

《管理英语 4》

总题量 (485): 写作题(19) 交际用语(122) 词汇与语法(274) 完成填空(4) 阅读理解 (单选) (35) 阅读理解 (判断) (31)

交际用语(122)--

- 1、—Anything else?— () : -->(Moreover, we provide education relating to depression and anxiety.)
- 2、—Are you going on holiday for a long time?—() : -->(It was a long time.)
- 3、—Can I get you a couple of tea?— () -->(A. That's very nice of you.)
- 4、—Can I get you a cup of tea?— () -->(A. That's very nice of you.)
- 5、—Can I have three days off next week, Mr. Smith?— () . I can manage without you.-->(B. Of course.)
- 6、—Could I borrow your iPad for a few hours?— () . Enjoy your time.-->(Sure, here you are.)
- 7、—Could I borrow your iPad for a few hours?— () -->(B. Sure, here you are. Enjoy your time.)
- 8、—Could I borrow your iPad for a few hours?— () . Enjoy your time.-->(B. Sure, here you are.)
- 9、—Could you give us a speech on management functions some day this week?— () -->(C. I'd love to, but I'm busy this week.)
- 10、—Could I help you with your heavy box? You are so tired?— () . I can manage it.-->(No, thanks.)
- 11、—Do you know where I can repair my motorcar?— () -->(B. Around the street corner.)
- 12、—Do you mind if I smoke here?— () : -->(Yes, better not.)

- 13、—Do you mind if I use vouchers in a restaurant?— () -->(B. Not at all. Go ahead.)
- 14、—Do you mind if I use vouchers to spend in a restaurant?— () -->(B. Not at all. Go ahead.)
- 15、—Does she speak French or German?—She doesn't, () . A. either; B. neither; C. none-->(either)
- 16、—Don't keep water running when you wash hands.— () . C. Sorry, I won't.
- 17、—Don't forget to come to our party this weekend!— () -->(C. Sure. See you.)
- 18、—Don't worry, Mum. The doctor said it was only a common cold.— () -->(A. What a relief)
- 19、—Don't forget to come to our party this weekend!— () -->(C. Sure. See you.)
- 20、—Don't worry, Mum. The doctor said it was only a common cold.— () ! I'll tell Dad there's nothing serious.-->(A. What a relief)
- 21、—Excuse me, but smoking isn't allowed here.— () . A. Oh, sorry. I didn't know
- 22、—Good morning, Volunteering Matters, how can I help you?—() : -->(Good morning. I'd like to find out how I could become a volunteer.)
- 23、—Have you already paid? What's my share of the bill?— () . It wasn't very much.-->(C. Don't worry about it)
- 24、—Haven't seen you for ages. What are you busy doing now?— () -->(C. I am working part time in a bookstore)
- 25、—How did your meeting go yesterday?— () actually, it was really frustrating. A. Not so good
- 26、—How can you explain the latest situation?— () , I know it is all my fault.-->(B. Sorry)
- 27、—How did you miss your train?— () : -->(Well, I was caught in the traffic jam.)
- 28、—How did your meeting go yesterday?— () . It was really frustrating actually.-->(A. Not so good)
- 29、—How is everything going?— () , we've been quite busy this month and there's been quite a lot of progress since the last inspection.-->(As you can see)
- 30、—How was your job interview last Monday?— () . She seemed interested in my working experience, but she didn't ask for references.-->(B. I'm not sure)
- 31、—How did you find your visit to Qingdao, Joanna?— () : -->(Oh, wonderful indeed)
- 32、—I am sorry for what I have said to you.— () -->(C. Don't think any more about it.)
- 33、—I am sorry for what I have said to you.— () -->(C. Never mind)
- 34、—I have at least half an hour exercise in speaking English every day.—Terrific! () ! -->(B. Keep it up)
- 35、—I see you have just returned from your overseas study. How is everything with you?— () -->(B. Just fine. But it takes time to get used to.)

- 36、—I suggest you offer affected customers a discount on their next store purchase, explain the situation and apologize to them.—Right, of course. () : -->(I'll get on it right away.)
- 37、—I suppose there'll be a lot of arguments.— () : -->(I should imagine so.)
- 38、—I think I have made a great mistake.—I don't think so. () -->(C. It's not your fault)
- 39、—I think I have made a great mistake.— () -->(C. I don't think so. It's not your fault.)
- 40、—I think things have been a bit difficult for us in the last couple of months.— () We've been working hard, but still getting behind.-->(A. You're right.)
- 41、—I think we'll have to talk later. I've got to go now. Great seeing you.— () -->(A. Nice meeting you)
- 42、—I wanted to talk to you about how to motivate our staff in the business intelligence team.— () -->(C. That's also what I am concerned about)
- 43、—I wish you success in your career.— () : -->(The same to you.)
- 44、—I wonder if I could use your computer tonight?— () : -->(Sure, go ahead.)
- 45、—I'd like a wake-up call at 7:00 a. m., please! -OK, () B. I'll make sure you get one.
- 46、—I'd like to have this film developed. B. May I help you?
- 47、—I'm going to Beijing for a few days.— () . I wish I could go with you. I really envy you
- 48、—I'd like a wake-up call at 7:00 A.m., please!—Ok, () -->(B. I'll make sure you get one)
- 49、—I'd like to take a look first at those structural support beams that were going to be put in place on the second floor.— () , here's your jacket and helmet, and you'd better put on these boots as well— it's our site policy.-->(Certainly)
- 50、—I'm dog tired. I can't walk any further, Tommy.— () , Jenny. You can do it. -->(Come on)
- 51、—I'm going to Beijing for a few days.— () -->(C. I really envy you)
- 52、—I'm going to Beijing for a few days.— () I wish I could go with you.-->(C. I really envy you.)
- 53、—I'm just going to have to wake up an hour earlier.— () -->(B. Sounds like a good plan)
- 54、—I'm leaving for Shanghai tomorrow.— () -->(Have a pleasant trip!)
- 55、—I'm more than happy to go out this weekend.— () We've got so much work to do at that time.-->(Forget it.)
- 56、—I've started my own software company.— () : -->(No kidding! Congratulations!)
- 57、—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.-->(B. I can see that)

58. —If you don't believe in yourself, no one else will.—
 () .Confidence is really important.-->(C.I couldn't agree more)

59. —If you invite a Muslim to dinner, what are you advised not to order for him?— () : -->(pork.)

60. —In what form will you take the investment?— () : -->(We'll contribute a site and the required premises.)

61. —Is it more advisable to upgrade our present facilities than taking the risk of opening a new park?— () : -->(I don't think so.)

62. —Is it possible for you to work out the plan tonight?— () .-->(B.Yes,I think so)

63. —Is it possible for you to workout the plan tonight?— () -->(A.I think so.)

64. —It's about a successful businessman's management experience, isn't it?— () -->(B.That's right!)

65. —It's getting dark. I'm afraid I must be off now.—OK. () : -->(See you.)

66. —I think I have made a great mistake.— () .
 C.I don't think so.It's not your fault.

67. —Jack won't like the film, you know.— () I don't care what Jack thinks!-->(So what?)

68. —Jack, how do you compare their company and ours?— () .-->(C.Well, it's hard to do that)

69. —Jack, I'd like to have your opinions about my written report.— () But I have one suggestion.-->(C.It looks fine to me.)

70. —I'd like to wake up at 7 : 00 a. m. please!— OK , () .
 B. I'll make sure you get one

71. —Over—the top? You mean.— () .-->(A.Well, sometimes your co-workers feel that you are too loud)

72. —Reading is the best way to pass time on the train.— () , I never go traveling without a bank.
 B. That's true

73. —Scott, I'd like to have your opinions about my written report.— () .But I have one suggestion.-->(C.It looks fine to me)

74. —Sorry for being late. I should have called you earlier.— () I've just arrived.-->(C.That's all right)

75. —Sorry, I made a mistake again.— ()
 Practise more and you'll succeed.-->(Never mind.)

76. —Terribly sorry to interrupt, but may I use your dictionary?—Yes, () .-->(A.of course.)

77. —The Auto Show in the City Stadium has been canceled?—Oh, no! () !-->(What a pity)

78. —The trip ought not to take more than an hour.— () .It is at least two hours.-->(B.You must be joking)

79. —They are all warmhearted and helpful.
 —Sorry I can't. I have to finish my project right now.

80. —This is a really lively party. There is a great atmosphere, isn't there?— () .The hosts know how to host a party.-->(B.Yes, indeed)

81. —This mathematical problem is too difficult for me to solve on time. Could you please help me?— () -->(C.Sure, I'll give you a hand)

82. —This project is too big for me to finish on time.— () -->(C.I'll give you a hand.)

83. —We could let some of the staff work from home. () ?—That's a good idea.-->(B.What do you think of it)

84. —What are you going to do this weekend?— () .If time permits, I may go to Shanghai with my friends.
 C. It depends

85. —What are your teammates like?— () . -->(A.They are all warmhearted and helpful)

86. —What do you think about Japanese food?— () : -->(Overall, the diet there is a healthy one-- low fat.)

87. —What vegetables are in season now?—Radish and carrot, () .-->(I think)

88. —What's the noise? It sounds as if it comes from upstairs.— () .It must be the window-cleaner working, next door.
 A. I don't think so.

89. —What's the latest situation with all these customer complaints we've been receiving?— () the quality of the material has not always been up to standard.-->(I'm afraid)

90. —When do we have to pay the bill?— () December 30.-->(By)

91. —Which of these hats do you want?— () .Either will do.-->(A.I don't mind)

92. —Who should be responsible for the accident?—The boss, not the workers. They just carried out the order. () .-->(B.as told)

93. —Why didn't you come to my birthday party yesterday?— () -->(B.Sorry, but my wife had a car accident.)

94. —Will you go on a picnic with us tomorrow?— () .-->(B.Sorry, I have an appointment with Dr. Brown)

95. —Will you help me arrange a meeting with Mr. Brown, please?— () -->(Sorry I can't. I have to finish my project right now.)

96. —Will you help me arrange a meeting with Mr. Brown, please?— () . I have to finish my project right now. -->(C. Sorry, I can't)

97. —Will you help me arrange a meeting with Mr. Brown, please?— () -->(C.Sorry I can't.I have to finish my project right now.)

98. —Would you like some more beer?— () , please. -->(Just a little)

99. —Wow! This is a fantastic project! I've never known you're so creative.— () -->(C.Thanks for your compliments.)

100. —You have to believe in yourself. No one else will, if you don't.— () .Confidence is really important.-->(C.I couldn't agree more)

101. —You'd better not push yourself too hard. You can ask the team and listen.— () -->(A.You are right.)

102. —Your shoes go well with your dress.— () .-->(B.Thanks for your compliment)

103. — () about it now?—Every time a customer has complained we've followed our store policy and offered them an exchange or a full refund. : -->(What's being done)

104. — () father took part in the charity activity in the neighbourhood yesterday?—Peter's.-->(Whose)

105. — () —Actually I prefer working on my own.-->(Do you prefer teamwork or working individually?)

106. — () —You might as well write a thanks-note.-->(Could you suggest some ways of the rewards?)

107. — () .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.-->(C.Are you able to)

108. — () ?—She is a data analyst in a software company.-->(C.What is your aunt?)

109. — () 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.-->(Are you able to)

110. — () —Actually I prefer working on my own.-->(C.Do you prefer teamwork or working individually?)

