

《管理英语 1》

交际用语(148)--

- 1、—Anything else I can do for you?—() Thank you!-->(B. That's all.)
2、—Are you feeling better today, Jack?—() -->(C. Yes, thank you, doctor. But I still don't feel good.)
3、—Are you going on holiday for a long time?—() -->(C. No. Only a couple of days.)
4、—Are you ready, folks?—() -->(Yes, I'm ready. I'll have the vegetable salad.)
5、—Bob, ()? Oh, that's my father! And beside him, my mother. B. who's talking over there
6、—Can you copy these papers for me?—() -->(Ok. Just wait a moment please.)
7、—Congratulations! You won the first prize in today's speech contest.—() -->(C. Thank you.)
8、—Could I borrow your car for a few days?—() -->(C. Sure, here you are. Enjoy your journey.)
9、—Could I speak to Don Watkins, please?—() -->(A. Speaking, please.)
10、—Could you help me with my physics, please?—() -->(D. Sorry I can't. I have to go to a meeting right now.)
11、—Could you please give me a hand?—() -->(B. Sure, what is the matter?)
12、—Dad, this is my roommate, Andre A.—() -->(B. Hello, Andre)

- 13、—David injured his leg playing football yesterday.—Really? () -->(C. How did that happen?)
14、—Do you have any plans for tomorrow morning?—() -->(B. No. I have nothing planned tomorrow.)
15、—Do you mind if I smoke here?—() . You can go to smoke in the yard.
C. You'd better not.
16、—Do you mind my smoking here?—() -->(B. Yes, I do.)
17、—Excuse me where is the post office?—Sorry I'm new here.—() -->(C. Thank you all the same)
18、—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.-->(Oh, yes!)
19、—Excuse me, could you show me the way to the nearest post office?—() Oh, yes! Two blocks away from here at the Green Avenue. You can't miss it.-->(D. Mm, let me think.)
20、—Excuse me, how much is the jacket?—It's 499 Yuan. () -->(D. Would you like to try it on?)
21、—Excuse me, how much is the jacket?—it's 269 Yuan. ()
B. Would you like to try it on?
22、—Excuse me, () —Yes, it's 8633-278-->(C. could you please tell me what's the telephone number on my desk?)
23、—Excuse me, where is the post office?—Sorry I'm new here.—() -->(A. Thank you all the same)
24、—Excuse me, () —Yes, it's 8633—278-->(C. could you please tell me what's the telephone number on my desk?)
25、—Good morning, John. How are you doing?—() -->(C. Not so bad. And you?)
26、—Good morning, may I speak to Mark, please?—() -->(B. Who's that speaking?)
27、—Good morning, can I help you?—() -->(B. I'd like to borrow a book named Gone With the Wind from your library.)
28、—Good-bye for now.—() -->(C. See you)
29、—Hello, how are you?—() -->(C. Fine, thank you.)
30、—Hello, I'd like to speak to Phil. -He's out to lunch now.
C. Would you mind calling back later?
31、—Hello, I'm Harry Thomas Hello, my name is Charles Green, but ()
C. call me Charles, please.
32、—Hello, I'm David Chen. Nice to meet you. —()-->(Nice to meet you too.)
33、—Hello, I'd like to speak to Phil.—He's out to lunch now. () -->(Would you mind calling back later?)
34、—Hello, I'm Harry Potter.—Hello, my name is Charles Green, but () -->(C. call me Charles)
35、—Hello, may I speak to Mike?—() . May I ask who is calling?-->(This is Mike speaking.)
36、—Hello, this is John speaking. Could I speak to Mike?—() -->(Hold the line, please.)
37、—Hello, Yang Lin speaking. —() -->(This is Carol here.)

- 38、—Hello, Could I speak to Mike?—() I'll get him to phone.-->(C. Hold the line, please.)
39、—Hello, I'd like to speak to Phil.—He's out to lunch now. () -->(C. Would you mind calling back later?)
40、—Hello, I'm David Chen. Nice to meet you.—()-->(B. Nice to meet you too)
41、—Hello, I'd like to speak to Phil.—He's out to lunch now. ()
C. Would you mind calling back later?
42、—Hello, I'm David Chen. Nice to meet you.—()
B. Nice to meet you, too.
43、—Hello, Sky Travel Agency. May I help you?—() -->(A. Yes, I'd like to make reservations to Beijing on the flight ZH8147 at 6:00 pm on December 19th.)
44、—Hello, this is John speaking. Could I speak to Mike?—() -->(B. Hold the line, please.)
45、—Hello, This is Yang Lin speaking.—() -->(A. This is Carol here.)
46、—Hello, Yang Lin speaking.—() -->(A. This is Carol here.)
47、—Hello. Could I speak to Mike? () I'll get him to phone.
C. Hold the line, please.
48、—Hello, I'm David Chen. Nice to meet you.—()
C. Nice to meet you too.
49、—Hey, Tom, what's up?—() -->(B. Oh, not much.)
50、—Hey, Derek, which do you think is harder to learn, marketing or designing?—() -->(C. Personally, I think designing is more difficult.)
51、—Hey, Tom. You look so pale. What's wrong?—() -->(B. I didn't sleep well last night)
52、—Hey, You look so pale. What's wrong?—() -->(B. I didn't sleep well last night.)
53、—Hi, I'm Melinda Smith, nice to meet you all here.—() .
C. Nice to meet you, too
54、—Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.-->(I hope you'll be happy working here.— Hi, I'm Mike Brown from the Training Center. ())
55、—Hi, Tom, how's everything with you?—() , and how are you?-->(Hm, not too bad)
56、—Hi, I'm Melinda Smith, nice to meet you all here.—() -->(C. Nice to meet you, too.)
57、—Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.—Hi, I'm Mike Brown from the Training Center. () -->(B. I hope you'll be happy working here.)
58、—Hi, Melinda. Can I make a brief introduction of the office work to you?—() -->(A. Thank you! It's very kind of you.)
59、—How are you getting on today?—() -->(A. Very well)
60、—How are you, Bob?—() -->(I'm fine. Thank you.)
61、—How are you, Bob?—() Ted.-->(B. I'm fine. Thank you.)
62、—How can I get to the cinema?—() -->(D. Go down this street and turn left.)
63、—How do you do?—() -->(B. How do you do?)
64、—How much is this necklace?—() -->(C. It costs fifty pounds)
65、—How tall is your sister?—() -->(D. She is as tall as I am.)

