

交际用语 (单选题)

1、- _____?

- She is a data analyst in a software company.

正确选项 1. What is your aunt?

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.

正确选项 1. Are you able to

3、- Can I get you a cup of tea?

- _____.

正确选项 1. That's very nice of you

4、- Could I borrow your iPad for a few hours?

- _____ . Enjoy your time.

正确选项 1. Sure, here you are

5、- Could you give us a speech on management functions some day this week?

- _____.

正确选项 1. I'd love to, but I'm busy this week

6、- Do you know where I can repair my motorcar?

- _____.

正确选项 1. Around the street corner

7、- Do you mind if I use vouchers to spend in a restaurant?

- _____.

正确选项 1. Not at all. Go ahead

8、- Don't worry, Mum. The doctor said it was only a common cold.

- _____! I'll tell Dad there's nothing serious.

正确选项 1. What a relief

9、- Haven't seen you for ages. What are you busy doing now?

- _____.

正确选项 1. I am working part time in a bookstore

10、- How can you explain the latest situation?

- _____, I know it is all my fault.

正确选项 1. Sorry

11、- How did your meeting go yesterday?

- _____ . It was really frustrating actually.

正确选项 1. Not so good

12、- How was your job interview last Monday?

- _____ . She seemed interested in my working experience, but she didn't ask for references.

正确选项 1. I'm not sure

13、- I am sorry for what I have said to you.

- _____.

正确选项 1. Never mind

14、- I have at least half an hour exercise in speaking English every day.

- Terrific! _____!

正确选项 1. Keep it up

15、- I think I have made a great mistake.

- I don't think so. _____.

正确选项 1. It's not your fault

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

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

正确选项 1. You're right

17、- I think we'll have to talk later. I've got to go now.

Great seeing you. - _____.

正确选项 1. Nice meeting you

18、- I wanted to talk to you about how to motivate our staff in the business intelligence team.

- _____.

正确选项 1. That's also what I am concerned about

19、-

I'd like a wake-up call at 7:00 a.m., please!

- Ok, _____.

正确选项 1. I'll make sure you get one

20、- I'm going to Beijing for a few days.

- _____.

正确选项 1. I really envy you

21、- I'm just going to have to wake up an hour earlier.

- _____.

正确选项 1. Sounds like a good plan

22、- 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.

正确选项 1. I can see that

23、- Is it possible for you to work out the plan tonight?

- _____.

正确选项 1. Yes, I think so

24、- It's about a successful businessman's management experience, isn't it?

- _____!

正确选项 1. That's right

25、- Jack, how do you compare their company and ours?

- _____.

正确选项 1. Well, it's hard to do that

26、- Over-the-top? You mean...

- _____.

正确选项 1. Well, sometimes your co-workers feel that you are too loud

27、- Scott,

I'd like to have your opinions about my written report.

- _____ . But I have one suggestion.

正确选项 1. It looks fine to me

28、- Sorry for being late. I should have called you earlier.

- _____ . I've just arrived.

正确选项 1. That's all right

29、- The Auto Show in the City Stadium has been canceled?

- Oh, no! _____!

正确选项 1. What a pity

30、- The trip ought not to take more than an hour.

- _____. It is at least two hours.

正确选项 1. You must be joking

31、- This is a really lively party. There is a great atmosphere, isn't there? -

_____ . The hosts know how to host a party.

正确选项 1. Yes, indeed

32、- This mathematical problem is too difficult for me to solve on time. Could you please help me?

- _____ .

正确选项 1. Sure, I'll give you a hand

33、- Will you go on a picnic with us tomorrow?

- _____ .

正确选项 1. Sorry, I have an appointment with Dr. Brown

34、- Will you help me arrange a meeting with Mr. Brown, please?

- _____ . I have to finish my project right now.

正确选项 1. Sorry, I can't

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

- _____ .

正确选项 1. Thanks for your compliments

36-You have to believe in yourself. No one else will, if you don't. -

_____ . Confidence is really important.

正确选项 1. I couldn't agree more

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

- _____ .

正确选项 1. You are right

38、- Your shoes go well with your dress.

- _____ .