111. — () —Generally speaking, we are concerned with all aspects of promoting good health.-->(What health care programs are there in the community?)

112. — () —I'd like to have this film developed.-->(May I help you?)

113. — () —No, sorry, I didn't know the rule about punching in.-->(Didn't you punch in this morning, Wendy?)

114. — () —Oh, no! Actually, I prefer working on my own.-->(C.Do you prefer teamwork or working individually?)

115. — () —Once or twice a week.-->(How often will you arrange for me to visit someone at home?)

116. — () —She gave two weeks.-->(How much time did she give?)

117. — () —To sum up, it is a continual process, from a new-born baby to the end of one's life.-->(What does Community Health Service mean exactly?)

118. — () —We have three major divisions: -->(How many departments do we have?)

119. — () —You might as well write a thanks-note.-->(C.Could you suggest some ways of the rewards?)

120. — () —Actually I prefer working on my own.-->(C.Do you prefer teamwork or working individually?)

121. — () ? —I'd like to have this film developed.-->(B.May I help you)

122. — () ? —You might as well write a thank you note.-->(C.Could you suggest some ways of the rewards)

词汇与语法(274)--

1. A budget is an estimation of the () and () over a specified future period of time.-->(revenue; expenses)
2. A bus driver () the safety of his passengers.-->(is responsible for)
3. A child's character is greatly influenced by his home () .-->(B.environment)
4. A Chinese company is going to () over the well-known Japanese company TOSHIBA Corporation.-->(take)
5. A facility enabling participants in distant locations to () a conference electronically.-->(B.take part in)
6. A number of boys () absent some time during the term.-->(have been)

7、A vegetarian diet consists of the following EXCEPT () -->(meat)
8、After days of investigation,the police were () reality.-->(B.approaching)
9、All of the tables and chairs () away.-->(B.had been stored)
10、All the team members tried their best.We lost the game, () -->(A.however)
11、All the () guests are seated in the front row.-->(C.distinguished)
12、All things () , the planned flight will have to be cancelled.-->(considered)
13、All () glitters are not gold.-->(that)
14、All () glitters(闪闪发光) is not gold.-->(A.that)
15、Along the dusty road () a group of tourists.-->(C.came)
16、Although we can't compete in terms of size,I () believe we hold an advantage in terms of dedication to customer service.-->(B.do)
17、An agreement was reached on the () of mutual respect and mutual interest.-->(basis)
18、An appreciated gift and the gesture of providing it will () your coworker's day.-->(B.light up)
19、An effective leader sets the tone for the team,encourages a positive workplace culture,and is able to () cultural change.-->(A.bring about)
20、An employee may express their different understanding and,at the same time,a willingness to () any constructive suggestions.-->(A.comply with)
21、Apple almost lost its dominance in the smartphone market () it became clear that it was difficult to make a call using the much expected iPhone -->(whenbr)
22、As I see it,you should manage—coordinate—the project and () the teams needed to complete it successfully.-->(A.bring together)
23、At a rough () , we will take another four weeks to finish this plan.-->(A.estimate)
24、AT&T found that employees with better planning and decision-making skills were () to be promoted into management jobs.-->(B.more likely)
25、Bring me a glass of beer, () ?-->(will you)
26、Business people exercise their leadership in the community service area () the commercial world.-->(as well as)
27、By the end of the year,the sales plan for the next year () -->(B.will have been made)
28、Can you tell me how () to the railway station, please?-->(to get)
29、Communities are part of everyday life and have positive () on its members.-->(effects)
30、Community service is a great way to help people in their time of need. It is great to see the happiness that results () it.-->(from)
31、Community service is important to me because it provides me with eye-opening experiences while () many people.-->(benefitting)
32、Community Services Program aims for all members of the community to () to basic financial and material resources, information, advice and referral.-->(have access)
33、Companies are () interested in your soft skills () they are in your hard skills.-->(B.as...as...)

34、Companies offer promotions without having an adequate plan in place for () with volume.-->(C.dealing)
35、Compared () English,Chinese is generally believed to be more difficult to learn.-->(B.with)
36、Concentrate on being () and real.-->(A.distinct)
37、Controlling involves () achievement against established objectives and goals.-->(C.measuring)
38、Creativity,especially () which takes place across departmental boundaries,is likely to suffer hugely as team synergy slips.-->(A.that)
39、Cultural differences () four categories: religion,nationality,region,and lifestyle.-->(C.fall into)
40、Current opinion among politicians is that she is () ,stands for her principles.-->(C.courageous)
41、Do you immediately picture your group off at a resort playing games or hanging from ropes? Which of the following words can replace the above underlined word? -->(A.imagine)
42、Don't be intimidated by the bad performance review and want to quit the job; () ,learn from it.-->(C.instead)
43、Each employee, () his/her spot on the totem pole,has an influence on how Google performs.-->(A.regardless of)
44、**Effective leaders distill complex thoughts and strategies into simple, memorable terms**
that
45、Effective leaders distill complex thoughts and strategies into simple,memorable terms () colleagues and customers can grasp and act upon.-->(B.that)
46、Employees have () to all company information, adding a sense of trust, and employees and leaders work together to solve problems.-->(C.access)
47、Even the best continually seek ways to () their skills.-->(C.sharpen)
48、Even the most brilliant strategy faces failure () it cannot be explained clearly and concisely.-->(A.if)
49、Every employee at Google has the opportunity to () 20%of his or her working time on a project they choose.-->(C.spend)
50、Every time I tried to say something,he would () to something else.-->(B.move on)
51、Fearing the reactions of top managers,middle managers remained () Or provided optimistic,filtered information.-->(B.silent)
52、Fifty-five per cent of the respondents said that praise and attention from their supervisor would make them feel () the company cared about them and their well-being.-->(A.as if)
53、Getting managers to vote on that might turn into “Who's the most popular?”, () could deviate from rewarding the employees on their actual performance.-->(C.which)
54、Good work () good pay.-->(A.deserves)
55、Google does just that by hosting employee forums every Friday, () they discuss the 20 most-asked questions.-->(C.where)
56、Great changes () in companies in the U.S.and abroad because of globalization.-->(A.have taken place)

57、Greater employee satisfaction () higher performance.-->(C.contributes to)
58、He advised that we () early.-->(B.set out)
59、He explained that he () to ask for a leave.-->(B.wanted)
60、He gave up his study in college in () -->(despair)
61、He ordered that nothing () until the police arrived.-->(B.should be touched)
62、He refuses to () his defeat.-->(C.acknowledge)
63、He will write to me as soon as he () home.-->(B.returns)
64、He's tried his best,but productivity hasn't () that much.-->(C.picked up)
65、Her desire for the () of a beautiful town remained.-->(B.creation)
66、How do we expect to compete with a company that has such a huge () and huge resources?-->(C.reputation)
67、How do you get your members to () as a team? -->(C.pull together)
68、I am () your early coming.-->(looking forward to)
69、I believe that I have a lot to contribute () a team environment,and am comfortable in both leadership and player roles.-->(A.to)
70、I bought a new car last month, but I () my old car yet.-->(have not sold)
71、I didn't finish my homework. Neither () . -->(did he)
72、I don't think anyone can accuse him () not being honest.-->(of)
73、I have been very lucky to have had () managers during my career so far.-->(A.terrific)
74、I have no idea () you mean.-->(what)
75、I like to think () .I am always the one finding new ways to a situation or challenge.-->(C.outside of the box)
76、**I really envy you**
With
77、I think a big part of it is () we know how to have fun in the job.-->(C.that)
78、I think the primary () factor is there's been so much absence lately.-->(A.contributing)
79、I took it for () that you wouldn't come here again.-->(granted)
80、I will ask them to () a new design,something a bit more toned down.-->(C.come up with)
81、I would recommend that you () on following through with projects. -->(A.will work)
82、**I'll make sure you get one.**
as told
83、I'd like to know () the forces for change come from. -->(A.where)
84、I'm used to () up early now.-->(getting)
85、If demand is rising but the firm () from communication failure,then stocks will fall and there will be under staffing.-->(C.is suffering)
86、If I take the time to talk with my manager at the beginning of a project,we () off to a great start on the same page.-->(A.can get)
87、If it () up to me,I'd love for everyone to come in at noon.-->(were)
88、If the building project () by the end of this month is delayed, the construction company will be fined.-->(to be completed)

89、 If there is friction between team members,examine the work processes they mutually own. Which of the following words can replace the above underlined word? -->(B. jointly)

90、 If there is friction between team members,examine the work processes Which of the following words can replace the above underlined word -->(B. jointly)

91、 If you could have an () supply of any food, what would you like to have? -->(B. endless)

92、 If you need further information, please () our office.-->(contact)

93、 I have been very lucky to have had () managers during my career so far.-->(A. terrific)

94、 I heard that you really had a wonderful time at John's birthday party, () ?-->(didn't you)

95、 **Importance of English, we should put more effort into it and try to learn it well.**
C. Given

96、 In Beijing, the best season in a year is probably () autumn.-->(late)

97、 In competitive markets, leaders are under increased () to maintain a positive work culture.-->(A. pressure)

98、 In high school, I am equally comfortable () as a member of a team and independently.-->(B. working)

99、 In today's environment, () people are often burned out, it's important for employees to have a personal connection with you and the work you believe in.-->(A. where)

100、 Ineffective communication can be () .-->(A. disastrous)

101、 Involvement in community activities () an integral and inescapable part of senior managers' jobs.-->(has seen as)

102、 It is often the fact () the team members haven't agreed on how they will deliver a product or service.-->(C. that)

103、 It is through enthusiasm and quiet intensity () we transform creativity and vision into the technologies.-->(A. that)

104、 It takes small steps to create big change and this is () service-learning hopes to achieve. -->(what)

105、 **It's about my new role as project coordinator that I'm taking () .**
B. on

106、 It's about a successful businessman's management experience, () ? -->(C. isn't it)

107、 It's about my new role as project coordinator that I'm () .-->(B. taking on)

108、 It's about a successful businessman's management experience, () ?-->(C. isn't it)

109、 It's () to point to or talk about strangers in public.-->(not polite)

110、 I () a book when the telephone () .-->(was reading...rang)

111、 I () to know how often the bus runs during rush hour.-->(happen)

112、 John as well as Mike () just been back from an important meeting.-->(has)

113、 Keep a () attitude and don't let yourself drown in uncertainty.-->(B. positive)

114、 Knowing () increases employee loyalty to the company and their leader.-->(that their CEO was volunteering time for community service)

115、 Leaders, Welch suggested, are () those who achieve results () those who share the values of the company.-->(A. not only, but also)

116、 Learning new things has always been a great () for me.-->(A. motivator)

117、 Leave the reference books behind, () you won't be able to think independently.-->(or)

118、 Let your values () in your communication.-->(C. come through)

119、 Let's discuss these problems at the meeting, () ?-->(shall we)

120、 Let's go () the reports on the latest work. -->(overbr)

121、 Linda walked at the front, () by her colleagues.-->(A. followed)

122、 Make the picture as () as you can.-->(A. clear)

123、 Many factors both at home and abroad () the bankruptcy of the multinational corporation. -->(contributed to)

124、 Men and women in the team are interested in different things, we should avoid () them something they don't want.-->(B. giving)

125、 Middle managers directly () top management.-->(B. lied to)

126、 My friend invited me () the art club, and I accepted it with pleasure.-->(to join)

127、 My leather shoes cost me () the last pairs I bought.-->(C. three times as much as)

128、 Not only () many cars built in the 1970s ugly and poorly designed, they also became very unreliable after 40-50 thousand miles. -->(werebr)

129、 On hearing the news of () the major exam again, the girl burst into tears.-->(A. her having failed)

130、 One of the main benefits of community service is that it () a person's character.-->(builds)

131、 Our company maintains a collaborative culture () workers are encouraged to be a part of a group.-->(C. in which)

132、 Our new school building is () construction.-->(under)

133、 PayPal CEO David Marcus wrote a critical letter to his employees () them for not using PayPal products.-->(B. blaming)

134、 Please ask the solicitor what his () would be to take the case to court.-->(B. fee)

135、 please () your hand if you have any question at all.-->(A. raise)

136、 Proper controls that should () developed as part of routine safety procedures were not in place.-->(have been)

137、 Provide training in systematic methods so the team () its energy () the project.-->(C. expend...on)

138、 Purchasing the new production line will be a () deal for the company.-->(profitable)

139、 Raising pigs () my job at that time.-->(was)

140、 Redundancy happens when employees need to () their workforce. And as a result, someone gets dismissed from work.-->(C. reduce)

141、 Regular and concrete feedback is important when () with a worker who is not performing up to her potential.-->(B. dealing)

142、 Regular and concrete feedback is important () who is not performing up to her potential.-->(B. when dealing with a worker)

143、 Rent, electricity and insurance are all examples of the company's () .-->(overhead)

144、 Say what you mean in () few words () possible.-->(A. as...as..)