66. —How was your trip to London, Jane?— () -->(A. Oh, wonderful indeed.)
67. —How's your family?— () ---都行。-->(C. Not too bad.)
68. —I didn't mean to do that. Please forgive me.— () -->(B. That's all right.)
69. —I think he is a good lecturer.— () -->(B. So do I.)
70. —I wonder if I could use your computer tonight?— () I'm not using it right now. () -->(A. Sure, go ahead.)
71. —I would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday?— () -->(C. Well, either time will do.)
72. —I'd like to apply for a library card. — () -->(Fill out the application form first, please.)
73. —I'd like to invite you for dinner on Saturday.— () -->(Thank you for your kind invitation. I'll be there on time.)
74. —I'm sorry. I am late due to heavy traffic.— () -->(A. Well, it's OK.)
75. —I've got the system running, but I can't open my file.— () -->(Let me see if I can get it to work.)
76. —Is it possible for you to work late tonight?— () -->(D. I think so.)
77. —Is Mary there?— () -->(A. Speaking.)
78. —Is that seat taken?— () -->(B. I don't think so.)
79. —It's rather cold in here. Do you mind if I close the window?— () -->(No, go ahead.)
80. —It's lovely. I have never been to such beautiful place like that.-->(How about your trip?)
81. —It's rather cold in here. Do you mind if I close the window?— () -->(B. No, go ahead.)
82. —Let me introduce myself. I'm Steward.— () -->(B. Pleased to meet you.)
83. —Let's go to the library this afternoon.— () -->(D. That's a good idea.)
84. —May I see your tickets, please?— () -->(A. Sure.)
85. —May I speak to Tom?— I'm sorry. He isn't in the office now.— () —Yes, of course.-->(B. Can I leave a message?)
86. —May I use your bike for a moment?— () -->(B. By all means.)
87. —Mom, must I finish my homework now?-->(needn't— No, you () . You may have supper first.)
88. —Mom, must I finish my homework now?—No, you () . You may have supper first.-->(A. needn't)
89. —Must I take a taxi?—No, you () . You can take my car. -->(D. don't have to)
90. —My mother is retired. My father is a manager.
C. What do your parents do
91. —Please give me a hand to print out the report, won't you?— () -->(Of course I will.)
92. —Sally, () , Mary Brown.—Nice to meet you. I'm Sally Johnson, the Sales Manager.-->(B. this is our new secretary.)
93. —Sally, () Mary Brown.—Nice to meet you. I'm Sally Johnson, the Sales Manager.

B. this is our new secretary
94. —Thank you for calling.— () -->(C. Nice talking to you.)
95. —Thank you for inviting me.— () -->(B. Thank you for coming.)
96. —Thank you for your invitation.— () -->(B. It's a pleasure.)
97. —Thank you so much for your lovely gift.— () -->(B. I'm glad you like it.)
98. —Thanks for your help.— () -->(A. My pleasure.)
99. —This box is too heavy for me to carry upstairs.— () -->(B. Let me give you a hand.)
100. —This is John.— () -->(C. Hello, John. Nice to meet you.)
101. —This is Melinda speaking from Qiaoxiang Community Service Center.—Let me see. There will be some visits to our community library and learning center.-->(B. I'm calling for the arrangement of the visit next Monday.)
102. —Unbelievable! I have failed the driving test again!— () This is not the end of the world. () -->(B. Cheer up.)
103. —Unbelievable! I have failed the driving test again!— () This is not the end of the world.-->(C. Cheer up!)
104. —We are going to have a singing party tonight. Would you like to join us?— () -->(A. I'm afraid not, because I have to go to an important meeting.)
105. —We'll have a charity book sale together with Menglin Publishing House next month. () —Yes. I think the Music Square is large enough.-->(Could you give any suggestion on the location?)
106. —What a beautiful dress you have on today!— () -->(D. Thank you.)
107. —What are you majoring in?— () -->(C. Mathematics.)
108. —What color would you like?— () -->(C. I want the green one.)
109. —What day is today?— () -->(D. It's Monday.)
110. —What do you think of this novel?— () -->(B. It's well-written.)
111. —What does Tom's wife do for a living?— () -->(A. She is a doctor.)
112. —What is your job?— I'm () accountant.-->(B. a)
113. —What time does the office open?— () -->(A. I think it opens at 8.)
114. —What's the matter John?— () -->(A. I failed my French test.)
115. —What's the matter, dear?— () -->(B. I have a terrible headache.)
116. —What's the problem with your bike?— () -->(C. Nothing serious.)
117. —Who's that speaking?— ()
C. This is Tim speaking.
118. —Why don't you come and join us for a dance?— () -->(A. I can't, but thank you.)
119. —Will you show me how to use this software?— () -->(A. Sure. You'll master it in no time.)
120. —Would you like something to drink? What about a cup of tea?— () -->(A. No, thanks.)
121. —Would you like to go to the concert with us this evening?— () -->(B. I'd love to, but I'm busy tonight.)

122. —Would you mind helping me for a minute, Barbara?— () What do you want me to do?-->(C. I'd be glad to.)
123. —Wow! This is a marvelous room! I've never known you're so artistic.— () -->(C. Thanks for your compliments.)
124. —Wow, this place is amazing.— () -->(C. Thank you.)
125. — () -->(What is the exact air fare?— The round-trip air fare for a person is only \$18)
126. — () -->(What are your plans for summer vacation?— I'm not sure what I'll do. I hope to watch TV and enjoy myself.)
127. — () ? —My mother is retired. My father is a manager.-->(What do your parents do)
128. — () ? —Nothing much.-->(What's up)
129. — () ? —The round-trip air fare for a person is only \$188.-->(What is the exact air fare)
130. — () ? —I'm afraid not. But I'll be free this afternoon.-->(C. Can you spare me a few minutes now)
131. — () ? —It takes about 3 hours.-->(C. How long will the journey take)
132. — () ? —Nothing much.-->(B. What's up)
133. — () ? —Please call me Mary. That's my first name.-->(A. How shall I address you)
134. — () — I've called the maintenance worker.-->(This copier needs repairing.)
135. — () — It's my pleasure. -->(Would you please fax the document for me?)
136. — () —?Please accept my sincere regrets for not being able to join you.-->(I'm just wondering if you could come to join us.)
137. — () —He teaches physics in a school. -->(A. What does your father do?)
138. — () —I'm not sure what I'll do. I hope to watch TV and enjoy myself.-->(B. What are your plans for summer vacation?)
139. — () —I've called the maintenance worker.-->(A. This copier needs repairing.)
140. — () —It takes about 3 hours. -->(How long will the journey take ?)
141. — () —It's lovely. I have never been to such beautiful place like that.-->(B. How about your trip?)
142. — () —It's my pleasure. -->(C. Would you please fax the document for me?)
143. — () —My mother is retired. My father is a manager.-->(C. What do your parents do?)
144. — () —Nothing much.-->(A. What's up?)
145. — () —Please accept my sincere regrets for not being able to join you.-->(A. I'm just wondering if you could come to join us.)
146. — () —Please call me Mary. That's my first name.-->(C. How shall I address you?)
147. — () —The round-trip air fare for a person is only \$18.-->(A. What is the exact air fare?)
148. — () ? —I'm afraid not. But I'll be free this afternoon.
C. Can you spare me a few minutes now

词汇与语法(190)--

- 1、A fireman discovered the () of the fire.-->(cause)
2、A good tour guide tells visitors () -->(B.what they couldn't miss during the trip)
3、A letter of invitation is () to invite people for a business event or personal occasion.
A.written
4、A secretary must () big pile of files and correspondence in office.-->(B.deal with)
5、A sudden noise of a fire—engine made him()to the door.-->(hurry)
6、A well () job description can answer a lot of questions from job seekers.-->(A.written)
7、According to the passage, what's the meaning of "stop"? (Line 3, Para 2)
B.A brief stay in the course of a journey
8、After you are() with all these jobs,we will discuss it.-->(B.familiar)
9、All of us are responsible the baby's () safety.-->(C.for)
10、Although she felt ill,she () went to work.-->(A.still)
11、Are you still looking () a job?-->(A.for)
12、Can we () another worker to help Jimmy or find another solution?-->(A.assign)
13、Can you explain your arrangements () ?-->(B.in detail)
14、Charles regretted () the TV set last year.The price has now come down.-->(B.buying)
15、Children under fifteen are not permitted to see such kind of movies () bad for their mental development.-->(B.as is)
16、Communication through IT will become ()
A.faster, more effective and efficient
17、Copying files under Linux is similar () copying files under DOS.-->(C.to)
18、Did George care about Melinda?
B.Yes, he did
19、Do not do anything () should go against his will.-->(A.that)
20、Do you require a deposit (定金) to () a reservation -->(confirm)
21、Do you understand () the teacher said?-->(A.what)
22、Do you want to fly first or () class?-->(C.economy)
23、Does David () ?-->(A.like flying)
24、Don't be afraid () ask a lot of questions.-->(A.to)
25、Every teacher and student () annual health check next week.
C. will be given
26、Everyone in these schools () English well.-->(A.speaks)
27、Everyone is very () to this boy.-->(A.friendly)
28、Few students could answer the question, () they?-->(could)
29、George is () on business, and nobody else is in for the moment.-->(travelling)
30、Had you come five minutes earlier,you () the train to Beijing.But now you missed it.-->(A.would have caught)
31、Have Melinda and Helen decided on how to publish the news of lecture?