正确选项 1. Thanks for your compliment

39、- _____ ?

- I'd like to have this film developed.

正确选项 1. May I help you

40、-This project is too big for me to finish on time.

- _____ .

正确选项 1. I'll give you a hand

词汇与结构 (单选题)

1、_____ with English, Chinese is generally believed to be more difficult to learn.

正确选项 1. Compared

2、An employee may express their different understanding and, at the same time, a willingness to _____ any constructive suggestions.

正确选项 1. comply with

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

正确选项 1. Due to

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

正确选项 1. Not only do

5、_____ on the hilltop, you could enjoy the scenery of the city bathed in the sun.

正确选项 1. Standing

6、_____ the inverse happens, there will be a surplus of

stocks and overstaffing.

正确选项 1. If

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

正确选项 1. Regardless of

8、_____ you don't complete tasks, you won't get promoted.

正确选项 1. If

9、_____ foster a creative culture, it is important to find the right employees during the recruitment process and bring them into the company.

正确选项 1. In order to

10、_____ the day, if his employees have to be forced to use the app, how can he expect consumers to want to willingly pay to use it?

正确选项 1. At the end of

11、_____ he was exhausted, he kept on working.

正确选项 1. Although

12、A facility enabling participants in distant locations to _____ a conference electronically.

正确选项 1. take part in

13、After days of investigation, the police were _____ reality.

正确选项 1. approaching

14、All _____ glitters are not gold.

正确选项 1. that

15、All of the tables and chairs _____ away.

正确选项 1. had been stored

16、All the _____ guests are seated in the front row.

正确选项 1. distinguished

17、Along the dusty road _____ a group of tourists.

正确选项 1. came

18、Although we can't compete in terms of size, I _____ believe we hold an advantage in terms of dedication to customer service.

正确选项 1. do

19、An agreement was reached on the _____ of mutual respect and mutual interest.

正确选项 1. basis

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

正确选项 1. light up

21、An effective leader sets the tone for the team, encourages a positive workplace culture, and is able to _____ cultural change.

正确选项 1. bring about

22、As I see it, you should manage—coordinate—the project and _____ the teams needed to complete it successfully.

正确选项 1. bring together

23、At a rough _____, we will take another four weeks to finish this plan.

正确选项 1. estimate

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

正确选项 1. more likely

25、By the end of the year, the sales plan for the next year _____.

正确选项 1. will have been made

26、Companies offer promotions without having an adequate plan in place for _____ with volume.

正确选项 1. dealing

27、Concentrate on being _____ and real.
正确选项 1. distinct

28、Controlling involves _____ achievement against established objectives and goals.
正确选项 1. measuring

29、Don't be intimidated by the bad performance review and want to quit the job; _____, learn from it.
正确选项 1. instead

30、Each employee, _____ his/her spot on the totem pole, has an influence on how Google performs.
正确选项 1. regardless of

31、Employees have _____ to all company information, adding a sense of trust, and employees and leaders work together to solve problems.
正确选项 1. access

32、Every employee at Google has the opportunity to _____ 20% of his or her working time on a project they choose.
正确选项 1. spend

33、Every time I tried to say something, he would _____ to something else.
正确选项 1. move on

34、Good work _____ good pay.
正确选项 1. deserves

35、Google does just that by hosting employee forums every Friday, _____ they discuss the 20 most-asked questions.
正确选项 1. where

36、Great changes _____ in companies in the U. S. and abroad because of globalization.
正确选项 1. have taken place

37、Greater employee satisfaction _____ higher performance.
正确选项 1. contributes to

38、He refuses to _____ his defeat.
正确选项 1. acknowledge

39、How do we expect to compete with a company that has such a huge _____ and huge resources?
正确选项 1. reputation

40、How do you get your members to _____ as a team?
正确选项 1. pull together

41、I have been very lucky to have had _____ managers during my career so far.
正确选项 1. terrific

42、I have no idea _____ you mean.
正确选项 1. what

43、I like to think _____. I am always the one finding new ways to a situation or challenge.
正确选项 1. outside of the box

44、I think a big part of it is _____ we know how to have fun on the job.
正确选项 1. that

45、I think the primary _____ factor is there's been so much absence lately.
正确选项 1. contributing

46、I would recommend that you _____ on following through with projects.
正确选项 1. work

47、I'd like to know _____ the forces for change come from.
正确选项 1. where

48、If it _____ up to me, I'd love for everyone to come in at noon.