145、 Self-esteem needs might include the () from a workplace.-->(A. rewards)

146、 She is very adaptive and soon adapted () to the campus life.-->(B. to)

147、 She is very adaptive and soon () to the campus life.-->(B. adapted)

148、 She was very adaptive and soon adapted () the campus life.-->(C. to)

149、 Some employees are putting up resistance for fear of a reduction in benefits or being () .-->(B. laid off)

150、 Sometimes, members of teams () obstacles by focusing on solely their own pursuits and goals.-->(A. create)

151、 **Supervisors should () their employees in two-way communication so that**
engage

152、 Supervisors should () their employees in two-way communication so that understanding takes place.-->(B. engage)

153、 Team members are () as unique people with irreplaceable experiences, points of view, and knowledge to contribute. -->(B. viewed)

154、 The boss, not the workers, should be responsible for the accident. They just carried out the order () .-->(B. as told)

155、 The demands and requirements placed on the CEO of Sony are different from () on the manager of your local Wendy's restaurant.-->(B. those)

156、 The director says to me, " () argue with customers." -->(C. Don't)

157、 The fact () company employees are not embracing and using its products is a failure of leadership.-->(C. that)

158、 **The hilltop, you could enjoy the scenery of the city bathed in the sun.**
A. Stand

159、 The Human Resource Managing Department at Honda is given specific instructions () employ the best possible workers.-->(C. on how to)

160、 The Human Resource Managing Department at Honda is () specific instructions on how to employ the best possible workers.-->(C. given)

161、 The Human Resource Managing Department at Honda is () specific instructions on how to employ the best possible workers.-->(given)

162、 The key to successful implementation is clearly () the strategy to the whole company.-->(A. communicating)

163、 The key () successful implementation is clearly communicating the strategy to the whole company.-->(A. to)

164、 The leader () at creating opportunities to provide rewards, recognition and thanks to his or her staff.-->(C. excels)

165. The light is too () for me to read. I can not stand any more.-->(dim)

166. The machine () this morning for no reason.-->(broke out)

167. The majority of these team challenges () anywhere.-->(C.can be delivered)

168. The manager urged his staff not to () the splendid opportunity.-->(miss)

169. The meaning of "communication" goes a lot () than people often think.-->(C.deeper)

170. The most important thing is to clarify () you want to say.-->(B.what)

171. The online What's on for Women provides information () upcoming and ongoing events.-->(about)

172. The products of this company are always () to standard, they have very strict quality control process. -->(up)

173. The programme gives students the () to learn more about global warming. -->(opportunity)

174. The reason () he was absent from class yesterday was that he was ill and hospitalized.-->(B.why)

175. The responsibilities in handbook () that managers have to be concerned with efficiency and effectiveness in the work process.-->(B.indicate)

176. The scientists are still () inventing new methods of reaching outer space.-->(B.working on)

177. The team creates an environment () people are comfortable in communicating,advocating positions,and taking action.-->(C.in which)

178. The total budget has been () for this project.-->(C.allocated)

179. The workmen want to () the number of working hours and to increase pay.-->(A.decrease)

180. The world largest search engine company provides a free search service () users can get relevant results in an instant.-->(C.with which)

181. Their economy is export () .-->(A.oriented)

182. Then the situation () worse by human error because of the lack of proper training.-->(was made)

183. There is no denying the fact () he is the best student in the class.-->(C.that)

184. There is no () the fact that he is the best student in the class.-->(C.denying)

185. They are trying to () the waste discharged by the factory for profit.-->(exploit)

186. They depend on each other to survive.In other words,they are () for survival.-->(B.interdependent)

187. They have come to the conclusion () this winter will be even colder than before.-->(A.that)

188. They recommended that the amusement park () .-->(be extended)

189. They weren't too keen () the idea at first because they thought it was not practical enough.-->(B.on)

190. They weren't too keen ???on the idea at first () they thought it would mean the business intelligence team being rewarded more than the other departments.-->(A.because)

191. They weren't too keen () the idea at first because they thought it was not practical enough.-->(B.on)

192. They () all their computing work,i.e.they arrange for some outside company to do the work.-->(A.outsource)

193. The () was only sentenced to pay a fine of \$10,00.-->(criminal)

194. This is the book () I have learned a lot.-->(from which)

195. This is the man () I saw last night.-->(whom)

196. This is the man () I saw last night.-->(B.whom)

197. This is the man () last night.-->(B.whom I saw)

198. 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.-->(B.effective)

199. To build the reservoir(水库) ,thousands of people have to be () .-->(A.relocated)

200. To reduce the () loss during the change,we must make sure we have the necessary skills.-->(A.productivity)

201. Under circumstance () totelliestoparents.-->(arechildrenallowed)

202. Unluckily, some Quality Management System failures () headlines.-->(do make)

203. Until a strategic plan is () ,it has no real value.-->(A.put into effect)

204. **We are interested in the weather because it () us so directly— what we wear,what we do, and even how we feel.**
B.affects

205. We have spent all of our spare time, () , our spare money, on the project.-->(as well as)

206. We need () communication skills: listen carefully,think before you speak and manage conflicts diplomatically.-->(A.outstanding)

207. **We would be grateful () any information you can give us.**
A.for

208. We've asked the designers we used before to () up with some designs for us.-->(A.come)

209. We've asked the stand designers we used before to () up with some designs for us.-->(A.come)

210. Wendy suggests that we () tomorrow.-->(B.should go)

211. We () the last bus and didn't have any money for taxi, so we had to walk home.-->(missed)

212. We () with achievement.-->(B.are obsessed)

213. What can we expect () him?-->(B.from)

214. What can we () him? -->(B.expect from)

215. What you need to do is to keep things short and sweet,just the () .-->(C.highlights)

216. When a strategy is not understood or embraced,it usually () misunderstanding and uneven commitments to implementation.-->(C.results in)

217. When people are surrounded by () communication and encouragement,they can find the courage to try,fail,redo,and try again.-->(B.constant)

218. When the message finally reached the Command Center,it () "mutated" to become —"Send three and four-pence,we're going to a dance." -->(B.had)

219. While modest fear might be healthy for motivation, () it can be like over which risks generating harmful side effects.-->(C.abusing)

220. While modest fear might be healthy for motivation, () it can be like overusing a drug,which risks generating harmful side effects.-->(C.abusing)

221. Who should be responsible for the accident?—The boss,not the workers.They just carried out the order () .-->(B.as told)

222. Who was () the meeting?-->(A.chairing)

223. **will ask them to () a new design, something a bit more toned down.**
C.come up with

224. With the () of China's economic reforms, there is greater cooperation and interdependence between the private and the public sector.-->(deepening)

225. With the () of China's economic reforms,there is greater interdependence between the private and the public sector.'-->(A.deepening)

226. With the () of China's economic reforms,there is greater cooperation and interdependence between the private and the public sector.-->(A.deepening)

227. Without his assistance,I () the research last month.-->(A.would not have completed)

228. Without human resources,no organization can () the ground,let alone do business and make profits.-->(A.get off)

229. **Would you () her novels as serious literature or mere entertainment?**
B.classify

230. You are very enthusiastic and we () that,but sometimes you can be a bit over-the-top.-->(A.appreciate)

231. You can demonstrate this same principle, () on a less dramatic scale.-->(B.although)

232. You can go out, () you promise to be back before 12 o'clock.-->(as long as)

233. You can't () to sit back-even though it might be tempting.-->(A.afford)

234. You can't afford to sit back —() it might be tempting.-->(B.even though)

235. You can't () to sit back-even though it might be tempting.-->(A.afford)

236. You cannot live in the past, () denying that change could occur only makes things more complicated for you.-->(A.so)

237. You have a lot of creative thoughts and your enthusiasm () work projects is very much appreciated.-->(C.regarding)

238. 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.-->(will not)

239. You () an idea for the fun day out activities,and I'll look into the pay rewards.-->(A.come up with)

240、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.-->(A.will not)

241、—When the message finally reached the Command Center, it () “mutated” to become .—“Send three and four-pence, we're going to a dance.”-->(B.had)

242、—Who should be responsible for the accident? —The boss,not the workers.They just carried out the order () .-->(B.as told)

243、() CEOs spend planning, the more profitable their companies are.-->(The more time)

244、() clearly communicate with and actively listen to employees is essential to improve their performance.-->(Being able to)

245、() he was exhausted, he kept on working.-->(Although)

246、() important it is for kids to imagine freely!-->(How)

247、() is known to all, too much fat causes heart problems.-->(As)

248、() the importance of English, we should put more effort into it and try to learn it well.-->(Given)

249、() there is smoke, there is fire.-->(Where)

250、() we can't compete in terms of size I do believe we hold an advantage in terms of dedication to customer service.-->(Although)

251、() and huge resources?-->(reputation)

252、() CEO s spend planning,the more profitable their companies are.-->(A.The more time)

253、() clearly communicate with and actively listen to employees is essential to improve their performance.-->(C.Being able to)

254、() employees keep leaving and joining the company,they also retire from time to time leaving empty places in various positions.-->(B.As)

255、() for my illness,I would have lent him a helping hand.-->(B.Had it not been)

256、() foster a creative culture,it is important to find the right employees during the recruitment process and bring them into the company.-->(C.In order to)

257、() he was exhausted,he kept on working.-->(B.Although)

258、()his anger the employees called him Mr.Thunder,but they loved him.-->(A.Due to)

259、() managers spend most of their time in face-to-face contact with others, but they spend much of it obtaining and sharing information.-->(Not only do)

260、() managers spend most of their time in face-to-face contact with others,but they spend much of it obtaining and sharing information.-->(C.Not only do)

261、() on the hilltop,you could enjoy the scenery of the city bathed in the sun.-->(A.Standing)

