
- 51、Smile a lot and be _____ friendly as possible to everyone you meet.
正确选项 1.as(V)
- 52、The _____ is very hard. I can' t answer it.
正确选项 1.question(V)
- 53、The boys enjoyed _____ football very much.
正确选项 1.playing(V)
- 54、The children were made _____ happy by the news.
正确选项 1.to feel(V)
- 55、The question never _____ in discussion.
正确选项 1.came up(V)
- 56、The secretary has a lot of things to take up in the office since she _____ away for quite a few days.
正确选项 1.has been(V)
- 57、There are over two _____ Party members in our city.
正确选项 1.million(V)
- 58、There is no _____ to the house from the main road.
正确选项 1.access(V)
- 59、They got up early to see the sun _____.
正确选项 1.rise(V)
- 60、They were _____ a communication satellite.
正确选项 1.successful in launching(V)
- 61、We should speak English as _____ as possible.
正确选项 1.much(V)
- 62、We' ll visit the Monkey Island next Sunday if our teacher _____ with us.
正确选项 1.goes(V)
- 63、We' ve made some achievements, but there is still a long way _____.
正确选项 1.to go(V)
- 64、What is the exact air _____ ?
正确选项 1.fare(V)
- 65、-What is your job? _____ -I' m _____ accountant.
正确选项 1.an(V)
- 66、Who' s the woman in the red coat? She' s _____ mother.
正确选项 1.Tom and Kate' s(V)
- 67、You can pick a specific time and place and ask them _____ they want to go.
正确选项 1.if(V)
- 68、You can use them _____ you work here.
正确选项 1.in case(V)
- 69、You' ve caught a cold. You' d better _____ to school.
正确选项 1.not go(V)
- 70、Your goal is to publish a book and have _____ manuscript sent out to publishers by November 2016.
正确选项 1.the(V)

阅读理解（单选题）

A letter of invitation is written to invite people for a business event or personal occasion. The letter should be short and clear. A soft and polite tone should be used. An invitation letter should h省略...

- 1、The letter of invitation should not be _____.
正确选项 1.easy(V)
- 2、What' s the purpose of writing a letter of invitation?
正确选项 1.Either A or B. (V)
- 3、Which is not necessary when writing a letter of invitation?
正确选项 1.Weather(V)
- 4、Which might be the title of the whole passage?
正确选项 1.How to write a letter of invitation(V)
- 5、Why should we send the letter of invitation in advance?
正确选项 1.Because the receiver will need to plan to come to the event. (V)

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 classe 省略...

- 1、How can you pay for the class?

正确选项 1. By credit card or cash. (V)

2、What is free in the gym?

正确选项 1. Cosmetics. (V)

3、When can you go to aerobics class in “New You” ?

正确选项 1. On Saturday evening. (V)

4、When does the Tai Chi class start?

正确选项 1. At 2: 00 p.m. on Wednesday and Saturday. (V)

5、Why is the evening the best time to go to the gym “New You” ?

正确选项 1. Because there are a lot of trainers to help you. (V)

There are different pieces of software to deal with electronic files. The most popular software so far is Microsoft Office 2010 (with Word, Excel and other tools) or its higher version. People use Wor 省略...

1、Are all documents kept as electronic files?

正确选项 1. No. (V)

2、Can Microsoft Office 2010 be used to process text?

正确选项 1. Not given. (V)

3、What do people use to process data according to the passage?

正确选项 1. Excel 2010(V)

4、What is the most popular software so far to deal with electronic files?

正确选项 1. Microsoft Office 2010(V)

5、Why are some important documents kept as “hard copies” ?

正确选项 1. Because people want to leave their names in the copies. (V)

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 impress 省略...

1、How long does a handshake usually last?

正确选项 1. 2-3 seconds. (V)

2、If you are seated when someone comes for a handshake, you should _____.