正确选项 1. were

49、If there is friction between team members, examine the work processes they _____ own. Which of the following words can replace the above underlined word?
正确选项 1. jointly

50、If you could have an _____ supply of any food, what would you like to have?
正确选项 1. endless

51、In competitive markets, leaders are under increased _____ to maintain a positive work culture.
正确选项 1. pressure

52、In high school, I am equally comfortable _____ as a member of a team and independently.
正确选项 1. working

53、Ineffective communication can be _____.
正确选项 1. disastrous

54、It is through enthusiasm and quiet intensity _____ we transform creativity and vision into the technologies.
正确选项 1. that

55、It's about a successful businessman's management experience, _____?
正确选项 1. isn't it

56、It's about my new role as project coordinator that I'm _____.
正确选项 1. taking on

57、Keep a _____ attitude and don't let yourself drown in uncertainty.
正确选项 1. positive

58、Leaders, Welch suggested, are _____ those who achieve results _____ those who share the values of the company.
正确选项 1. not only, but also

59、Learning new things has always been a great _____ for me.
正确选项 1. motivator

60、Linda walked at the head, _____ by her colleagues.
正确选项 1. followed

61、Make the picture as _____ as you can.
正确选项 1. clear

62、Men and women in the team are interested in different things, we should avoid _____ them something they don't want.
正确选项 1. giving

63、Middle managers directly _____ top management.
正确选项 1. lied to

64、My leather shoes cost me _____ the last pairs I bought.
正确选项 1. three times as much as

65、PayPal CEO David Marcus wrote a critical letter to his employees _____ them for not using PayPal products.
正确选项 1. blaming

66、Please _____ your hand if you have any question at all.
正确选项 1. raise

67、Please ask the solicitor what his _____ would be to take the case to court.
正确选项 1. fee

68、Provide training in systematic methods so the team _____ its energy _____ the project.
正确选项 1. expend...on

69、Redundancy happens when employees need to _____ their workforce. And as a result, someone gets dismissed from work.
正确选项 1. reduce

70、Regular and concrete feedback is important when _____ with a worker who is not performing up to her potential.

正确选项 1.dealing

71、Say what you mean in _____ few words _____ possible.

正确选项 1.as...as...

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

正确选项 1.rewards

73、She is very adaptive and soon _____ to the campus life.

正确选项 1.adapted

74、Some employees are putting up resistance for fear of a reduction in benefits or being _____.

正确选项 1.laid off

75、Sometimes, members of teams _____ obstacles by focusing on solely their own pursuits and goals.

正确选项 1.create

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

正确选项 1.viewed

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

正确选项 1.those

78、The director says to me, "_____ argue with customers."

正确选项 1.Don't

79、The Human Resource Managing Department at Honda is _____ specific instructions on how to employ the best possible workers.

正确选项 1.given

80、The key to successful implementation is clearly _____ the strategy to the whole company.

正确选项 1.communicating

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

正确选项 1.excel

82、The majority of these team challenges _____ anywhere.

正确选项 1.can be delivered

83、The meaning of "communication" goes a lot _____ than people often think.

正确选项 1.deeper

84、The most important thing is to clarify _____ you want to say.

正确选项 1.what

85、The reason _____ he was absent from class yesterday was that he was ill and hospitalized.

正确选项 1.why

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

正确选项 1.indicate

87、The scientists are still _____ inventing new methods of reaching outer space.

正确选项 1.working on

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

正确选项 1.in which

89、The total budget has been _____ for this project.

正确选项 1.allocated

90、The workmen want to _____ the number of working hours and to increase pay.

正确选项 1.decrease

91、The world largest search engine company provides a free search service _____ users can get relevant results in an instant.

正确选项 1.with which

92、Their economy is export _____.

正确选项 1.oriented

93、There is no denying the fact _____ he is the best student in the class.