262、() 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? -->(A.At the end of)

263、() the deepening of China's economic reforms, there is greater cooperation and interdependence between the private and the public sector.-->(With)

264、() the deepening of China's economic reforms,there is greater cooperation.-->(A.With)

265、()the importance of English,we should put more effort into it and try to learn it well.-->(A.Given)

266、() the inverse happens,there will be a surplus of stocks and overstaffing.-->(C.If)

267、() the job,employers don't want to hire people who are difficult to get along with.-->(C.Regardless of)

268、() **the reactions of top managers, middle managers remained silent or provided optimistic, filtered information.**
A.Fearing

269、() there is smoke,there is fire.-->(C.Where)

270、() we are more creative while maintaining our collaborative culture,we will work wonders.-->(A.If)

271、() we can't compete in terms of size I do believe we hold an advantage in terms of dedication to customer service.-->(C.Although)

272、()with English,Chinese is generally believed to be more difficult to learn.-->(A.Compared)

273、() you don't complete tasks,you won't get promoted.-->(B.If)

274、() you use it on a day-to-day basis is more or less up to you.-->(C.How)

完成填空(4)--

- 1、 **On May 27, 1995, our life was suddenly c...**
- 2、 **This evening I met a friend at a local b...**
- 3、 **What is museum? A museum is a good place...**
- 4、 **What We Have Here: A Failure to Communic...**

1、 **On May 27, 1995, our life was suddenly changed.**
On May 27, 1995, our life was suddenly changed. It happened a few minutes past three, when my husband, Chris, fell from his horse as it jumped over a fence. Chris was paralyzed(瘫痪) from the chest down,(1) **unable** to breathe normally. As he was thrown from his horse, we entered into a life of disability with lots of unexpected challenges. We went from the haves to the have-nots. Or so we thought.

Yet what we discovered later were all the gifts that came out of sharing difficulties. We came to learn that something(2) **wonderful** could happen in a disaster. All over the world people cared for Chris so much that letters and postcards poured in every day. By the end of the third week in a medical center in Virginia, about 35,000 pieces of(3) **mail** had been received and sorted. As(4) **a family**, we opened letter after letter. They gave us comfort and became a source of strength for us. We use them to encourage ourselves. I would go to the pile of letters marked with funny if we need a laugh, or to the disabled box to find advice from people in wheelchairs or even in bed living happily and(5) **successfully**. These letters, we realized, had to be shared. And so here we offer one of them to you.

2、 **This evening I met a friend at a local bar.**

This evening I met a friend at a local bar. She brought her laptop(1) **along** so she could show me some of her latest digital art designs. As we looked through her artwork, the laptop suddenly started making an unhealthy noise, then the screen twinkled on and off and then cut off(2) **completely**. And as we both stared at one another surprisingly, the terrible smell of fried computer circuits appeared.

I grabbed the laptop off the bar to inspect it and the problem instantly arose itself. The bottom of the laptop was completely wet and empty, spilt water glass rested against the side of her purse just behind where the laptop was sitting. While we were chatting and shifting the laptop's 17 inch screen(3) **back and forth**, we somehow spilt a glass of water that the waiter had inadvertently(无意地) placed behind the screen, which was out of our view.

When life throws id some troubles like this, it typically doesn't make any sense to us, and our natural emotional reaction might get extremely(4) **upset** at the top of our lungs. But how does this help our dilemma? Obviously, it doesn't.

The smartest and hardest thing we can do in these kinds of situations is to be more tempered in our reaction. You'd be much wiser and more disciplined than scream extremely. You should remember that emotional rage only makes matters worse. And please remember that once it happens, that will give us an opportunity to grow stronger.

Every difficult moment in our lives is accompanied by an opportunity for personal growth and(5) **creativity**. But in order to attain this growth and creativity, we must first learn to control our emotions,and we must recognize that difficulties pass like everything in our life.

3、 **What is museum? A museum is a good place to keep old and beautiful things.**

What is museum? A museum is a good place to keep old and beautiful things. A museum may be a place to learn about science. A museum can be a place(1) **about** art of Indians or animals. What is inside a museum? Some museums have old cars and airplanes. Many museums have pictures and statues(雕像). Others have rocks and old bones. One museum even has(2) **a** coal mine inside! Many cities have museums. Some very small(3) **towns** have museums, too.

Indianapolis has a(4) **children's** museum. Children do not have to pay to get in. Children go to the museum often. They like to look at the dinosaur bones. They see a white bear ten feet tall. They go inside an old log cabin(小木屋). On Saturday, Indianapolis children can(5) **hear** talks about animals and trees. They see movies.

4、 **What We Have Here: A Failure to Communicate(短文首句: It is the(1) thing.)**

It is the(1) **weirdest** thing. There are more ways than ever to communicate with people, yet it sometimes seems like it is more difficult to connect — and stay(2) **connected** — with anyone.

Should you(3) **shoot** off an email? Tap out a text? Post a private message on Facebook? Write on their Facebook wall? Skype, poke, ping or conjure them up on a digital tin can phone?

And once you reach someone, you wonder: Is he paying attention?

How do you know? Even with the techno-ease off(4) **countless** communication devices, conversations can still be troublesome. Questions are asked and answered(5) **out** of order. Instructions and directions go half-read. Meetings are botched. Feelings are hurt.

阅读理解(单选)(35)--

1. **A question that often troubles food comp...**
2. **A question that often troubles food comp...**
3. **A team of about 35 employees had come to...**
4. **A Teamwork Game (短文首句: A team of about 3...**
5. **BEIJING'S ROADS FOR THE FUTURE**
6. **Communication Failure (短文首句: The meaning...**
7. **DOOR-KNOCKING**
8. **Five Basic Functions that Make up the Ma...**
9. **Have you noticed the courage buried in t...**
10. **Have you noticed the courage buried in t...**
11. **How Do You Create a Culture of Innovatio...**
12. **How Google Continues to Keep Employees H...**
13. **How to Adapt to Change in the Workplace C...**
14. **How to Handle a Bad Performance Review (短...**
15. **HUMAN RESOURCES MANAGEMENT**
16. **If there's one word that captures the es...**
17. **If there's one word that captures the e...**
18. **In 1916, a French coalmine director named...**
19. **ORGANIZATION STRUCTURE IN HOOGLE ENGINEE...**
20. **Organizational Culture and Its Functions...**
21. **Project managers are change agents: they ...**
22. **Teamwork is extremely important for the ...**
23. **The employee and the are clear shout the...**
24. **The employee and the supervisor are clea...**
25. **THE HISTORY OF QUALITY CONTROL**

26. **The meaning of "communication" goes a l...**
27. **The meaning of "communication" goes a ...**
28. **The meaning of "communication" goes a ...**
29. **THREE STEPS TO A GOOD MARKETING BUDGET**
30. **To minimize traffic jams in the city cen...**
31. **When Jack Welch, the Chairman and CEO at...**
32. **With about 37,000 employees in 40 countr...**
33. **With the rapid globalization of food pro...**
34. **Working for Google is a dream of many...**
35. **Working for Google is a dream of many...**

1. **A question that often troubles food companies**

A question that often troubles food companies is how to control problems like rats and insects without harming the food.

1. According to pest control experts, why should poisons never be used in food companies? --> **A. Because they may enter food.**
2. What is the first line of defense against pests? --> **B. To clean the places where food is handled or stored.**
3. How can floors, food preparation surfaces and tools be

disinfected? --> **C. With chemicals.**

4. Why should attention be paid to outer walls? --> **A. To prevent pests from entering a building from outside.**

5. What dose the passage mainly talk about? --> **C. How to control rats and insects without harming the food.**

2. **A question that often troubles food companies**

A question that often troubles food companies is how to control problems like rats and insects without harming the food.

1. Where, according to Pest control experts, should poisons never be used? --> **A. Where food may be contaminated.**
2. From the text, we know that like chlorine, iodine or bromine are all () . --> **B. chemicals**
3. Outer walls are built () . --> **A. to prevent pests from entering a building from outside.**
4. Why is it necessary for supervisors to make a list of pest control measures? --> **C. To help control pests and help prepare for any inspection.**
5. The responsibilities of a food and drug administration bureau is () . --> **A. to set up rules about the use of pesticides and enforces them all over the country.**

3. **A team of about 35 employees had come together for a team-building event.**

A team of about 35 employees had come together for a team-building event. They were a young, bright and enthusiastic team. (此处省略)

1. What was the purpose of holding this team-building event? --> **B. Making the team members know how to cooperate with each other**
2. Where was the event held? --> **A. In a restaurant.**
3. About how many team members were out of the second round of the activity? --> **C. 5**
4. Which statement below is correct about the event? --> **C. In the third round, everybody had their own balloon within 2 minutes.**
5. What was the event going to teach these employees? --> **A. Cooperating with other members is more efficient when they are working together.**

4. **A Teamwork Game (短文首句: A team of about 35 employees had ***)**

A team of about 35 employees had come together for a team building event. They were a young, bright and enthusiastic team. (此处省略***) Every member of the team should ask themselves on a regular basis what they are doing and what they can do for the team.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. This team building event was aimed at () . --> **B. making the team members know how to share information or solutions and cooperate with each other.**
2. This event was held in () . --> **A. a self-service restaurant**
3. About how many team members were out of the second round of the activity? () --> **C. 5**
4. Which statement below is correct? () --> **C. In the third round, everybody had their own balloon with help from others within 2 minutes.**

5. What was the event going to teach these employees? () --> **A. Sharing and cooperating with other team members is more efficient when they are working together.**

5. **BEIJING'S ROADS FOR THE FUTURE**

The road system in Beijing's central business district (CBD) is being re-designed to make public transportation easy and improve efficiency.

1. The road system in Beijing's downtown area is being to make public transportation easy and improve efficiency. --> **B. designed again**
2. An underground system including new subway lines beneath the CBD has been operating. --> **C. 4**
3. The underground connection system consists of () level(s). --> **B. two**
4. CBD stands for () . --> **A. Central Business District**
5. Beijing has set up () for people to check traffic conditions. --> **C. a traffic inquiry system**

6. **Communication Failure (短文首句: The meaning of communication goes a lot***)**

Communication Failure (短文首句: The meaning of communication goes a lot***)

The meaning of communication goes a lot deeper than people often think. Communication is about conceiving, sending, receiving, (此处省略***) Creativity, especially that which takes place across departmental boundaries, is likely to suffer hugely as team synergy slips.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. Confirming reception of the sent messages means () . --> **C. the messages are correctly understood by right receivers**
2. In the famous British Army Commander story, which step probably did NOT go wrong in the communication chain? () --> **A. Conceiving.**
3. What is Chinese whispers? () --> **B. A game to pass message around in a whisper.**
4. Allocative failure does NOT happen when () . --> **A. the right information goes to the right place**
5. According to the passage, which of the following cases does NOT belong to human failure? () --> **C. Increasing customer complaints.**

7. **DOOR-KNOCKING**

Door-knocking is the most effective way of making face-to-face community contact, but it has become a lost art.