正确选项 1. stand up and shake his or her hand(V)

3、Keeping eye contact while shaking hands makes the other person feel _____.

正确选项 1. comfortable(V)

4、Which of the following statements about the significance of handshakes is not true?

正确选项 1. Handshakes are just a gesture of greeting. (V)

5、Which of the following words can best describe a proper handshake?

正确选项 1. Brief and firm(V)

A work plan is an important tool to tell what tasks to do, when to finish, who to take, where to go and how to get there. The work plan organizes your task with a timetable of what, when and how a job 省略...

1、What does the “**deadlines**” (Para. 2) mean?

正确选项 1. The point in time at which something must be completed. (V)

2、What can the clear objectives do?

正确选项 1. They can help the process of planning, developing and managing a project. (V)

3、What is the best title for the passage?

正确选项 1. The importance of a work plan(V)

4、Which of the following is not mentioned in the passage?

正确选项 1. A work plan helps cut down expenses. (V)

5、Which of the following is true according to the passage?

正确选项 1. You can change your plan for more realistic timelines when meeting any problems.. (V)

Foxes and farmers have never got on well. These foxes have long been accused of killing farm animals. They are officially classified as harmful and farmers try to keep their numbers down by shooting o 省略...

1、What does the word **wealthy**(Para.3)mean ?

正确选项 1. Rich. (V)

2、A new law may be passed by the British Parliament _____.

正确选项 1. to forbid hunting animals with dogs(V)

3、According the passage, which of the following statements is FALSE?

正确选项 1. All the people support the fox hunting today. (V)

4、It can be learned from the passage that _____.

正确选项 1. hunting foxes with dogs is considered cruel and violent(V)

5、The fox hunting in Britain is special because _____.

正确选项 1. the hunters have a set of rules to follow (V)

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 省略...

1、Why does Xiaoyan stay in London?

正确选项 1. She is working. (V)

2、What are Xiaoyan's London colleagues like?

正确选项 1. They are nice. (V)

3、What does Xiaoyan think of London?

正确选项 1. It is exciting. (V)

4、What does Xiaoyan think of people in London?

正确选项 1. They are friendly. (V)

5、What's the weather like in London when Xiaoyan is writing this letter?

正确选项 1. It is warm. (V)

阅读理解 (判断题)

As more workers have their own personal computers at work, e-mails are beginning to take over formal memo writing in many companies. Email messages are written, sent, and usually read on a computer 省略...

1、No matter how long the documents are, they can be sent through emails.

正确选项 1. T (V)

2、Nowadays, many companies still use formal memo writing.

正确选项 1. F (V)

3、The second when you send the email message, people receive it.

正确选项 1. T (V)

4、Working with email is one way of saving time and energy.

正确选项 1. T (V)

5、You could send the same email message to many people at the same time.

正确选项 1. T (V)

Companies often post a job description on their website when they want to have new employees. A job description is one of the first things a job seeker reads. A well written job description can answer 省略...

1、A job description is an employment advertisement.

正确选项 1. F (V)

2、A job description is the only standard to test whether job seekers should apply for the job.

正确选项 1. F (V)

3、A job description should include a lot of information.

正确选项 1. T (V)

4、A job hunter will read the job description first when hunting for a job.

正确选项 1. T (V)

5、Companies often have job fairs when they want to recruit new employees.

正确选项 1. F (V)

Do you, sometimes, need to go to meet some visitors at the airport? What should you do when you meet them? What should you talk about? On their arrival, you should pay attention to the following point 省略...

1、If you want to be more friendly and helpful, you'd better help carry the luggage.

正确选项 1. T (V)

2、In order to break the ice, you may ask visitors about their journey after the introduction.

正确选项 1. T (V)

3、It is not friendly to ask about the visitor's journey.

正确选项 1. F (V)

4、The introduction is usually starting with a brief and firm handshake.

正确选项 1. T (V)

5、You should discuss the schedule with the visitors before they've settled down.