正确选项 1.that

94、They depend on each other to survive. In other words, they are _____ for survival.

正确选项 1.interdependent

95、They depend on each other to survive. In other words, they are _____ for survival.

正确选项 1.interdependent

96、They have come to the conclusion _____ this winter will be even colder than before.

正确选项 1.that

97、This is the man _____ I saw last night.

正确选项 1.whom

98、To be _____, a performance appraisal needs to have a set of agreed criteria that will be the basis of feedback as well as of setting future goals.

正确选项 1.effective

99、To build the reservoir (水库), thousands of people have to be _____.

正确选项 1.relocated

100、To reduce the _____ loss during the change, we must make sure we have the necessary skills.

正确选项 1.productivity

101、Until a strategic plan is _____, it has no real value.

正确选项 1.put into effect

102、We _____ with achievement.

正确选项 1.are obsessed

103、We need _____ communication skills: listen carefully, think before you speak and manage conflicts diplomatically.

正确选项 1.outstanding

104、We've asked the stand designers we used before to _____ up with some designs for us.

正确选项 1.come

105、What can we _____ him?

正确选项 1.expect from

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

正确选项 1.highlights

107、When a strategy is not understood or embraced, it usually _____ misunderstanding and uneven commitments to implementation.

正确选项 1.results in

108、When people are surrounded by _____ communication and encouragement, they can find the courage to try, fail, redo, and try again.

正确选项 1.constant

109、When the message finally reached the Command Center, it _____ "mutated" to become —"Send three and four-pence, we're going to a dance."

正确选项 1. had

110、While modest fear might be healthy for motivation, _____ it can be like overusing a drug, which risks generating harmful side effects.

正确选项 1. abusing

111、With the _____ of China's economic reforms, there is greater cooperation and interdependence between the private and the public sector.

正确选项 1. deepening

112、Without his assistance, I _____ the research last month.

正确选项 1. would not have completed

113、You _____ build teamwork by "retreating" as a group for a couple of days each year, instead you need to think of team building as something you do every single day.

正确选项 1. will not

114、You _____ an idea for the fun day out activities, and I'll look into the pay rewards.

正确选项 1. come up with

阅读理解（单选题）

A team of about 35 employees had come together for a team-building event. They were a young, bright and enthusiastic team. However, one of their chief problems was the fact that they wouldn't share in 省略...

1、About how many team members were out of the second round of the activity?

正确选项 1. 5.

2、What was the event going to teach these employees?

正确选项 1. Cooperating with other members is more efficient when they are working together.

3、What was the purpose of holding this team-building event?

正确选项 1. Making the team members know how to cooperate with each other.

4、Where was the event held?

正确选项 1. In a restaurant.

5、Which statement below is correct about the event?

正确选项 1. In the third round, everybody had their own balloon within 2 minutes.

Five Basic Functions that Make up the Management Process

In 1916, a French coal mine director named Henri Fayol wrote a book entitled *Administration Industrielle et Generale*. Today, ma 省略...

1、What does **Controlling** in management mean?

正确选项 1. Controlling process.

2、What does **Leading** require managers to do?

正确选项 1. Influence employees.

3、Which of the following choice is involved in **Planning**?

正确选项 1. Formulating objectives for a company and deciding steps to reach objectives.

4、Which of the following is the feature of the **Staffing** function?

正确选项 1. It is a continuous activity and it requires efficiency.

5、Which of the following statements explains organizing in management process?

正确选项 1. Bringing resources together to achieve objectives.

How to Adapt to Change in the Workplace If there's one

word that captures the essence of what is occurring in the world today, it's "change." Downsizing, reorganizing, and cutting costs, are no 省略...

1、How many suggestions does the author put forward?

正确选项 1. 6.

2、What could we know about Robin Sharma from the passage?

正确选项 1. He is an expert on leadership and personal success.

3、What does the phrase "No industry is exempt" mean in Paragraph 1?

正确选项 1. No industry is an exception.

4、What's the purpose when enterprises carry out downsizing, reorganizing, and cutting costs?

正确选项 1. To survive.

5、Which of the following questions are often discussed among scholars?