1. Why does the author say that door-knocking has become a lost art? --> **B. People focus on privacy increasingly, so door-knocking seems like an intrusion into other people's lives**
2. Which step should be firstly taken when you try door-knocking? --> **C. Leave a door hanger**
3. What does the underlined phrase "on the spot" mean? --> **A. without delay**
4. Which time is not appropriate for door knocking? --> **B. Monday morning.**
5. Who will receive pleasant reception when they try door-knocking? --> **C. A neighbor who does good preparation and has significant project to introduce.**

8、Five Basic Functions that Make up the Management Process In 1916,

In 1916, a French coal mine director named Henri Fayol wrote a book entitled Administration Industrielle et Generale.Today (此处省略)

1. Which of the following choice is involved in Planning? -->**A. Formulating objectives for a company and deciding steps to reach objectives.**
2. Which of the following statements explains organizing in management process? -->**C. Bringing resources together to achieve objectives.**
3. What does Leading require managersto do? -->**A. Influence employees.**
4. What does Controllingin management mean? -->**B. Controlling process.**
5. Which of the following is the feature of the Staffing function? -->**B. It is a continuous activity and itrequires efficiency.**

9、Have you noticed the courage buried in the word encourage? How Do You Create a Culture of Innovation?

Have you noticed the courage buried in the word encourage? To create a culture in which innovation flourishes takes courage. (此处省略***)

1. What is necessary in creating innovation culture? -->**B.courage**
2. How does 3M create its innovation culture? -->**B. define jobs around innovation.**
3. The word prerequisite in “Make it a job prerequisite” means -->**A. required as a prior condition**
4. How does Gillette create its innovation culture? -->**C. Recognize innovation in every part of the company.**
5. The formation from idea to innovation needs -->**C. support and cooperation**
6. What is needed to form ideas for innovations? -->**C.Support and cooperation.**

10、Have you noticed the courage buried in the word encourage?

Have you noticed the courage buried in the word encourage?To create a culture in which innovation flourishes takes courage. (此处省略)

21. What is necessary in creating an innovation culture? -->**B.Courage.**
22. How does 3M create its innovation culture? -->**B. Define jobs around innovation.**
23. The word prerequisite in “Make it a job prerequisite” means () . -->**A. required as a prior condition**
24. The formation from idea to innovation needs () . -->**C. support and cooperation**

25. Which is NOT mentioned in the creation of innovation? -->**C. Put innovation into effect.**

11、How Do You Create a Culture of Innovation? (短文首句: Have you noticed the courage buried in the word encourage?)

Have you noticed the courage buried in the word encourage? To create a culture in which innovation flourishes takes courage. (此处省略***) When people are surrounded by constant communication and

encouragement, they can find the courage to try, fail, redo, and try again.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. What is necessary in creating innovation culture? () -->**B.courage**
2. How does 3M create its innovation culture? () -->**B. define jobs around innovation.**
3. The word prerequisite in Make it a job prerequisite means () . -->**A. required as a prior condition**
4. How does Gillette create its innovation culture? () -->**C. Recognize innovation in every part of the company.**
5. The formation from idea to innovation needs_ () . -->**C. support and cooperation**

12、How Google Continues to Keep Employees Happy (短文首句: Working for Google is a dream of many, ***)

Working for Google is a dream of many, not just because of what this company has achieved in the last 15 years, (此处省略***) Employees have access to all company information, adding a sense of trust, and employees and leaders work together to solve problems.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. How would you describe Google? () -->**B. Large global enterprises.**
2. Which one does NOT belong to the methods that Google motivate its employees? () -->**A. Promoting the employee who has more influence on Google the higher job position.**
3. Who founded Google? () -->**A. Larry Page and Sergey Brin**
4. If you are a normal employee of Google, what could you do EXCEPT? () -->**B. Only work for the project you choose.**
5. What is Google's secret to success? () -->**C. Valuing the happiness of its employees as much as innovating good products.**

13、How to Adapt to Change in the Workplace (短文首句: If there's one word that captures the essence of ***)

If there's one word that captures the essence of what is occurring in the world today, it's change. (此处省略***) Step by step, you get to the goal, says Robin Sharma, one of the world's most-sought-after leadership and personal success experts.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. Enterprises carry out downsizing, reorganizing and cutting costs in order to () . -->**C. survive**
2. No industry is exempt means () . -->**A. No industry is an exception.**
3. The following questions are often discussed among scholars EXCEPT () . -->**B. How can productivity be increased**
4. How many suggestions does the author put forward? () -->**C. 6**
5. From the passage, we know that Robin Sharma is () . -->**A. an expert on leadership, and personal success.**

14、How to Handle a Bad Performance Review (短文首句: Getting a bad performance review can make you feel angry, ***)

Getting a bad performance review can make you feel angry, unappreciated, defeated, and hopeless. (此处省略***) Learning what it was that caused a bad performance review helps to improve professional growth and encourages as well as motivates the worker to

do better in order to receive a good review next time.

操作提示: 通过题目后的下拉选项框选择正确答案。

1. What should you do when you are given a bad performance review? () -->**C. Stay calm and listen carefully.**
2. What should you do after you are given a bad performance review? () -->**C. Learn from the review.**
3. What should you do if you do not agree with the bad performance review? () -->**B. Make a written statement on your own behalf if it is allowed.**
4. How do you improve a bad performance review? () -->**A. Understand the established performance standards.**
5. Why should we understand the cause of a bad performance review? () -->**B. Because it encourages and motivates the worker to do better.**

15. HUMAN RESOURCES MANAGEMENT

Human Resources Management (HRM) is the process of managing people and their relationships in an organization.

1. () is / are important in the success of a business. -->**B. The process of managing people and their relationships**
2. The most important component of HRM is () . -->**A. staffing**
3. According to the passage, it is important for the employees to know the career path, pay, training and other opportunities through () . -->**B. Policies**
4. We can use () to evaluate career improvement and to determine pay increases. -->**C. performance management**

5. () is NOT mentioned in the text about the success of HRM. -->**C. Training**

16、If there's one word that captures the essence of what is occurring in the world today,

21. Enterprises carry out downsizing, reorganizing and cutting costs in order to () . -->**C. survive**

22. "No industry is exempt" means () . -->**A. No industry is an exception**

23. The following questions are often discussed among scholars EXCEPT () . -->**B. How can productivity be increased**

24. How many suggestions does the author put forward? -->**C. 6**

25. From the passage, we know that Robin Sharma is () . -->**A. an expert on leadership, and personal success**

17、If there's one word that captures the essence of what is occurring in the world today,

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? -->**6.**

2. What could we know about Robin Sharma from the passage? -->**He is an expert on leadership and personal success.**

3. What does the phrase “No industry is exempt” mean in Paragraph 1? -->**No industry is an exception.**

4. What's the purpose when enterprises carry out downsizing, reorganizing, and cutting costs? --> **To survive.**

5. Which of the following questions are often discussed among scholars? --> **What can workers do to get through change?**

18. **In 1916, a French coalmine director named Henri Fayol**

In 1916, a French coalmine director named Henri Fayol wrote a book entitled Administration Industrielle et Generale, which set forth five distinct functions of managing that Fayol insisted were applicable in any industry. (此处省略)

21. What is the main idea of this passage? --> **To introduce five distinct functions of managing proposed by Fayol.**

22. What are the influence of Fayol's book Administration Industrielle et Generale? --> **It is still great effect on current management courses.**

23. Which step of managing refers to bring staff together and tell them what to do? --> **Organizing.**

24. Which item in Chinese below has not mentioned as things needed to take care for people management? --> **住房公积金**

25. In the step of (), managers need to find out obstacles in the course of achieving company's objectives and goals. --> **controlling**

19. ORGANIZATION STRUCTURE IN HOOGLE ENGINEERING

I'm Michael Bush, Managing Director of Hoogle Engineering. I am pleased to welcome you here to our website

1. Hoogle Engineering was set up in (). --> **the twentieth century**

2. There are many different () of management in a tall structure. --> **levels**

3. People in a flat structure usually work in (). --> **teams**

4. All of the following statements are true according to the passage EXCEPT that (). --> **the author thinks the two structures have the same functions**

5. The best title for the passage is (). --> **Organization Structure in Hoogle Engineering**

20. 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 attitudes. (此处省略)

1. How many characteristics does an organization's culture primarily contain? --> **7.**

2. How many functions does the culture perform within an organization? --> **5.**

3. What does the word "fit" in the last paragraph mean? --> **Match.**

4. What is the first function of organizational culture? --> **To distinguish one organization from another.**

5. What is the third function of organizational culture? --> **To help make employees more committed to the organization.**

21. Project managers are change agents: they make project goals their own and use

(1) Which of managers? --> **C. Status quo.**

(2) Which of the following is NOT concerned by project managers? --> **B. The non-crucial details.**

(3) Which of the following is a TRUE statement about project managers? --> **C. They improve their skills after completion of each project.**

(4) Which of the following is NOT mentioned as a career possibility for experienced project manager? --> **A. Becoming general manager of an organization.**

(5) Which of the following can be an alternative title for the passage? --> **A. Requirements of project managers.**

22. Teamwork is extremely important for the success of a company.

(1) What's the function of the phrase "one plus one equals three" in Para. 2? --> **B. It tries to explain that working in a teamwork is better than working individually.**

(2) The word "associates" can probably be replaced by the word "()" in the sentence "Working in teams also teaches your associates to work together ..." in Para. --> **C. colleagues**

(3) Which of the following statements is TRUE according to the passage? --> **A. Personal shortcomings can be reduced through the efforts of the whole team.**

(4) Which of the following statements is FALSE according to the passage? --> **C. Working in a team you must be careless because you know somebody can help you.**

(5) What's the best title for this passage? --> **B. The Importance of Teamwork**

23. The employee and the supervisor are clear about the employee's goals,

1. What is the goal in employee evaluation? --> **A. To motivate outcomes of the employee**

2. **C. Employment termination.**

3. **B. Performance Improvement Plan.**

4. **A. To improve the employee's performance.**

5. **C. To compare an employee's performance with the performance of other employees.**

24. The employee and the supervisor are clear about the employee's goals,

The employee and the supervisor are clear about the employee's goals, required outcomes or outputs, and how the success of the contributions will be assessed. The goal in employee evaluation is to motivate a high level of quality and quantity in the work that the employee produces.

(1) What is the goal in employee evaluation? --> **A. To motivate outcomes of the employee**

(2) What is NOT the goal of the best employee performance evaluation? --> **C. Employment termination.**

(3) What does PIP in Para. 6 stand for? --> **B. Performance Improvement Plan**

(4) What is the goal of PIP? --> **A. To improve the employee's performance.**

(5) What is the purpose of numeric rankings? --> **C. To compare an**

employee's performance with the performance of other employees.

25. THE HISTORY OF QUALITY CONTROL

Quality control is a series of activities that ensure and improve the quality of products and service.