- B.No, they haven't
32、Have you () to say to me?-->(A.anything else)
33、He can () good English.-->(B.speak)
34、He has learned English and German.Now he is going to learn () language.-->(A.another)
35、He published the journal () from 1990 to 20.-->(C.annually)
36、He said this would () companies from creating new jobs.-->(A.prevent)
37、He saw nothing, () he?-->(didn't)
38、He suggested the sports meet be () because of the bad weather.-->(B.put off)
39、He () comes by bus.
C.sometimes
40、He () lunch in the canteen right now.
B. is having
41、Hello,everyone,I'd like to () our new secretary to you,Melinda.
introduce
42、Hello,everyone.I'd like to () to you our new secretary,Melinda Smith.-->(C.introduce)
43、He () comes by bus.-->(sometimes)
44、He () lunch in the canteen right now.-->(C.is having)
45、His father is getting () old () climb up the mountain.-->(too, to)
46、How can we improve the management?
B.By learning a new set of IT skills
47、How can you avoid forgetting something important, such us presentations, sample products or contracts?
A.Write down any special information you may need to bring to each meeting
48、How do I () the gym?-->(C.get to)
49、How many kinds of mobile technology is mentioned in the passage?
A.5
50、How many people would like to travel by plane?
B.Two
51、How many tips are there in the passage?
C.Five
52、I can't keep a dog or a cat () I am seriously allergic to animal hair.
B. because
53、I don't know when () the dictionary.-->(he borrowed)
54、I have an English class () a week.-->(C.three times)
55、I have been looking forward to () from my parents. -->(hearing)
56、I heard Lily () the song once.-->(A.sing)
57、I like the working atmosphere here.It's very () -->(C.friendly)
58、I like the working () here.-->(C.atmosphere)
59、I think () is impolite to call people by their first names.-->(B.it)
60、I usually go to the office () train.-->(B.by)
61、I will give you to finish () it.-->(C.two weeks' time)
62、I () a good film on TV at the moment
B. am watching

- 63、I () to finish my essay on time, but I failed.
A. attempted
64、I () , who your friend, will try my best to help you.
C. am
65、I'd like to book a table for ten under the name of Jordan () 7 p. m. () December 24th.
C. at, on
66、I'd love to have a break , but I can't () the time now.
A.spare
67、I'm looking forward to () you.
B.seeing
68、I'm looking forward to () together with you.
C. working
69、I'm () to do anything at your word.
C.ready
70、I'm looking forward to () together with you.-->(working)
71、I'd like to book a table for ten under the name of Jordan () ?p.m. () December 24th.-->(C.at,on)
72、I'd love to have a break,but I can't () the time now.-->(A.spare)
73、I'll make a list of all the documents on this file () make it more clearly. -->(in order to)
74、I'm a deputy manager.I () an IT company.-->(A.work for)
75、I'm afraid I won't be available then.I () a friend off at five this afternoon.-->(B.will be seeing)
76、I'm looking forward to () together with you.-->(B.working)
77、I'm looking forward to () you.-->(B.seeing)
78、I'm () to do anything at your word.-->(C.ready)
79、If there are changes,don't forget () the related persons know.-->(A.to let)
80、If you don't know what you want, you might () getting something you don't want.-->(end up with)
81、If you have any questions here,please tell us.We'll all be () to help you.-->(A.ready)
82、In what order should Melinda file the documents?
A.In numerical order
83、Isn't it impolite to call people by their first names?"The underlined word is of the same word class(词性) as () . -->(B.interesting)
84、Isn't it impolite to call people by their first names?"The underlined word is of the same word class as () .-->(C.interesting)
85、It is very important for us to find a () between work life and home life.-->(B.balance)
86、It maybe helpful to set your watch just two minutes () ? -->(A.ahead)
87、It was on the beach () Miss White found the kid lying dead.-->(C.that)
88、It will take us () hour to get there.-->(C.an)
89、It's high time that he settled down in the country and () a new life.-->(B.started)
90、It's () for your eyes to read in bed.-->(C.bad)
91、I () a good film on TV at the moment.
B. am watching

92、Jackson does well () maths.-->(A.in)
 93、Jack () to see you.He'll be here soon.-->(B.is coming)
 94、 Keeping eye contact makes the other person () ,welcome and comfortable.-->(A.feel)
 95、 Mary has been a secretary in this company () she graduated from Beijing University.-->(B.since)
 96、 **Melinda will take a () C.round trip**
 97、 Mike () his colleagues when the phone rang.-->(A.was talking with)
 98、 Most tour companies () advance payment when a booking is made.-->(B.insist on)
 99、 Mr. White writes short stories, but he () a TV play these days.-->(is writing)
 100、 Mr.White () short stories,but he () a TV play these days.-->(A.writes,is writing)
 101、 Neither John () his father was able to wake up early enough to catch the morning train.-->(B.nor)
 102、 Nowadays office work can be done by hand () very fast speed.-->(A.at)
 103、 On our () we were told that our rooms had not been reserved.-->(B.arrival)
 104、 On their arrival,you should () the following points.-->(B.pay attention to)
 105、 **People can do many things with a computer in business management except () C.producing goods**
 106、 People here usually () each other by their first names instead of family names.-->(A.call)
 107、 Please give me two () .-->(C.pieces of paper)
 108、 Please hand () your homework in time.-->(C.in)
 109、 Please pay () to what was discussed yesterday.-->(A.attention)
 110、 Please see the suggestions below to () that your files are not lost.-->(A.make sure)
 111、 Professor Smith promised to look () my paper,that is,to read it carefully before the defense.-->(B.over)
 112、 Scientists have made great contributions () development of our human beings.-->(A.to)
 113、 See the bottom of this page for details of how to apply () this job.-->(B.for)
 114、 She doesn't have the funds to () her design.-->(B.carryout)
 115、 She felt very tired and was glad to () him.-->(C.lean on)
 116、 She hasn't the funds to () her design.-->(C.carry out)
 117、 She kept on () although she was tired. -->(B.working)
 118、 She wants a job where () .-->(C.her management skills can be put to good use)
 119、 She () an English teacher.-->(B.used to be)
 120、 Shirley () a book about China last year but I don't know whether she has finished it.-->(B.was writing)
 121、 Smile a lot and be () friendly as possible to everyone you meet.-->(C.as)