正确选项 1. What can workers do to get through change?

How to Handle a Bad Performance Review Getting a bad performance review can make you feel angry, unappreciated, defeated, and hopeless. But it's not the end of the world. Remember that the way 省略...

1、How do you improve a bad performance review?

正确选项 1. Understand the established performance standards.

2、What should you do after you are given a bad performance review?

正确选项 1. Learn from the review.

3、What should you do if you disagree with the bad performance review?

正确选项 1. Make a written statement on your own behalf if it is allowed.

4、What should you do when you are given a bad performance review?

正确选项 1. Stay calm and listen carefully.

5、Why should we understand the cause of a bad performance review?

正确选项 1. Because it encourages and motivates the worker to do better.

Organizational Culture and Its Functions Just as individuals have personalities, so, too, do organizations. Individuals have relatively enduring and stable traits that help us predict their att 省略...

1、How many characteristics does an organization's culture primarily contain?

正确选项 1. 7.

2、How many functions does the culture perform within an organization?

正确选项 1. 5.

3、What does the word "fit" in the last paragraph mean?

正确选项 1. Match.

4、What is the first function of organizational culture?

正确选项 1. To distinguish one organization from another.

5、What is the third function of organizational culture?

正确选项 1. To help make employees more committed to the organization.

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 mess 省略...

1、According to the last paragraph, what result will be caused by human failure?

正确选项 1. Inadequate communication between departments.

2、In the famous British Army Commander story, which step probably was right in the communication chain?

正确选项 1. Conceiving.

3、What does the phrase “confirming reception of the sent messages” mean in Paragraph 1?

正确选项 1. To make sure that the messages are correctly understood by the right receivers.

4、What is Chinese whispers?

正确选项 1. A game to pass messages around in a whisper.

5、When does “allocative success” happen?

正确选项 1. The right information goes to the right place.

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. With about 37,000 employees in 40 countries, y 省略...

1、How would you describe Google?

正确选项 1. Large global enterprises.

2、What can we learn from this passage?

正确选项 1. Google employees have the chance to get away from mundane errands.

3、What is Google’s secret to success?

正确选项 1. Valuing the happiness of its employees as well as innovating good products.

4、Which of the following belongs to the methods that Google motivates its employees?

正确选项 1. Offering entertaining equipment in the workplace.

5、Who founded Google?

正确选项 1. Larry Page and Sergey Brin.

阅读理解 (判断题)

A strategic plan is not the end goal of the strategic planning process - it is the framework for successfully implementing a strategy. Until a strategic plan is put into effect, it has no real value. 省略...

1、The final goal of the strategic planning process is a strategic plan.

正确选项 1. F

2、A good strategy is likely to fall apart without the input and feedback of the people responsible for executing the strategy.

正确选项 1. T

3、A strategic plan is valuable if it is executed.

正确选项 1. T

4、Leadership’s idea determines all.

正确选项 1. F

5、There are four keys to successful implementation.

正确选项 1. F

Communication Failure 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 ca 省略...

1、Communication chain does not involve confirmation of receiving messages.

正确选项 1. F

2、Human failure happens when two departments do not communicate effectively.

正确选项 1. T

3、If demand is decreasing, allocative communication failure will result in overstocking and understaffing.

正确选项 1. F

4、Increasing customer complaints is one of the symptoms of executive failure.

正确选项 1. T

5、The communication chain is completely different in daily life as in a business.

正确选项 1. F

Create a Positive Workplace Culture In competitive markets, leaders are under increased pressure to maintain a positive work culture. A positive work culture cultivates greater employee satisfacti 省略...

1、A positive work culture will give workers more satisfaction.

正确选项 1. T

2、In competitive markets, leaders are under more and more pressure to keep a positive work culture.

正确选项 1. T

3、Positive cultures have a lot to do with leadership vision and values.

正确选项 1. T

4、Positive work culture can be built in a short period of time.

正确选项 1. F

5、The direction and actions of the business must differ from the core values of the employees, so that workplace culture can be positive.

正确选项 1. F

It’s important for a CEO to be passionate and enthusiastic, but there’s a line of professionalism that must always be maintained. According to a report from the technology website Ventu 省略...