1. According to W. Edward Deming, what is the best time to control product quality? --> **C. During the production process.**

2. When there are quality failures, where does W. Edward Deming think the blame lies? --> **C. In the tools.**

3. Which of the following will not help to create a quality workplace? --> **A. Working alone.**

4. During which period were some Japanese firms winning American consumer markets over American firms? --> **C. 1970s.**

5. According to the passage, which of the following statements about quality control is NOT correct? --> **B. Quality control can be done within one department.**

26. The meaning of "communication" goes a lot deeper than people often think.

The meaning of "communication" goes a lot deeper than people often think. Communication is about conceiving, sending, receiving. (此处省略)

1. According to the last paragraph, what result will be caused by human failure? --> **C. Increasing customer complaints.**

2. What does the phrase "confirming reception of the sent messages" mean in Paragraph 1? --> **A. To make sure that the messages are sent to the right receivers.**

3. In the famous British Army Commander story, which step probably was right in the communication chain? --> **A. Conceiving.**

4. What is Chinese whispers? --> **B. A game to pass messages around in a whisper.**

5. When does "allocative success" happen? --> **B. A company gathers information from understaffing departments.**

27. The meaning of "communication" goes a lot deeper

The meaning of "communication" goes a lot deeper than people often think. Communication is about conceiving, sending, receiving, and interpreting messages as well as confirming reception of these messages. (此处省略)

1. What does the phrase "confirming reception of the sent messages" mean in Paragraph 1? () --> **C. To make sure that the messages are correctly understood by the right receivers.**

2. In the famous British Army Commander story, which step probably was right in the communication chain? () --> **A. Conceiving.**

3. What is Chinese whispers? () --> **B. A game to pass messages around in a whisper.**

4. When does "allocative success" happen? () --> **A. The right information goes to the right place.**

5. According to the last paragraph, what result will be caused by human failure? () --> **B. Inadequate communication between departments.**

28. The meaning of "communication" goes a lot deeper than people often think.

21. Confirming reception of the sent messages means () --> **A. the messages are sent to right receivers**

22. In the famous British Army Commander story, which step probably did NOT go wrong in the communication chain? --> **A. Conceiving.**

23. What is Chinese whispers? --> **B. A game to pass message around in a whisper.**

24. Allocative failure does NOT happen when () . --> **A. the right information goes to the right place**

25. According to the passage, which of the following cases does NOT belong to human failure? --> **C. Increasing customer complaints.**

29. THREE STEPS TO A GOOD MARKETING BUDGET

Without good budget management, you are likely to overspend on marketing accidentally. Here are three steps that help to make a good marketing budget.

1. What should the budget plan be based on? --> **B. The company's reliable income.**

2. What does "disposable income" mean in Passage 3? --> **C. Net income.**

3. You have to be clear of () when organizing financial information. --> **A. the income and expenses**

4. The three main factors that decide how you spend marketing funds are () . --> **B. the budget amount, your past experiences and where you can reach the right audience**

5. Keeping the budget in mind when making marketing decisions will avoid () . --> **C. using more than you earn**

30. To minimize traffic jams in the city center and on major roads out of Sydney,

To minimize traffic jams in the city center and on major roads out of Sydney, the City's highway department will not agree to road closures scheduled for weekdays or Saturdays. (此处省略***) Choosing an existing route reduces the amount of planning you will need to do.

1. As a rule, Sydney's highway department will agree to road closures in the city centre scheduled for () . --> **C. Sundays**

2. If you want a road closed to traffic, you must complete your applications and send them to the relevant committee at least () before the scheduled date. --> **B. 30 days**

3. Partial of full road closures are decided by () . --> **A. the requirements from applicants**

4. Which is NOT the condition for partial road closures according to the passage? --> **B. On work days.**

5. Which is the best title of this passage? --> **A. Road Closure Procedures in Sydney**

31. When Jack Welch, the Chairman and CEO at General Electric (GE) retired in 2001,

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 1981 at the age of 45. (此处省略***)

Jack Welch was personally involved in developing managers at GE's training center in Crotonville. Leaders, Welch suggested, are not only those who achieve results but also those who share the values of the company.

(1)How did Welch streamline the organization?-->**C.By firing thousands of salaried and hourly employees.**

(2)What does the phrase "work-out" mean in Paragraph 3? -->**A.Working together to solve a problem.**

(3)How old was Jack Welch when he retired? -->**C.65.**

(4)What options did managers have when their businesses were not number 1 or 2? -->**A.Selling their particular business or closing it.**

(5)What is Jack Welch's suggestion for leaders? -->**A.Achieving results.**

32. With about 37,000 employees in 40 countries,

With about 37,000 employees in 40 countries, you might wonder how Google maintains a motivating work experience throughout its entire company. (此处省略***) Employees have access to all company information, adding a sense of trust, and employees and leaders work together to solve problems.

(1)What kind of company is Google?-->**B.A large global enterprise.**

(2)What kind of freedom do Google employees have? -->**B.To spend certain time on their chosen projects.**

(3)What would be the best title for this passage? -->**C.How Google Continues to Keep Employees Happy**

(4)How does Google motivate its employees? -->**A.Providing a friendly work culture in the company.**

(5)What is the goal of Google co-founders? -->**A.Attracting brilliant people to work at Google.**

33. With the rapid globalization of food production and trade,

With the rapid globalization of food production and trade, international issues related to food safety are likely to increase.

1.The need for regular exchange of information on food safety issues is () when a food safety related event emerges. -->**B.urgent**

2. It is () that international issues related to food safety will increase. -->**C. probable**

3. The Food and Agriculture Organization of the United Nations (FAO) carries out the food safety problem () . --> **A. with WHO**

4. INFOSAN is responsible for the following EXCEPT () -->**C. promoting trade between countries**

5. () has a designated INFOSAN Emergency Contact Point for communication between national food safety authorities. -->**A. Every member state of INFOSAN**

34. Working for Google is a dream of many, How Google Continues to Keep Employees Happy

Working for Google is a dream of many, not just because of what this company has achieved in the last 15 years,

1. How would you describe Google? -->**B. Large global enterprises**

2. Which one does NOT belong to the methods that Google motivate

its employees? -->**A. Promoting the employee who has more influence on Google the higher job position.**

3. Who founded Google? -->**A. Larry Page and Sergey Brin**

4. If you are a normal employee of Google, what could you do EXCEPT? -->**B. Only work for the project you choose.**

5. What is Google's secret to success? -->**C. Valuing the happiness of its employees as much as innovating good products.**

35. Working for Google is a dream of many, 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. (此处省略)

1.How would you describe Google? () -->**B.Large global enterprises.**

2.Which of the following belongs to the methods that Google motivates its employees? () -->**C.Offering entertaining equipment in the workplace.**

3.Who founded Google? () -->**A.Larry Page and Sergey Brin.**

4.What can we learn from this passage? () -->**B.Google employees have no chance to work on the project they choose.**

5.What is Google's secret to success? () -->**C. Valuing the happiness of its employees as well as innovating good products**

阅读理解(判断)(31)--

1. **A strategic plan is not the end goal of ...**

2. **Beijing's Roads for the Future**

3. **Communication Failure**

4. **COMMUNITY SERVICE**

5. **Create a Positive Workplace Culture (短文...**

6. **Habits of Highly (短文首句: Effective Commu...**

7. **In competitive markets, leaders are unde...**

8. **It was 1886 and in New York Harbor,**

9. **It's important for a CEO to be passionat...**

10. **It's no secret that good leaders are als...**

11. **Jack Welch Leading Organizational Change...**

12. **MANAGING ONESELF**

13. **Nokia executives anempted to explain its...**

14. **Nokia executives attempted to explain it...**

15. **NOTABLE QUALITY MANAGEMENT FAILURES**

16. **PayPal passwords. That's unacceptable to...**

17. **Performance Management and Performance A...**

18. **SAVE MONEY BY UNDERSTANDING WHY YOU SPEN...**

19. **SAVE MONEY BY UNDERSTANDING WHY YOU SPEN...**

20. **The International Food Safety Authoritie...**

21. **The Right Way to Motivate Employees (短文...**

22. **The road system in Beijing's central bus...**

23. **Tips for Team Building**

24. **Tips for Team Building (短文首句: When you t...**

25. **To minimize traffic jams in the city cen...**

26. **Vision and Execution: Two Sides of a Suc...**

27. **When Jack Welch, the Chairman and CEO at...**

- 28、**When you think of team building, do you ...**
 29、**Who Killed Nokia?** (短文首句: Nokia executive...
 30、**缺短文(1)Team building event is ... (2)T...**
 31、**"WAR FOR TALENT" GOES ON IN JOB MARKET...**

1、**A strategic plan is not the end goal of the strategic planning process**

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...

- The final goal of the strategic planning process is a strategic plan.-->F
- A good strategy is likely to fall apart without the input and feedback of the people responsible for executing the strategy.-->T
- A strategic plan is valuable if it is executed.-->T
- Leadership's idea determines all.-->F
- There are four keys to successful implementation.-->F

2、**Beijing's Roads for the Future**

The road system in Beijing's central business district (CBD) is being re-designed to make public transportation easy and improve efficiency.

- The road system in Beijing's central business district (CBD) is being designed again.-->T
- Commuters can only take public buses from residence areas to subway stations. -->F
- The re-designed road will be 15.5 kilometers long. -->F
- The underground traffic system has four new subway lines beneath the CBD. -->T

- Both levels of the underground connection system are planned for parking. -->F

3、**Communication Failure**

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 can result in ineffective communication. (此处省略)

- Communication chain does not involve confirmation of receiving messages.-->F
- If demand is decreasing, allocative communication failure will result in overstocking and understaffing.-->T
- Increasing customer complaints is one of the symptoms of executive failure.-->T
- Human failure happens when two departments do not communicate effectively.-->T
- The communication chain is completely different in daily life as in a business.-->F

4、**COMMUNITY SERVICE**

Community service is a service or activity which is performed by someone or a group of people for the benefit of the public or public organizations.

- The organizer is the beneficiary of community service. -->F

2. Some people who take part in community services are not volunteers. -->T

3. Most of the youth who volunteer in community service are motivated by personal purposes. -->F

4. In some high schools, students must complete certain hours of community service to receive a diploma. -->T

5. Every university considers community service is the most important experience for students among other practices, like internship. -->F

5、**Create a Positive Workplace Culture** (短文首句: In competitive markets,)

In competitive markets, leaders are under increased pressure to maintain a positive work culture. (此处省略**) Working through these steps will help with developing a positive business culture.

- A positive work culture will give workers more satisfaction. -->T
- Positive cultures have a lot to do with leadership vision and values. -->T
- The direction and actions for the business must differ from the core values of the employees in order for a workplace culture to be positive. -->F

4. In competitive markets, leaders are under more and more pressure to keep a positive work culture. -->T

5. Positive work culture can be built in a short period of time. -->F

6、**Habits of Highly** (短文首句: Effective Communicators)

Effective Communicators

It's no secret that good leaders are also good communicators. Indeed, communication and leadership are inextricably tied. (此处省略**) You won't always get direct feedback, so you need to also be able to read between the lines and look for the non-verbal cues.

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

7、**In competitive markets, leaders are under increased pressure to maintain**

26. A positive work culture will give workers more satisfaction.-->T

27. Positive cultures have a lot to do with leadership vision and values.-->T

28. The direction and actions for the business must differ from the core values of the employees in order for a workplace culture to be positive.-->F

29. In competitive markets, leaders are under more and more pressure to keep a positive work culture.-->T

30. Positive work culture can be built in a short period of time.-->F

8、**It was 1886 and in New York Harbor,**

The Birth of Coca-Cola

It was 1886 and in New York Harbor, workers were constructing the Statue of Liberty. Eight hundred miles away, (此处省略**) In the first year, Pemberton sold just nine glasses of Coca-Cola a day. A

Century later, The Coca-Cola Company has produced more than ten billion gallons.