122、 Such office software is popular () the executive secretaries .-->(A.with)
 123、 **The book () in English. C. is written**
 124、 The boys enjoyed () football very much.-->(A.playing)
 125、 The bus came after it () for about half an hour.-->(A.had been waited)
 126、 The bus came after they () for about half an hour.-->(C.had been waiting)
 127、 The children were made () happy by the news.-->(to feel)
 128、 The company hosted a(n) () for their new staff.-->(A.reception)
 129、 The environmentalists and wild goats' () on the vast grasslands was a good indication of the better environment.-->(B.attendance)
 130、 The Foreign Language Department is on () second floor.-->(B.the)
 131、 The manager will not () us to use his car.-->(C.allow)
 132、 The next train () the station at 10'clock.-->(B.leaves)
 133、 The question never () in discussion.-->(B.came up)
 134、 The secretary has a lot of things to take up in the office since she () away for quite a few days.-->(B.has been)
 135、 The teacher showed the students () the laboratory.-->(C.around)
 136、 The Two parties made it clear that they would not () the invitation unless the Centre reduced its tax component.-->(C.accept)
 137、 The work was done () her instructions.-->(A.according to)
 138、 There are over two () Party members in our city.-->(million)
 139、 There is no () to the house from the main road.-->(access)
 140、 **They didn't arrest him in the shop, () ?**
 A. did they
 141、 They got up early to see the sun () .-->(rise)
 142、 They were successful () a communication satellite.-->(C.in launching)
 143、 They were () a communication satellite.-->(successful in launching)
 144、 The () is very hard.I can't answer it.-->(A.question)
 145、 This book gives some useful () on how to save money.-->(C.tips)
 146、 This is true of management () of workers.-->(A.as well as)
 147、 Through the work plan,the team leader is able to () the tasks at hand,the deadlines for completion,and the responsible parties for effective management.-->(C.identify)
 148、 To () the ice,after introduction,you can ask about their journey.-->(B.break)
 149、 We have to () at the hotel before 6pm.-->(A.check in)
 150、 We should speak English as () as possible.-->(A.much)
 151、 We'll visit the Monkey Island next Sunday if our teacher () with us.-->(C.goes)
 152、 We've made some achievements,but there is still a long way () .-->(A.to go)
 153、 What is the exact air () ?-->(fare)
 154、 **What is your job?—I' m () accountant. B. an**
 155、 When will the General Manager be () ?-->(C.available)

156、 Who's the woman in the red coat? She's () mother.-->(Tom and Kate's)
 157、 With his work completed,the manager stepped back to his seat,feeling pleased () he was a man of action.-->(C.that)
 158、 Within the team,a work plan can tell each member what is being () and why.-->(C.done)
 159、 Within the team,a work plan can tell each member what () and why.-->(A.is being done)
 160、 **You can have a quick view of the data types by using B.thumbnails**
 161、 You can pick a specific time and place and ask them () they want to go.-->(C.if)
 162、 You can use them () you work here.-->(B.in case)
 163、 You have more apples than () do.But () are better than yours.-->(B.we.ours)
 164、 You've caught a cold. You'd better () to school.-->(not go)
 165、 Your goal is to publish a book and have () manuscript sent out to publishers by November 2016.-->(the)
 166、 Your goal is to publish a book and have () manuscript(手稿) sent out to publishers by November 20.-->(B.the)
 167、 **You () everything you read in your folder A.don't need to keep**
 168、 —Hey, dude! I'm going out with Sally tonight.I really like her, but I don't think she feel the same way.—Just try () at her. C. smiling
 169、 —I'm () accountant.-->(B.an)
 170、 —Leonard, why don't you talk to me?—Sorry, honey, I was () TV. A. watching
 171、 —What is your job?—I'm () accountant.-->(an)
 172、 () ,after introduction,you can ask about their journey.-->(C.To break the ice)
 173、 () eye contact is very important in western culture.-->(C.Keeping)
 174、 () has not yet been decided.-->(A.When to hold the meeting)
 175、 () is the temperature today?-->(What)
 176、 () me carefully,Can you () ?-->(C.Listen to...hear)
 177、 () means to do what you should do on time.-->(A.To be punctual)
 178、 () means to do what you should do () . -->(C.To be punctual:on time)
 179、 () nice picture you gave me!-->(C.What a)
 180、 () the children to bed, she began to correct the students' exercises.-->(Having sent)
 181、 () the paperless management is widely used now,some important files are still kept as hard copies.-->(A.Although)
 182、 () these honors he received a sum of money.-->(C.Besides)
 183、 () **these honors, he also received a sum of money. C. Besides**
 184、 () useful book it is!-->(What a)
 185、 () wine do you need for the party?-->(A.How much)

186、 () you deal with the data files,the more familiar you get with them.-->(A.The more)
 187、 () you get along with your neighbours,the more familiar you get with them.-->(C.The more)
 188、 () your plan and don't stop until it is finished.-->(B.Follow)
 189、 () , **after introduction , you can ask about their journey.**
 A. To break the ice
 190、 "Isn't it impolite to call people by their first names?" **The underlined word is of the same word class (词-1 生)as () .**
 B. interesting
 阅读理解 (单选) (18)--

- 1、 A business itinerary is written for busi...
- 2、 A business itinerary is written for busin...
- 3、 A letter of invitation is written to inv...
- 4、 A letter of invitation is written to inv...
- 5、 A work plan is an important tool to tell...
- 6、 A work plan is an important tool to tell...
- 7、 Elizabeth Blackwell was born inEnglandin...
- 8、 Foxes and farmers have never got on well...
- 9、 Hi, Joe, How are you?
- 10、 Hi, Xiaoyan, You want to know about my g...
- 11、 Hi, Joe,
- 12、 If you thought handshakes were just a ge...
- 13、 If you thought handshakes were just a ge...
- 14、 If you thought handshakes were just a ge...
- 15、 Meetings are very common nowadays.
- 16、 There are different pieces of software t...
- 17、 There are different pieces of software t...
- 18、 There are different pieces of software t...

1、 **A business itinerary is written for business trips,**
 A business itinerary is written for business trips,*****Select restaurants near where you will be attending meetings or stopping.
 1.What is a business itinerary written for?-->C.Business trips.
 2.What does the underlined word stop mean?-->B.A brief stay in the course of a journey.
 3.What can help prevent you from forgetting something important?-->A.To write down any special information.
 4.What does meeting information include?-->C.The name of organization,time,address,and a contact name and number.
 5.Which statement is TRUE according to the passage?-->B.Complete hotel information should be provided.
 2、 **A business itinerary is written for business trips,**
 A business itinerary is written for business trips, which should include everything from travel arrangements to hotel information and business meetings.To write a business itinerary, you can follow these steps:
 21-1、 What may NOT be included in a business itinerary?-->C. What to have for lunch.
 21-2、 How can you avoid forgetting something important, such as presentations, sample products or contracts? -->A. Write down any

special information you may need to bring to each meeting.
 21-3、 What does meeting information include according to the passage?
 -->C. The name of the organization, time, address, and a contact name number.
 21-4、 Which statement is TRUE according to the passage? -->B. Complete hotel information should be provided.
 3、 **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.
 21.What does the passage tell us? --> A.How to write an invitation letter?
 22.What kind of tone should be used to write an invitation letter? -->B.Soft and polite.
 23.What should be included in an invitation letter? --> C.Date,time and the event.
 24.How long is an invitation letter sent appropriately according to the passage? --> B.At least a week in advance.
 25.The reason why we should send an invitation letter in advance is () ?
 --> C.the receiver will need to plan to come to the event
 4、 **A letter of invitation is written to invite people for a business event or personal occasion.**
 A letter of invitation is written to invite people for a business event or personal occasion. *****The letter will note with the details of a contact person to confirm their attendance for the event.
 1.What's the purpose of writing a letter of invitation?-->C.Either A or B.
 2.Which is not necessary when writing a letter of invitation?-->B.weather
 3.The letter of invitation should not be () . -->B.easy
 4.Why should we send the letter of invitation in advance?-->B.Because the receiver will need to plan to come to the event.
 5.Which might be the title of the whole passage?-->A.How to write a letter of invitation
 5、 **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?-->The point in time at which something must be completed.
 2.What can the clear objectives do?-->They can help the process of planning, developing and managing a project.
 3.What is the best title for the passage?-->The importance of a work plan
 4.Which of the following is not mentioned in the passage?-->A work plan helps cut down expenses.
 5.Which of the following is true according to the passage?-->You can change your plan for more realistic timelines when meeting any problems..