正确选项 1. F (V)

How often should filing be done? It depends on how busy the office is. In very busy organizations, filing is done at least every day. In a small or less busy office, filing can be done once or twice a 省略...

1、Filing should be done every day in each office.

正确选项 1. F (V)

2、If you need always read the documents, you can put them into lever arch files.

正确选项 1. F (V)

3、It is necessary to do filing no less than once every week in a small office.

正确选项 1. T (V)

4、Only big instruments are useful in sorting out files.

正确选项 1. F (V)

5、The company' s annual reports usually need to be filed.

正确选项 1. T (V)

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 省略...

1、British families often register with the same doctor.

正确选项 1. T (V)

2、British people don' t have to pay when they see their doctor.

正确选项 1. T (V)

3、British people usually go a long way to see a doctor.

正确选项 1. F (V)

4、British people usually have to pay for their prescription at the chemist' s.

正确选项 1. T (V)

5、Doctors always work alone in their own Doctor' s Surgery.

正确选项 1. F (V)

Meetings are very common nowadays. They can be weekly, monthly or annually. Some people think most meetings feel like a waste of time. They seem pointless and boring at times. Then how do you r 省略...

1、A successful meeting should have different people to play different roles.

正确选项 1. T (V)

2、An unsuccessful meeting might be full of single-way communication.

正确选项 1. T (V)

3、Generally people only discuss the items listed on the agenda in a successful meeting.

正确选项 1. F (V)

4、Minutes should be sent out to the participants within a month after the end of the meeting.

正确选项 1. F (V)

5、When the meeting is closed, it means there is nothing to do in the following weeks.

正确选项 1. F (V)

Whatever projects you do, you need to have a clear and accurate action plan. Here are a few ideas to make a good action plan. First, know your goals. If you don' t know where you' re going, you' r 省略...

1、Don' t change your plan even if some unexpected events happen.

正确选项 1. F (V)

2、SMART stands for "suitable, measurable, achievable, relevant, timed".

正确选项 1. F (V)

3、This passage is mainly about how to make a good action plan.

正确选项 1. T (V)

4、When making an action plan, you' d better take possible difficulties into consideration.

正确选项 1. T (V)

5、Whether you need to have a clear action plan depends on what kind of project you do.

正确选项 1. F (V)

翻译题（单选题）

1、How long have you been working here?

正确选项 1. 你在这里工作多久了？(V)

2、Since we all want to set a good first impression, it is important to know the right shaking hands manners.

正确选项 1. 既然我们都想给别人留下一个好的第一印象，那么了解一下正确的握手礼仪就非常重要了。(V)

3、When meeting someone, rise if you are seated, smile, extend your hand and repeat the other person' s name in your greeting.

正确选项 1. 当与他人会面时，如果你坐着请起立，微笑，伸出你的手并在你的问候中重复对方的名字。(V)

4、A good plan today is better than a perfect plan tomorrow.

正确选项 1. 今日好计划胜过明日完美计划。(V)

5、Finally, you can start to look for a meeting place that can meet all your requirements.

正确选项 1. 最后，去找一个能满足你所有要求的会议场所。(V)

6、I' ll show you around and introduce you to other colleagues.

正确选项 1. 我带你四处转转，把你介绍给其他的同事。(V)

7、Many people don' t listen to music and they can get along quite well.

正确选项 1. 许多人不听音乐，却生活得相当好。(V)

8、New York University has forty-eight thousand students.

正确选项 1. 纽约大学有四万八千名学生。(V)

9、Of course, it has special meaning for people like me.

正确选项 1. 当然，它对我这样的人具有特殊的含义。(V)

10、Of many thousand spare parts does not come up to the standard but one.

正确选项 1. 在成千上万个备件中，就一个合格。(V)

11、Once, however, it failed to give the correct time.

正确选项 1. 然而，它曾有一次没有报出准确的时间。(V)