1、“A one-sided note” refers to the root of PayPal’s problem.

正确选项 1. F

2、A CEO only needs to be passionate and enthusiastic.

正确选项 1. F

3、Good executives need to give feedback immediately when they are listening to the staff.

正确选项 1. F

4、It is not professional that PayPal CEO blames his employees for not using PayPal or forgetting PayPal passwords.

正确选项 1. T

5、When faced with internal problems, good executives find the root of a problem in their executive team first.

正确选项 1. T

It’s no secret that good leaders are also good communicators. Indeed, communication and leadership are inextricably tied. How can you galvanize, inspire or guide others if you don’t communicate in a c 省略...

1、Communicating sincerely is always the best.

正确选项 1. ✓

2、Communication and leadership don’t always go hand in hand.

正确选项 1. ×

3、Observation is as important as communication when you want

to know what people really think.

正确选项 1. ✓

4、The say-do gap happens when people misunderstand their leader's intention.

正确选项 1. ✗

5、Using technical jargon makes a leader convincing.

正确选项 1. ✗

Jack Welch Leading Organizational Change at GE When Jack Welch, the Chairman and CEO at General Electric (GE) retired in 2001, he could look back at a very successful career. He became CEO in 省略...

1、Jack Welch retired at the age of 65.

正确选项 1. ✓

2、If the business could not meet Welch's change requirements, its manager had 3 choices.

正确选项 1. ✓

3、Jack Welch insisted that each of the businesses should be at least top 5 in their respective area.

正确选项 1. ✗

4、The restructuring went before changing the organizational culture and the managerial styles of GE's managers.

正确选项 1. ✓

5、The Work Out lasted a week.

正确选项 1. ✗

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) tha 省略...

1、Middle managers in Nokia delivered results more than they promised earlier.

正确选项 1. F

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

正确选项 1. F

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

正确选项 1. F

4、Nokia's top managers should have had better conversation techniques to encourage internal coordination and truth.

正确选项 1. T

5、Nokia's top managers were too moody to hear anything unpleasant.

正确选项 1. T

Performance Management and Performance

Appraisal Performance management aims to acknowledge employee achievements, support their personal and professional development, and motivate and empower 省略...

1、Performance management is a very important part of any quality human resource system.

正确选项 1. T

2、“Performance management” is also called “performance appraisal”.

正确选项 1. F

3、An enterprise can be better placed to meet competitive challenges by providing the education, training, and feedback required by employees, for example.

正确选项 1. T

4、Every enterprise can expect high performance from each employee.

正确选项 1. F

5、The aim of performance management is to punish unqualified employees.

正确选项 1. F

When you think of team building, do you immediately picture your group off at a resort playing games or hanging from ropes? Traditionally, many organizations approach team building in this way but, th 省略...

1、“Retreat” in the first paragraph means withdrawal of troops after a defeat.

正确选项 1. F

2、A good teamwork culture enables individuals to make more efforts together.

正确选项 1. T

3、Ice breaking motivates team members to compete with each other.

正确选项 1. F

4、Team building event is traditionally related to playing games at the resort.

正确选项 1. T

5、The author claims that playing games together is as important as forming teams to solve real work issues and improve real work processes for team building.

正确选项 1. F

写作（自行准备）

1、Suppose you are to make a choice from the following two: to work in a state-owned business (国有企业) or in a joint venture (合资企业). Write a short passage to explain the reasons for your choice. You should wr 省略...

My Work Choice: Stated-owned Business or Joint Venture
Upon graduation, virtually all college students will confront the problem of the career choice, which is truly a tough choice. Students' opinions differ greatly on this issue. Some hold that there is no better way to get a decent job than working in a stated-owned business which will guarantee my life after retirement, but others take the attitude that a joint venture outweighs any other jobs as it may provide higher income for employees.

As to myself, I prefer the latter view. A joint venture, especially a high-salary joint venture, exerts a tremendous fascination on a great number of people, with no exception to me. Although it might be impossible to make sure my retirement pension is good enough, high-salary is exactly

what I need just now. In my view, our career choices largely depend on where we want to stay for the rest of life. For me, metropolis is the place where I can grasp loads of opportunities and achieve my personal dreams. As I hold the view that live in the moment, not the future, and also in order to finance myself in some aspects such as the transportation, the house-renting, or social activities, a joint venture can satisfy my needs for the consumption I mentioned above.