6、 **A work plan is an important tool to tell what tasks to do,**
 A work plan is an important tool to tell what tasks to do, *****The schedule should be flexible.It can be changed for more realistic timelines when meeting any problems.
 1.Which of the following statements is not mentioned in the passage?-->B.A work plan helps cut down expenses.
 2.What can the clear objectives help?-->C.It can help the process of planning,developing and managing a project.
 3.What does the underlined word deadlines mean?-->C.the point in time at which something must be completed
 4.Which of the following statements is true according to the passage?-->A.When meeting any problems you can change your plan for more realistic timelines.
 5.The best title for the passage would be () . -->B.The importance of a work plan
 7、 **Elizabeth Blackwell was born inEnglandin1821,and moved to NewYork**
 Elizabeth Blackwell was born inEnglandin1821,and moved to NewYork City when she was ten years old. One day she decided that she wanted to (此处省略**)she also set up the first medical school for women.
 1.Why couldn't ElizabethBlack well realize her dream of becoming a surgeon?-->C. A serious eye problem stopped her
 2.What main obstacle (障碍) almost destroyed Elizabeth's chances for becoming a doctor? -->A. She was awoman.
 3. How many years passed between her graduation from medical school and the opening of her hospital? -->A. Eight years
 4.According to the passage, all of the following are "firsts" in the life of ElizabethBlack well, except that she. -->B. and several other women founded the first hospital for women and children
 5.ElizabethBlack well spent most of her life in. -->C. the United States
 8、 **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 ?-->Rich.
 2.A new law may be passed by the British Parliament () .-->To forbid hunting animals with dogs
 3.According to the passage, which of the following statements is FALSE?-->All the people support the fox hunting today.
 4.It can be learned from the passage that () .-->hunting foxes with dogs is considered cruel and violent
 5.The fox hunting in Britain is special because () .-->The hunters have a set of rules to follow
 9、 **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?-->She is working.

- 2.What are Xiaoyan's London colleagues like?-->**They are nice.**
 3.What does Xiaoyan think of London?-->**It is exciting.**
 4.What does Xiaoyan think of people in London?-->**They are friendly.**

5.What's the weather like in London when Xiaoyan is writing this letter?-->**It is warm.**

10、 **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.

- 1.When can you go to aerobics class in "New You"? -->**B.On Saturday evening.**
 2.When does the Tai Chi class start? -->**C.At 2:00 p.m.on Wednesday and Saturday.**
 3.What is free in the gym? -->**B.Cosmetics.**
 4.Why is the evening the best time to go to the gym "New You"? -->**A.Because there are a lot of trainers to help you.**
 5.How can you pay for the class? -->**C.By credit card or cash.**

11、 **Hi,Joe,**

How are you? I'm sitting on the balcony of my hotel. ***** 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

- 1.What does Xiaoyan stay in London for?-->**B.She is working.**
 2.What are Xiaoyan's London colleagues like?-->**C.They are very nice.**
 3.What does Xiaoyan think of London?-->**C.She thinks it is exciting.**
 4.What does Xiaoyan think of people in London?-->**B.She thinks they are friendly.**
 5.What's the weather like in London when Xiaoyan is writing this letter?-->**A.It is warm.**

12、 **If you thought handshakes were just a gesture of greeting,**

21. Which of the following is an appropriate title for this passage?-->**B. Shaking Hands Manners.**
 22. According to the passage, which of following statements is True?-->**C. It is important to know the right manners for shaking hands.**
 23. Which is the proper way to shake hand?-->**B. When someone comes for a handshake, you should stand up.**
 24. One's handshake should show a feeling of-->**C. strength and warmth**
 25. How brief should a handshake be?-->**A. Let go of each other's hand after 2-3 seconds.**

13、 **If you thought handshakes were just a gesture of greeting,then think again!**

- If you thought handshakes were just a gesture of greeting,then think again! *****Just grasp the person's hand completely and do not press it too hard.
 21-1.Which of the following statements about the significance of handshakes is not true?-->**A.Handshakes are just a gesture of greeting.**

21-2.If you are seated when someone comes for a handshake,you should () .--> **C.stand up and shake his or her hand**

21-3.Keeping eye contact while shaking hands makes the other person feel () . --> **B.comfortable**

21-4.How long does a handshake usually last?-->**C.2-3 seconds.**

21-5.Which of the following words can best describe a proper handshake?-->**B.Brief and firm**

14、 **If you thought handshakes were just a gesture of greeting,then think again!**

If you thought handshakes were just a gesture of greeting,then think again! *****Just grasp the person's hand completely and do not press it too hard.

21.The best title for this passage would be () . -->**B.Shaking Hands Manners**

22.According to the passage,which of following statements is True?-->**C.It is important to know the right shaking hands manners.**

23.Which is the proper way to shake hand?-->**B.When someone comes for a handshake,you should stand up.**

24.One's handshake should show a feeling of () . -->**C.strength and warmth**

25.How brief should a handshake be?-->**A.Let go of each other's hand after 2-3 seconds.**

15、 **Meetings are very common nowadays.**

Meetings are very common nowadays. *****Then,send out meeting minutes within a few days,while everyone still remembers the pp int 5.

21.Most meetings are sometimes thought to be () . --> **B.killing time and uninteresting**

22.In order to have a successful meeting,the organizer should () first. -->**C.assign different roles to different people**

23. When you are in charge of a meeting,you should do the following things EXCEPT () . --> **B.only discussing things listed on the agenda**

24.Which of the following statements is TRUE according to the passage?-->**A.The organizers should be open to the participants' opinions.**

25.The best title for the passage is () . --> **B.How to Run an Effective Meeting**

16、 **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.

- 1.What is the most popular software so far to deal with electronic files? -->**C.Microsoft Office 2010**
 2.What do people use to process data according to the passage? -->**B.Excel 2010**
 3.Can Microsoft Office 2010be used to process text? -->**A.Yes**
 4.Are all documents kept as electronic files? -->**B.No**
 5.Why are some important documents kept as "hard copies"? -->**A.Because people want to leave their names in the copies**

17、 **There are different pieces of software to deal with electronic files.**

There are different pieces of software to deal with electronic files. ***** sign their names in the "hard copies".