(1) A century later, the Coca-Cola Company produced over ten billion gallons.-->T

(2) The birth of Coca-Cola was from simple curiosity.-->T

(3) Pemberton's bookkeeper, Frank Robinson, named the mixture Coca-Cola.-->T

(4) At first, Coca-Cola was on sale for ten cents a glass.-->F

(5) In the first year, Pemberton only sold six glasses of Coca-Cola a day.-->F

9、**It's important for a CEO to be passionate and enthusiastic,** 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...

- "A one-sided note" refers to the root of PayPal's problem.-->F
- A CEO only needs to be passionate and enthusiastic.-->F
- Good executives need to give feedback immediately when they are listening to the staff.-->F
- It is not professional that PayPal CEO blames his employees for not using PayPal or forgetting PayPal passwords.-->T
- When faced with internal problems, good executives find the root of a problem in their executive team first.-->T

10、**It's no secret that good leaders are also good communicators.**

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...

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

11、**Jack Welch Leading Organizational Change at GE** (短文首句: When Jack Welch, the Chairman and CEO at***)

When Jack Welch, the Chairman and CEO at General Electric (GE) retired in 2001, he could look back at a very successful career. (此处省略**) Leaders, Welch suggested, are not only those who achieve results but also those who share the values of the company.

操作提示: 正确选 T, 错误选 F.

- Jack Welch retired at the age of 65. -->T
- Jack Welch insisted that each of the businesses should be at least number 3 in their respective area. -->F
- If the business could not meet Welch's change requirements, its manager had 3 choices. -->T
- The restructuring went before changing the organizational culture and the managerial styles of GE's managers. -->T
- The Work Out lasted a week. -->F

12、**MANAGING ONESELF**

group off at a resort playing games or hanging from ropes? (此处省略)

1. Team building event is traditionally related to playing games at resort. -->T

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

3. "Retreat" in the first paragraph means withdrawal of troops after a defeat. -->F

4. Ice breaking motivates team members compete with each other. -->F

5. A good teamwork culture enables individuals make more efforts together. -->T

24、 Tips for Team Building (短文首句: When you think of team building,)

When you think of team building, do you immediately picture your group off at a resort playing games or hanging from ropes? (此处省略***) a culture that enables individuals to contribute more than they ever thought possible — together.

1. Team building event is traditionally related to playing games at resort. -->T

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

3. Retreat in the first paragraph means withdrawal of troops after a defeat. -->F

4. Ice breaking motivates team members compete with each other. -->F

5. A good teamwork culture enables individuals make more efforts together. -->T

25、 To minimize traffic jams in the city center and on major roads out of Sydney,

To minimize traffic jams in the city center and on major roads out of Sydney, the City's highway department will not agree to road closures scheduled for weekdays or Saturdays.

1. Closures scheduled for Sundays on minor roads outside the city center may be considered. -->F

2. You need to get approval if you plan to block the road or footpath. -->T

3. Roads can only be closed partially. -->F

4. If you choose an existing route for a parade, the amount of planning will be reduced. -->T

5. Road closure applications can be sent to the Department's Traffic Calming Committee one week before the scheduled date. -->F

26、 Vision and Execution: Two Sides of a Successful Strategy (短文首句: A strategic plan is not the end goal***)

A strategic plan is not the end goal of the strategic planning process — it is the framework for successfully implementing a strategy. (此处省略***) Even the most brilliant strategy faces failure if it cannot be explained clearly and concisely.

1. The final goal of the strategic planning process is a strategic plan. -->F

2. A strategic plan is valuable if it is executed. -->T

3. There are four keys to successful implementation. -->F

4. A good strategy is likely to fall apart if without the input and feedback of the people responsible for executing on the strategy. -->T

5. Leadership's idea determines all. -->F

27、 When Jack Welch, the Chairman and CEO at General Electric (GE) retired in 2001,

26. Jack Welch retired at the age of 65. -->T

27. Jack Welch insisted that each of the businesses should be at least number 3 in their respective area. -->F

28. If the business could not meet Welch's change requirements, its manager had 3 choices. -->T

29. The reconstructing went before changing the organizational culture and the managerial styles of GE's managers. -->T

30. The Work Out lasted a week. -->F

28、 When you think of team building, do you immediately picture your group off

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. -->F

2. A good teamwork culture enables individuals to make more efforts together. -->T

3. Ice breaking motivates team members to compete with each other. -->F

4. Team building event is traditionally related to playing games at the resort. -->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. -->F

29、 Who Killed Nokia? (短文首句: Nokia executives attempted to explain its***)

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, (此处省略***) Nokia's top managers should have encouraged safe dialogue, internal coordination and feedback to understand the true emotion in the organization.

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

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

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

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

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

30、 [缺短文](1)Team building event is ...(2)The author claims that...(3)"Retreat" in the first paragraph...(4)Ice breaking motivates team...(5)A good teamwork culture enables... (缺短文)

(1) Team building event is traditionally related to playing games at the resort. -->T

(2) 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. -->F

(3) "Retreat" in the first paragraph means withdrawal of troops after a defeat. -->F

(4) Ice breaking motivates team members to compete with each other. -->F

(5) A good teamwork culture enables individuals to make more efforts together. -->T

31、 "WAR FOR TALENT" GOES ON IN JOB MARKET

The "war for talent" reads like headlines from many years ago, but it has never gone away, says Eleanor Nickerson,

1. According to research by Top Employers, many corporations have enough talents for their development. -->F

2. The data shows the key to attracting talents is to offer high salary. -->F

3. The biggest challenge for employers to is keeping staff in the long run. -->T

4. Not all employees believe that they can get a better offer. -->T

5. The wages have been rising consistently since 20XX. -->F

写作题(19)--

1、 [工作计划]根据所给信息求, 完成工作计划。...

2、 [理想的职业]Write a composition of at le...

3、 [绿色食品的普及]请根据下列提纲写一篇题为...

4、 [描述一个事件]Write at least 100 words a...

5、 [描述一个事件]Write at least 100 words a...

6、 [难忘的一次旅行]Write a composition of a...

7、 [你对成功的看法]Write a passage of at le...

8、 [年轻人面临的挑战与机遇]Write a passage ...

9、 [农村和城市]Write a passage of at least ...

10、 [如何有效沟通]Write a passage of at leas...

11、 [如何在团队中工作]Write an essay with at...

12、 [完成道歉信]Complete the apology letter ...

13、 [完成推广项目]Complete the Promotion Pro...

14、 [我的工作选择]Suppose you are to make a ...

15、 [我的工作选择]Suppose you are to make a ...

16、 [拥有团队责任感的重要性]Write an essay w...

17、 [有效沟通]Write a composition of at leas...

18、 [职场文化]Write at least 100 words about...

19、 [制定会议日程安排]了解会议日程的主要内容...

1、 [工作计划]根据所给信息求, 完成工作计划。

Make an action plan based on the following hints of steps.

- A. Identify wasteful usage.
- B. Identify person(s) or department(s) with highest supply usage.
- C. Perform audit (审计; 审核) of supply costs for last 24 hours.
- D. Perform audit of supply usage for last 24 hours.
- E. Shop (解聘, 辞退) suppliers.
- F. Negotiate new supply rates.
- G. Create standard supply list and utilization controls.
- H. Evaluate supplier agreements.

Objective	Priority	Action Steps	Jack Brown	September 15	Completed
Reduce Office Supply costs by 10% by the end of the 4th quarter.	(1)		Mike Jones	September 15	Completed
	(2)		Mike Jones	October 1	Completed
	(3)		Jack/Mike	October 30	Completed
	(4)		Jack	November 15	In Process
	(5)		Jack	November 15	In Process
	(6)		Jack	December 15	In Process
	(7)		Jack/Mike Mike	January 15	Not started
	(8)		Jack Brown	September 15	Completed

参考答案:

Objective	Priority	Action Steps	Jack Brown	September 15	Completed
Reduce Office Supply costs by 10% by the end of the 4th quarter.	(1)	C	Mike Jones	September 15	Completed
	(2)	D	Mike Jones	October 1	Completed
	(3)	B	Jack/Mike	October 30	Completed
	(4)	A	Jack	November 15	In Process
	(5)	H	Jack	November 15	In Process
	(6)	E	Jack	December 15	In Process

2. [理想的职业] Write a composition of at least 100 words on My Dream Job. Your writing should include the followings:

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: communication and customer service skills;
- (3) Reason: an expert in the product line and strong relationships with customers.

[题目译文]

以“我的理想工作”为题，写一篇至少 100 字的作文。你的写作应该包括以下内容：

- (1) 职位：客服代表；
- (2) 能力：沟通和客户服务能力；
- (3) 理由：产品线专家，与客户关系密切。

【参考范文 1】

What I look for in a job, and what I love about this customer service representative position, is the ability to utilize my communication and customer service skills. I love interacting with customers and quickly and effectively problem solving with them. Down the road, after becoming an expert in your product line and developing strong relationships with your customers, I would love to work in sales.

【译文】我在工作中寻找的，也是我喜欢这个客户服务代表职位的原因，是能够利用我的沟通和客户服务技能。我喜欢与客户互动，并与他们快速有效地解决问题。今后，在成为贵公司产品线的专家并与客户建立了牢固的关系之后，我很愿意从事销售工作。

【参考范文 2】

Everyone has an ideal career in mind. My ideal career is to be a qualified customer service representative.

First of all, I have multi-dimensional abilities such as active listening, verbal expression, and interpersonal skills;

Secondly, I am good at having a clear understanding of myself, others, and the situation in the process of communication, clarifying my communication goals, and being good at understanding the thoughts and feelings of others;

Third, I have certain professional skills. As a customer service officer, I can send the technology to users after the company's products are sold, so as to better serve the society.

【译文】每个人心中都有一个理想的职业。我理想的职业是成为一名合格的客户服务代表。

首先，我有多方面的能力，如积极倾听，口头表达和人际交往能力；

其次，善于在沟通过程中对自己、对他人、对情况有清晰的认识，明确自己的沟通目标，善于理解他人的想法和感受；

第三，我有一定的专业技能。作为客服人员，我可以在公司产品销售后将技术发送给用户，从而更好地服务社会。

【参考范文 3】

My Dream Job

My dream job is to be a customer service representative. To excel in this position, one needs to possess excellent communication

and customer service skills.

The reason why I am passionate about this job is that I aim to become an expert in the product line. By having in-depth knowledge of the products or services, I can provide accurate and useful information to customers, addressing their concerns effectively.

Building strong relationships with customers is another crucial aspect. When customers feel understood and cared for, they are more likely to remain loyal and recommend the company to others. This not only benefits the business but also gives me a sense of fulfillment.

In conclusion, being a customer service representative allows me to combine my skills and interests to make a positive impact on both customers and the company.

【译文】我的梦想工作

我的理想工作是成为一名客户服务代表。要胜任这个职位，你需要具备出色的沟通和客户服务技能。

我对这份工作充满激情的原因是我的目标是成为产品线的专家。通过对产品或服务的深入了解，我可以为客户提供准确有用的信息，有效地解决他们的问题。

与客户建立牢固的关系是另一个重要方面。当顾客感到被理解和关心时，他们更有可能保持忠诚，并将公司推荐给其他人。这不仅有利于业务，也给我一种成就感。

总之，作为一名客户服务代表，我可以把我的技能和兴趣结合起来，对客户和公司都产生积极的影响。

【参考范文 4】

My Dream Job

Everybody has his dream job. I also have my dream job. My dream is to work for foreign tourists as a tour guide.