In short, a joint venture is the first and only consideration in my choice of career.

2. Write a composition of at least **100** words about an unforgettable traveling in your memory. Your writing should include the 5Ws and 1H elements. (5Ws and 1H elements: Who, What, When, 省略...)

With the rapidly growing popularity of science and technology, the process of globalization made great achievements. We have more chances to communicate with foreigners. Intercultural communicator has increasingly become a popular central issue of the public.

To discuss this issue from cognitive perspective, western culture is based on individualism rather than on collectivism. For instance, in the US, you always talk about individual rights. This is clearly different in China where a country is placed above your own self.

From the affect point of view, Chinese emotional expression is subtle but not directly. On the contrary, westerners express more enthusiastic. Furthermore, the Chinese people do not say yes or no, they are more accustomed to tactfully convey his meaning. No doubt, the Westerners would like to directly deliver how they think and what they want.

In behavior, many behavioral differences are due to the impact of many aspects which cover environmental, cultural, historical and other factors. Do not ask for the age and income is a case in point.

We should respect others. Respect for their privacy, their national culture, and religious beliefs. Second, we want to maintain friendly, and convey information clearly passed on through language or body language. Moreover, we just express ourselves in all sincerity and with warmth. Finally, the misunderstanding of cultural differences, we should learn to accommodate.

3. Write a composition of at least **100** words on *My Dream Job*. Your writing should include the followings: (1) Position: customer service representative; (2) Ability 省略...

My Dream Job

My dream job will be working in one of the biggest

international accounting firm as an accountant. I want to be an accountant because I love mathematics and business so much. Also, I major in finance during my college. And being an accountant can help me to explore my knowledge of business and provide me a board range of network among the business world.

I need to do a lot in order to achieve my goal. First, I have to get an undergraduate degree in accounting from college. Then I might either to go graduate school for a more advanced degree in accounting or get prepare for the CPA exam. With the CPA license, I have a better opportunity to get a job in the accounting firm. Sometimes I can find my job in job agency. Finally, with my experience in the accounting firm, I can apply accounting position in the international accounting firm and to serve as an accountant there.

Being an accountant is a best job for me. Because I will work for 45 hours a week. It is not a long time job, I can do my interested things during weekend.

Accountant always work in a office, so I will be not too tired. And it has a good work environment. Some people think that accountant is not a good job because it can not work with other people. However, it has about only 31.13 stress level. It is not too much, I do not like too much stress. But it has a low income, about \$59,173 a year. In my opinion, I will be very happy because I can do my dream job.

3. Write a passage of at least **100** words according to the title and the following requirements. 题目: *Challenges and Opportunities for Young People* 主要内容: (1)

.. Challenges and Opportunities for Young People

The road on life, we'll have a lot of times opportunities-take it you will succeed. The question is that we most of our people are always and opportunities for passing, or opportunities have already without action; Finally, complain god unfair, think oneself unlucky. With opportunities have challenges, challenge is we encounter difficulties, we cannot avoid, also should not withdraw. Every victory over a difficulty, we will step forward, and the new difficult and stopped in us the way, we have no choice, we only forged ahead.

Success requires opportunity, advance will faces a challenge. Our path in life is not always the ascent, we sometimes have to face down. The ascent is like opportunities, downhill like challenges, they are mutually with each other to survive. so-called, difficulties and hope also exists; opportunities and challenges tied for existence.

In short, opportunities and challenges are synchronous. Seize opportunities, moments have a single

meet the challenges of the heart in our study, work and life is going to be very important. Only in this way can we succeed

4、Write a passage of at least **100** words according to the title and the following requirements. 题目: *What is success?* 主要内容: (1) Your view on success. 省略...

What is success?