21-1.What is the most popular software so far to deal with electronic files?-->**B.Microsoft Office 2009**

21-2.What do people use to process data according to the passage?-->**B.Excel 2010**

21-3.Can Microsoft Office 2010 be used to process text?-->**A.Yes**

21-4.Are all documents kept as electronic files?-->**B.No**

21-5.Why are some important documents kept as "hard copies"?-->**A.Because people want to leave their names in the copies**

18、 **There are different pieces of software to deal with electronic files.**

There are different pieces of software to deal with electronic files. *****sometimes may need to sign their names in the "hard copies".

21.What do people do by using Word 2010?-->**B.process text.**

22.Which is the best software to deal with data according to the passage?-->**C.Excel 2010.**

23.What is the aim of using different software?-->**B.To improve the effectiveness of work.**

24.Which of the following statements is NOT TRUE according to the passage?-->**C.All of the documents are kept in the electronic form.**

25.What does the phrase "hard copies" mean?-->**A.It means the documents in the form of paper.**

阅读理解(判断)(18)--

- 1、 **As more workers have their own personal ...**
- 2、 **As more workers have their own personal ...**
- 3、 **Companies often post a job description o...**
- 4、 **Do you seem to be late for work or schoo...**
- 5、 **Do you seem to be late for work or schoo...**
- 6、 **Do you, sometimes, need to go to meet so...**
- 7、 **Do you, sometimes, need to go to meet so...**
- 8、 **Do you,sometimes,need to go to meet some...**
- 9、 **Hi,Xiao yan,**

- 10、 **How often should filing be done?**
- 11、 **How to introduce yourself on the first d...**
- 12、 **In Britain people usually have a doctor ...**
- 13、 **In Britain people usually have a doctor ...**
- 14、 **In Britain people usually have a doctor ...**
- 15、 **INTRODUCE YOURSELF ON THE FIRST DAY OF W...**
- 16、 **Last week Polly decided to give up her j...**
- 17、 **Meetings are very common nowadays.**
- 18、 **Whatever projects you do,**

1、 **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 sc 省略...

1.No matter how long the documents are, they can be sent through emails.-->T
 2.Nowadays, many companies still use formal memo writing.-->F
 3.The second when you send the email message, people receive it.-->T
 4.Working with email is one way of saving time and energy.-->T
 5.You could send the same email message to many people at the same time.-->T
2、 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 screen.
 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 screen.

26. Email messages are written, sent, and usually read on a piece of paper.-->F
 27. Messages can be received in different time.-->F
 28. The e-mail can be stored in an e—mail box.-->T
 29. You can,t attach documents from other software programs.-->F
 30. Email can improve work efficiency, but it is expensive.-->F
3、 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.-->F
 2.A job description is the only standard to test whether job seekers should apply for the job.-->F
 3.A job description should include a lot of information.-->T
 4.A job hunter will read the job description first when hunting for a job.-->T
 5.Companies often have job fairs when they want to recruit new employees.-->F
4、 Do you seem to be late for work or school a lot?
 Being on time is very important for personal success!Learn to improve your chances for success with these tips for being right on time—all the time!
 26.Being punctual has nothing to do with personal success.-->F
 27.It is unnecessary to set your watch two minutes ahead.-->F
 28.You'd better place your alarm clock beside your bed so that you can turn it off at once.-->T
 29.Being a punctual person,one should sleep earlier to allow himself more than 7 hours' sleep.-->T
 30.This passage is mainly about the importance of being punctual.-->F
5、 Do you seem to be late for work or school a lot?
 Do you seem to be late for work or school a lot?*****You can talk with others who are early,and that will make you happy before work!
 26.Being punctual is very important for one's success.-->T

27.It is perhaps useful to set your watch just two minutes ahead.-->T
 28.Try sleeping earlier to allow yourself no more than 7 hours' sleep.-->F
 29.Being a punctual person,one should insist on being 15 minutes late for everything.-->F
 30.To be punctual means to do one should do everything on time.-->T
6、 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.-->T
 2.In order to break the ice, you may ask visitors about their journey after the introduction.-->T
 3.It is not friendly to ask about the visitor's journey.-->F
 4.The introduction is usually starting with a brief and firm handshake.-->T
 5.You should discuss the schedule with the visitors before they've settled down.-->F
7、 Do you, sometimes, need to go to meet some visitors at the airport?
 Do you, sometimes, need to go to meet some visitors at the airport? What should you do when you meet them? What should you
 1.The introduction is usually starting with a brief and firm handshake-->T
 2.In order to break the ice, you may ask visitors about their journey after the introduction. -->T
 3.If you want to be more friendly and helpful, you'd better help carry the luggage. -->T
 4.You should discuss the schedule with the visitors before they've settled down. -->T
 5.It is not friendly to ask about the visitor's journey. -->F
8、 Do you,sometimes,need to go to meet some visitors at the airport?
 Do you,sometimes,need to go to meet some visitors at the airport?*****changes.If there are changes,don't forget to let the related persons know.
 26.When making introductions,you should introduce the visitor in your organization first according to the passage.-->F
 27.The introduction is usually followed by a brief and firm handshake.-->T
 28.It is not friendly to ask about the visitor's journey.-->F
 29.If you want to be more friendly and helpful,you'd better help carry the luggage.-->T
 30.You should discuss the schedule with the visitors before they've settled down.-->F
9、 Hi,Xiao yan,
 You want to know about my gym.
 26.A yoga class is arranged on Tuesday morning.-->T
 27.There are lots of bicycles in the gym.-->F

28.The best time to go to the gym is in the morning.-->F
 29.There are many trainers in the evening.-->T
 30.You can only pay by cash if you want to attend the classes.-->T
10、 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.-->F
 2.If you need always read the documents, you can put them into lever arch files.-->F
 3.It is necessary to do filing no less than once every week in a small office.-->T
 4.Only big instruments are useful in sorting out files.-->F
 5.The company's annual reports usually need to be filed.-->T
11、 How to introduce yourself on the first day of work?
 How to introduce yourself on the first day of work?*****Keep a positive attitude and an open mind.Your life has changed and you will get used to it.
 1.Nobody expects you to know everything on the first day at work.-->T
 2.You're new,so you shouldn't ask any questions.-->F
 3.You should be friendly to both your co-workers and the leaders.-->T
 4.It's not polite to learn about the interests of your co-workers.-->F
 5.You can leave your office as quickly as you can at the end of the day.-->F
12、 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.-->T
 2.British people don't have to pay when they see their doctor.-->T
 3.British people usually go a long way to see a doctor.-->F
 4.British people usually have to pay for their prescription at the chemist's.-->T
 5.Doctors always work alone in their own Doctor's Surgery.-->F
13、 In Britain people usually have a doctor near their home or in their town.
 In Britain people usually have a doctor near their home or in their town.*****have to pay some money for the medicine-but you don't have to pay the full price.
 26.In the U.K.people usually have a doctor faraway from their home.-->F
 27.British families often register with the different doctors.-->F
 28.Doctors often work together in groups in their own Doctor's Surgery.-->T
 29.Doctors makeup the medicine for the patients.-->F
 30.British people usually have to pay for their prescription at the chemist's.-->T

14. **In Britain people usually have a doctor near their home or in their town.**

In Britain people usually have a doctor near their home or in their town.****pay some money for the medicine-but you don't have to pay the full price.

26. British people usually go along way to see a doctor.-->F

27. British families often register with the same doctor.-->T

28. Doctors always work alone in their own Doctor's Surgery.-->F

29. British people don't have to pay when they see their doctor.-->T

30. British people usually have to pay for their prescription at the chemist's.-->T

15. **INTRODUCE YOURSELF ON THE FIRST DAY OF WORK**

How to introduce yourself on the first day of work?