Success is the ability to live your life the way you want to live it, doing what you most enjoy, surrounded by people you admire and respect. In a larger sense, success is the ability to achieve your dreams, desires, hopes, wishes, and goals in each of the important areas of your life. A successful man is one who can lay a firm foundation with the bricks others have thrown at him. Success is simple. Do what's right, the right way, at the right time. Failure is success if we learn from it. In order to succeed you must fail, so that you know what not to do the next time. Defeat is not the worst of failures. Not to have tried is the true failure. In order to succeed, your desire for success should be greater than your fear of failure. Success is about doing what you really love and what you are really good at, and being the best in your field.

5、Write a passage of at least **100** words according to the title and the following requirements. 题目: *Where to Live, City or Countryside?* 主要内容: (1) Advantages 省略...

Where to Live, City or Countryside?

Some people like living in the city because city life has a large number of advantages. They think there are more job opportunities in cities, life there is more colorful and meaningful than that in the country, and there are more modern conveniences in cities for people to enjoy.

But some other people prefer to live in the countryside. They say life in the countryside is closer to nature and better for their health, life there is quieter and that country people are more honest than city people.

I would like to live in a city when I am young to earn enough money and I live in the countryside when I am old for having a good life.

6、Write a passage of at least **100** words according to the title and the following requirements. 题目: *How to Communicate Effectively* 主要内容: (1) The importance 省略...

The Importance of Having a Sense of Team Responsibility
Any community is composed of individuals. Naturally, it matters a great deal to our communities that we have a

sense of responsibility towards them.

People living in the same area should be considered a group under an obligation to create a comfortable living environment for the whole community. Reaching this goal requires a sense of responsibility among all residents, which encourages them to start with small steps, such as to avoid making excessive noise that disturbs their neighbors. Moreover, a sense of team responsibility among us students contributes to a warm and friendly atmosphere, where we respect and help each other, as well as a strong communal sense of belonging. It will ultimately be conducive to our academic and moral progress. After we graduate from college and get employed, we will find ourselves in a new community made up of colleagues. A sense of team responsibility, also known as team spirit in the workplace, will be the key to forming a united and cohesive group, where we strive towards a common objective in close cooperation with each other.

In conclusion, a sense of team responsibility is worth fostering in that it plays a significant role in living, learning and working.

7、Write an essay with at least **100** words on “*The Importance of Having a Sense of Team Responsibility*” .

The Importance of Having a Sense of Team Responsibility
Any community is composed of individuals. Naturally, it matters a great deal to our communities that we have a sense of responsibility towards them.

People living in the same area should be considered a group under an obligation to create a comfortable living environment for the whole community. Reaching this goal requires a sense of responsibility among all residents, which encourages them to start with small steps, such as to avoid making excessive noise that disturbs their neighbors. Moreover, a sense of team responsibility among us students contributes to a warm and friendly atmosphere, where we respect and help each other, as well as a strong communal sense of belonging. It will ultimately be conducive to our academic and moral progress. After we graduate from college and get employed, we will find ourselves in a new community made up of colleagues. A sense of team responsibility, also known as team spirit in the workplace, will be the key to forming a united and cohesive group, where we strive towards a common objective in close cooperation with each other.

In conclusion, a sense of team responsibility is worth fostering in that it plays a significant role in living, learning and working.

8、 Write an essay with at least 100 words on “*How to work well in a team*” .

How to work well in a team

It is widely accepted that to work independently has the obvious advantage that it can prove one’s ability. However, I believe that teamwork is more important in the modern society and teamwork spirit has become a required quality by more and more companies.

In the first place, we are situated in a complicated society and we often encounter tough problems that are beyond our ability. It is especially at this moment that teamwork proves to be exceedingly important. With the help of the team, these problems can be solved easily and quickly, which could improve work efficiency.

In the second place, teamwork provides a chance to cooperate with workmate, it will make a friendly and enjoyable work environment, which is an important factor influencing employees’ belief in the company as a good workplace.

Finally, teamwork contributes to the prosperity of the companies. With all workmates’ knowledge combined, the companies possess high work efficiency and an ability to deal with whatever problems. As a result, the companies can make more profits and develop more quickly.

In sum, teamwork is very important, no one could live individually, they must rely on others in some way. Hence, work together could make life easier.