1. Nobody expects you to know everything on the first day at work. (T)

2. You're new, so you shouldn't ask any questions. (F)

3. You should be friendly to both your co-workers and the leaders. (T)

4. It's not polite to learn about the interests of your co-workers. (F)

5. You can leave your office as quickly as you can at the end of the day. (F)

16. **Last week Polly decided to give up her job.**

Last week Polly decided to give up her job.****but is worried about her lack of experience in some areas.

1. Polly has decided to ask for a higher salary.-->F

2. She doesn't like her boss.-->T

3. Her friends agreed that she should resign.-->T

4. She has no experience of selling.-->F

5. She's worried about her lack of experience in some areas.-->T

17. **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.-->T

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

3. Generally people only discuss the items listed on the agenda in a successful meeting.-->F

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

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

18. **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.-->F

2. SMART stands for "suitable, measurable, achievable, relevant, timed".-->F

3. This passage is mainly about how to make a good action plan.-->T

4. When making an action plan, you'd better take possible difficulties into consideration.-->T

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

翻译题(127)--

1. A good plan today is better than a perfect plan tomorrow.-->今日好计划胜过明日完美计划。

2. A handshake is not only a way of greeting; it can also show your personality.-->握手不仅仅是一种表示问候的方式,它还可以展示你的个性。

3. 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.-->工作计划是个重要工具,用于明确工作任务、完成时间、执行人、目标及完成方式。

4. After much discussion about holidays abroad, we ended up in Cornwall.-->我们反复商量到国外度假的事,最后决定去康沃尔。

5. Alice is putting on her new coat.-->爱丽丝正在穿一件新外套。

6. An effective work plan can show you whether your project is being carried out according to the timetable.-->有效的工作计划可以告诉你项目是否正按照计划如期进行。

7. And finally, you can start to look for a meeting place that can meet all your requirements.-->最后,去找一个能够满足你所有要求的会议场所。

8. At last the Englishman got angry with the visitor though he tried not to show it.-->最后英国人已很讨厌这位游客,但他尽力不表现出来。

9. Be clear about very important events, and also any hidden difficulties you may meet.-->要搞清楚重要事件及任何可能碰到的潜在困难。

10. But isn't it impolite to call people by their first name? -->可是,直呼别人的名字不是很没有礼貌吗?

11. Can you spare a few minutes with me? -->我能耽搁你几分钟吗?

12. Could you make a plan for a sale of books next month? -->你能制订下个月售书活动的计划吗?

13. Do you want to fly first or economy class? -->您是想乘坐头等舱还是经济舱?

14. We'd be afraid to ask a lot of questions.-->不要害怕多问问题。

15. Don't forget to leave some tips for the waiter on the table.-->别忘了在桌子上给服务生留小费。

16. Don't forget to thank them for the ideas they present.-->不要忘记对提出想法的人表示感谢。

17. Election Day is at hand.-->大选日即将到来。

18. Finally, you can start to look for a meeting place that can meet all your requirements.-->最后,去找一个能满足你所有要求的会议场所。

19. Follow your plan and don't stop until it's finished.-->按照你的计划进行,完成之前不要停下来。

20. For example, a discussion meeting should place tables into a circle or square, so that everyone can see each other.-->例如,讨论会议座位应摆成圆形或方形,以便大家可以相互看得到。

21. George is traveling on business, and nobody else is in for the moment.-->乔治正在出差,其他人目前都不在。

22. Get to know them and their interests.-->逐渐了解他们及其兴趣爱好。

23. He has enough money to buy a car.-->他有足够的钱买辆汽车。

24. He not only writes his own plays, he also acts in them.-->他不仅自己编剧本,还饰演其中的角色。

25. He said he could only spare 35 minutes for our meeting.-->他说只能抽出35分钟时间参加我们的会议。

26. He said this would prevent companies from creating new jobs.-->他说这将阻碍各公司创造新的就业岗位。

27. He sets the atmosphere and shapes the scenes pleasingly.-->他把气氛和场面调得轻松愉快。

28. He spoke at the top of his voice so that the students at the back could hear him.-->他说话声音很大,以便让后面的同学能听见。

29. He was too tired to say a word and went to bed at once.-->他太累了,一句话也没说就立刻上床睡觉去了。

30. He works not only on weekdays but on Sundays as well.-->他不仅平时工作,星期日也工作。

31. How long have you been working here? -->你在这里工作多久了?

32. I am not particularly busy at the moment. What's up? -->我现在不是很忙,怎么了?

33. I have no idea of how to use my OA account.-->我不知道如何使用我的OA账号。

34. I have no more information at hand now.-->我现在手头没有更多的信息了。

35. I like the working atmosphere here.-->我喜欢这的工作气氛。

36. I think the Music Square is large enough.-->我认为音乐广场足够大。

37. I want to know when he is leaving for New York tomorrow.-->我想知道他明天什么时候动身去纽约。

38. I was just wondering if I could come to your office and discuss the plan.-->我想知道能否到你办公室讨论此计划。

39. **I'm calling for the arrangement of the visit next month.**

B. 我打电话是想咨询下个月访问的安排。

40. I'd like you to meet our newcomer, Melinda.-->我想让你们见一下我们的新员工,梅琳达。

41. I'll be looking forward to it.-->我期待着。

42. I'll show you around and introduce you to other colleagues.-->我带你四处转转,把你介绍给其他的同事。

43. I'll show you around our center and introduce you to other colleagues.-->我带你四处转转,把你介绍给其他同事。

44. I'm calling for the arrangement of the visit next month.-->我打电话是想咨询下个月访问的安排。

45. I'm hardly likely to finish the task within a week.-->我不太可能在一周内完成这项任务。

46. I'm really looking forward to today's meeting.-->我真的很期待今天的会议。

47、I'm not clear about this matter, so I had better keep quiet. --> 对这个问题我不清楚, 所以最好不发言。

48、I've kept on thinking about that all the time. --> 我一直惦记着这件事。

49、If everything is going on well, just keep on following the plan. --> 如果一切顺利, 那就继续按计划进行。

50、If unexpected events stop you from finishing your tasks, you should change your plan. --> 如果意想不到的事情妨碍你完成任务, 你应该变更计划。

51、If you are looking for some ideas, here are some tips for you. --> 如果你正在找思路, 这里有些小窍门可以供你参考。

52、If you don't know where you're going, you're likely to end up anywhere, or even nowhere. --> 如果你不清楚自己的目标是什么, 你就很可能半途而废, 甚至一事无成。

53、If you would rather not carry a planner with you, consider a desk planner that will sit comfortably on a table. --> 如果你不愿意随身携带记事簿, 就考虑用安安稳稳呆在桌上的台式记事簿。

54、Is this the factory that makes TV sets? --> 这是生产电视机的工厂吗?

55、It is better to do something right the first time than have to do it again. --> 最好第一次就把事情做好, 而不要再返工。

56、It is going to start at 3:00 p.m. October 16th, next Tuesday. --> 会议将于 10 月 16 日 周二下午三点开始。

57、It's a time to get together with the family and welcome the new year. --> 这个时候, 是和家人团聚共同迎接新年的时候。

58、It's better to do something right the first time than have to do it again. --> 最好第一次就把事情做好, 而不要再返工。

59、Keeping eye contact makes the other person feel welcome and comfortable. --> 保持目光交流会对方觉得自己是受欢迎的, 会感觉很舒服。

60、List information for any meetings you are going to attend. --> 列出你要参加的会议的所有信息。

61、Many people don't listen to music and they can get along quite well. --> 许多人听音乐, 却生活得相当好。

62、New York University has forty-eight thousand students. --> 纽约大学有四万八千名学生。

63、Not until he came back did I go to sleep. --> 我一直等到他回来才睡觉。

64、Of course it depends on how much money you can spend for the meeting. --> 当然, 这取决于你的会议支出预算。

65、Of course, it has special meaning for people like me. --> 当然, 它对我这样的人具有特殊的含义。

66、Of many thousand spare parts does not come up to the standard but one. --> 在成千上万个备件中, 就一个合格。

67、On their arrival, you should pay attention to the following points. --> 在他们到达的时候, 你要注意以下几点。

68、Once you've set a specific timeline, the next step is to take daily action and do your own part. --> 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。

69、Once your plan is made and shared with the team, the next step is simple: take daily action and make sure that everyone is doing their

part. --> 一旦计划制订并在团队中公布, 接下来很简单: 每天按计划行动, 确保每个人都在尽职尽责。

70、Once, however, it failed to give the correct time. --> 然而, 它曾有一次没有报出准确的时间。

71、Pay attention to the rumors, but don't join them. --> 留意一下传闻, 但自己不要参与。

72、People need to file documents that are sent to or received from by other people or organizations. --> 人们需要将与其他人或机构之间接发的文件资料予以归档。

73、Please hand in your homework in time. --> 请及时交作业。

74、Pretty soon, you'll get used to your new job. --> 很快, 你就会习惯新工作的。

75、She doesn't have the funds to carry out her design. --> 她没有资金来完成她的设计。

76、She likes not only music but also sport. --> 她不但喜欢音乐而且喜欢运动。

77、Since we all want to make a good first impression, it is important to know the right manners for shaking hands. --> 既然我们都想给别人留下一个好的第一印象, 那么了解正确的握手礼仪非常重要。

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

79、Since you can't answer the question, we'd better ask someone else. --> 既然你无法回答这个问题, 我们最好再问别人。

80、Smile a lot and be as friendly as possible to everyone you meet — no matter what their position is or how important they are! --> 多微笑, 尽可能友好地对待你遇到的每一个人, 无论他们身居何位, 重要与否。

81、Smile a lot and be as friendly as possible to everyone your meet. --> 多微笑, 尽可能友好地对待你遇到的每一个人。

82、Sometimes unexpected situations and events can appear and prevent you from finishing the tasks on time. --> 有时意想不到的情况和事情会出现, 并妨碍你按时完成任务。

83、Sometimes, the most difficult part of forming a plan to solve a problem is that you're not exactly sure what the problem is. --> 有时候, 制定解决问题的计划最难的部分是你并不能确定问题是什么。

84、Thanks to our hard work, we can fulfil the task on time. --> 因为我们努力工作, 我们才能按时完成任务。

85、The action plan should be specific, measurable, achievable, relevant and timed (SMART). --> 行动计划应该具有明确性、可衡量性、可实现性、相关性和时限性 (SMART 原则)。

86、The best way to get to know the city is to visit it on foot. --> 要想了解这座城市, 最好的方法是步行游览。

87、The books are not allowed to be taken out of the reading room. --> 这些书不许带出阅览室。

88、The case is being investigated. --> 正在调查这个案件。

89、The less clear you are about what you want to do, the less effective your plan will be. --> 你越不清楚自己想要做什么, 你的计划就越没有成效。

90、The little boy was afraid to go out at night. --> 这个小男孩晚上不敢出去。

91、The President asked every citizen to do their part in fighting inflation. --> 总统要求每位公民尽自己的职责应对通货膨胀。

92、The secretary told the visitor that the manager was out on business. --> 秘书告诉来访者经理出差去了。

93、The traffic laws don't take effect until the end of the year. --> 交通法要到年底才生效。

94、The work was done according to her instructions. --> 工作是按照她的指示做的。

95、These gases pollute the atmosphere of towns and cities. --> 这些气体污染城镇的安全。

96、They're going to be married next month. --> 他们计划下个月结婚。

97、Think about it and answer me, why are you so happy now? --> 思考一下这个问题, 然后回答我“你现在为什么这么快乐?”。

98、Thirdly, follow your plan and don't stop until it's finished. --> 第三, 坚持执行计划, 直到完成为止。

99、This booklet gives some nice tips on how to dress nicely for a job interview. --> 这个小册子列举了一些面试穿着如何得体的小窍门。

100、This makes our volunteers know we are grateful to them for what they have done. --> 这能使我们的志愿者们知道, 我们对他们所做的一切心怀感激。

101、This problem is so difficult that I can't work it out. --> 这道题太难, 我做不出来。

102、This time tomorrow I will be flying to New York. --> 明天这个时候我将正在飞往纽约。

103、Those who'd like to visit the exhibition sign your name here. --> 想去参观展览的人请在这儿签名。

104、Through the work plan, the team leader is able to identify the tasks at hand, the deadlines for completion, and the responsible parties for effective management. --> 通过工作计划, 团队领导能够明确手头的任务、完成期限以及责任人, 从而进行有效的管理。

105、Try sleeping earlier to allow yourself at least 7 hours' sleep. --> 试着早点睡, 保证自己至少有 7 个小时睡眠。

106、Use your lunch hours to get together with your co-workers. --> 利用午餐时间和同事们多聚聚。

107、We are carrying out some part of the work now, and we will be having many things to do. --> 我们正在开展一部分工作, 还将有很多事情要做。

108、We don't need to clock in and out here. --> 我们上下班不需要打卡。

109、We haven't got a big enough house. --> 我们的房子不够大。

110、We shall be flying to South America this time next month. --> 下个月的今天我们将乘飞机去往南美洲。

111、We'll all be ready to help. --> 我们随时可以帮忙。

112、We'll telephone Helen, but she's out of reach. --> 我们是想给海伦打电话的, 可就是与她联系不上。

113、What's up? --> 有什么事吗?

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

115、Where and when shall we carry it out? -->我们举办（义卖）的时间和地点呢？

116、Where do you want this meeting to be held? -->你希望在哪里举行这次会议？

117、Where to go has not decided yet. -->去哪里还没有定。

118、Whether long or short,documents can be sent in seconds.-->无论内容是长是短,在几秒钟内文件就会被发送出去。

119、Will this be a one—way trip?-->您是单程旅行吗？

120、Within the team, a work plan can tell each member what is being done and why. -->在团队内，工作计划可以使每个成员明确他们目前所做的事情以及这么做的原因。

121、Workers in this factory are required to clock in and out.-->这个工厂要求工人上下班打卡。

122、Years ago,zoos kept all kinds of animals in small cages.-->多年以前,动物园把各种动物都关在小笼子里。

123、You can discuss it with Helen and I hope you can hand in the plan before the weekend. -->你可以与海伦讨论，我希望你能在本周末前提交计划。

124、You don't relaxenough. -->你休息不足。

125、You need to put the things which are similar together in a folder.-->你需要把类似的事情整理到一个文件夹里。

126、You're not driving fast enough. -->你车开得不够快。

127、Your life has changed and you will get used to it.-->你的生活已经发生了变化,你要适应它。