Why do I want to be a tour guide? First of all, I'm an outgoing girl, and I like doing some exciting things. Maybe being a tour guide is the best choice. If I become a tour guide, I can travel all around China, and know more about our country. Then I will tell the foreign tourists about our colorful history. Second, I like making friends. If I work as a tour guide, I can make a lot of friends all over the world. This may be great. Perhaps someday my foreign friends will ask me to visit their countries. I really like to go to their countries to know something about their culture. What's more, I like singing. Singing English songs is my favorite. I believe I will be popular with foreign tourists. Their trip will be excellent.

Now, I am still a middle school student. My job now is to work hard in school. Then I'll go to university to learn something about being a tour guide. I'm sure I can be a qualified tour guide in the future.

【译文】我的梦想工作

每个人都有自己的梦想工作。我也有我的梦想工作。我的梦想是为外国游客当导游。

为什么我想成为一名导游？首先，我是一个外向的女孩，我喜欢做一些令人兴奋的事情。也许当导游是最好的选择。如果我成为一名导游，我可以周游中国，更多地了解我们的国家。然后我会告诉外国游客我们丰富多彩的历史。第二，我喜欢交朋友。如果我当导游，我可以在世界各地交很多朋友。这可能很棒。也

许有一天我的外国朋友会邀请我访问他们的国家。我真的很喜欢去他们的国家了解他们的文化。更重要的是,我喜欢唱歌。唱英文歌是我的最爱。我相信我会受到外国游客的欢迎。他们的旅行将会非常棒。

现在,我仍然是一名中学生。我现在的工作就是在学校努力学习。然后我会去大学学习一些关于做导游的知识。我相信我将来能成为一名合格的导游。

【参考范文 5】

My Dream Job

My dream job is to be a customer service representative. This position requires excellent communication and customer service skills. I believe I possess these abilities. I am good at listening attentively to customers' needs and expressing ideas clearly. The reason I aspire to this job is that I want to become an expert in the product line. By understanding the products thoroughly, I can provide accurate and helpful information to customers. Moreover, I enjoy building strong relationships with them. Helping customers solve problems and seeing their satisfaction gives me a great sense of achievement. I look forward to the opportunity to fulfill this dream and contribute to the company's success in the customer service field.

【译文】我的梦想工作

我的理想工作是成为一名客户服务代表。这个职位需要出色的沟通和客户服务技巧。我相信我拥有这些能力。善于倾听客户的需求,并能清晰地表达想法。我渴望这份工作的原因是我想成为这条生产线上的专家。通过对产品的深入了解,我可以为客户提供准确而有用的信息。此外,我喜欢与他们建立牢固的关系。帮助客户解决问题并看到他们的满意给了我很大的成就感。我期待着有机会实现这个梦想,并为公司在客户服务领域的成功做出贡献。

3. [绿色食品的普及]请根据下列提纲写一篇题为“绿色食品的普及”的作文,不少于 100 词。

请根据下列提纲写一篇题为“绿色食品的普及”的作文,不少于 100 词。(Please write an essay of no less than 100 words, entitled Popularity of Green Food according to the outline given below.)

1. 绿色食品现在越来越受到消费者的青睐;
2. 为什么绿色食品如此受欢迎;
3. 绿色食品将有更大的发展空间。

【参考范文 1】

Popularity of Green Food

In recent years, green food has been gaining more and more popularity among consumers. It can be easily found on the shelves of supermarkets and in many people's shopping baskets.

There are several reasons for its popularity. Firstly, people nowadays are more concerned about their health. Green food is produced without the use of chemical fertilizers, pesticides, and other harmful substances, which means it is safer and healthier for our bodies. Secondly, with the improvement of living standards, consumers have higher requirements for the quality of food. Green food, with its natural flavor and good quality, can meet these demands well.

Looking ahead, green food is bound to have even greater

development space. As the awareness of environmental protection and health continues to increase, more and more people will choose green food. Meanwhile, the continuous improvement of relevant production technologies and quality supervision systems will also contribute to its wider popularity and better development. In a word, green food is on its way to becoming an essential part of people's daily diet.

【译文】绿色食品的普及

近年来,绿色食品越来越受到消费者的欢迎。它可以很容易地在超市的货架上和许多人的购物篮中找到。

它受欢迎有几个原因。首先,现在的人们更关心他们的健康。绿色食品生产时不使用化肥、杀虫剂和其他有害物质,这意味着它对我们的身体更安全、更健康。其次,随着生活水平的提高,消费者对食品质量的要求也越来越高。绿色食品以其天然的风味和优良的品质很好地满足了这些需求。

展望未来,绿色食品必将有更大的发展空间。随着环保和健康意识的不断增强,越来越多的人会选择绿色食品。同时,相关生产技术和质量监督体系的不断完善也将使其得到更广泛的普及和更好的发展。总之,绿色食品正在成为人们日常饮食的重要组成部分。

【参考范文 2】

Popularity of Green Food

In recent years, green food has been increasingly favored by consumers. It has found its way onto the tables of more and more families, gradually becoming a top choice in daily shopping.

There are several reasons accounting for its popularity. Firstly, with the improvement of living standards, people pay more attention to health. Green food, which is produced with minimal use of pesticides and chemical fertilizers, contains fewer harmful substances and is rich in natural nutrition, ensuring the well-being of consumers. Secondly, in the face of environmental pollution issues, green food symbolizes an eco-friendly and sustainable production model, meeting people's pursuit of a green lifestyle.

Looking ahead, green food is bound to enjoy even broader development prospects. As consumers' awareness of health and environmental protection continues to rise, the demand for green food will keep expanding. Meanwhile, the continuous progress of agricultural technology will further enhance the quality and output of green food, making it more accessible to the general public and playing an important role in promoting a healthy diet and sustainable development.

【译文】绿色食品的普及

近年来,绿色食品越来越受到消费者的青睐。它已经出现在越来越多家庭的餐桌上,逐渐成为日常购物的首选。

它受欢迎有几个原因。首先,随着生活水平的提高,人们更加注重健康。绿色食品是在最少使用农药和化肥的情况下生产的,有害物质较少,天然营养丰富,保证了消费者的健康。其次,面对环境污染问题,绿色食品象征着一种环保、可持续的生产模式,满足了人们对绿色生活方式的追求。

展望未来,绿色食品必将拥有更加广阔的发展前景。随着消费者健康和环保意识的不断提高,对绿色食品的需求将不断扩大。同时,农业技术的不断进步将进一步提高绿色食品的质量和产量,

使绿色食品更容易为大众所接受,在促进健康饮食和可持续发展方面发挥重要作用。

【参考范文 3】

Popularity of Green Food

In recent years, green food has grown highly popular among consumers, featuring on household tables and restaurant menus.

Its popularity stems from multiple reasons. Firstly, as health awareness rises, people are more cautious about food. Green food, made with few chemical fertilizers and pesticides, has natural nutrients and no harmful residues, guaranteeing a healthier diet. Secondly, amid growing environmental concerns, consumers like its sustainable, eco-friendly production, feeling they're helping the environment by choosing it.

Going forward, green food has bright prospects. Agricultural technology advances will enhance its production efficiency and quality, making it more accessible and affordable. With society becoming more health and environment conscious, demand will expand, transforming eating habits and fueling a sustainable food industry for healthy, green consumption. In sum, its popularity will keep soaring, benefiting people and the planet.

【译文】绿色食品的普及

近年来,绿色食品在消费者中越来越受欢迎,出现在家庭餐桌和餐馆菜单上。

它的流行源于多种原因。首先,随着健康意识的提高,人们对食物更加谨慎。绿色食品,不使用化肥和农药,营养成分天然,无有害物质残留,保证健康饮食。其次,在日益增长的环境问题中,消费者喜欢其可持续、环保的产品,觉得他们选择它是在帮助环境。

展望未来,绿色食品有着光明的前景。农业技术的进步将提高其生产效率和质量,使其更容易获得和负担得起。随着社会变得更加健康和环保意识,需求将扩大,改变饮食习惯,推动可持续食品工业的健康,绿色消费。总之,它的受欢迎程度将继续飙升,造福人类和地球。

【参考范文 4】

Popularity of Green Food

In recent times, green food has won over consumers, shifting from niche to mainstream on shopping lists.

Its popularity stems from two key factors. Higher living standards prompt health concerns. Green food, with scant use of pesticides and additives, ensures better quality and safety than regular produce. Also, growing environmental awareness matters. Its sustainable production aligns with eco-conscious values.

The future bodes well for green food. Technological progress will cut production costs, broadening access. Strengthened food safety checks and spreading healthy eating ideas will expand its market share, making it a staple in daily diets, championing healthy, sustainable consumption.

【译文】绿色食品的普及

近年来,绿色食品赢得了消费者的青睐,在购物清单上从小众变成了主流。

它的流行源于两个关键因素。生活水平的提高引发了对健康

的担忧。绿色食品很少使用农药和添加剂，确保了比普通农产品更好的质量和安全性。此外，日益增强的环保意识也很重要。其可持续生产符合生态意识价值观。

绿色食品的未来是个好兆头。技术进步将降低生产成本，扩大市场准入。加强食品安全检查和传播健康饮食理念将扩大其市场份额，使其成为日常饮食的主食，倡导健康、可持续的消费。

【参考范文 5】

Popularity of Green Food

In recent years, green food has been gaining more and more popularity among consumers. When people go shopping in supermarkets or grocery stores, they are often willing to choose green food over the ordinary ones.

There are several reasons for its popularity. Firstly, people nowadays pay more attention to their health. Green food is produced without the use of chemical fertilizers and pesticides, which means it is free from harmful substances and safer for our bodies. Secondly, with the improvement of living standards, consumers have higher requirements for the quality of food. Green food can meet this need as it usually has better taste and quality.

Looking ahead, green food is bound to have greater development space. As the awareness of environmental protection and health continues to increase, more and more people will choose green food. Moreover, the government and relevant departments are also strengthening supervision and support for green food production, which will further promote its development and make it become a mainstream choice in people's daily diet.

【译文】绿色食品的普及

近年来，绿色食品越来越受到消费者的欢迎。当人们去超市或杂货店购物时，他们往往愿意选择绿色食品而不是普通食品。

它受欢迎有几个原因。首先，人们现在更注重他们的健康。绿色食品生产时不使用化肥和杀虫剂，这意味着它不含有害物质，对我们的身体更安全。其次，随着生活水平的提高，消费者对食品质量的要求也越来越高。绿色食品可以满足这种需求，因为它通常有更好的味道和质量。

展望未来，绿色食品必将有更大的发展空间。随着环保和健康意识的不断增强，越来越多的人会选择绿色食品。此外，政府和相关部门也在加强对绿色食品生产的监管和支持，这将进一步促进绿色食品的发展，使其成为人们日常饮食的主流选择。

【参考范文 6】

Popularity of Green Food

In recent years, green food has been gaining increasing popularity among consumers. It can be easily found on supermarket shelves and is chosen by more and more people.

There are several reasons for its popularity. Firstly, people nowadays pay more attention to their health. Green food is produced without the use of harmful pesticides and chemical fertilizers, which makes it safer and healthier. Secondly, with the improvement of living standards, consumers are more willing to spend extra money on high-quality food.

Looking ahead, green food is bound to have even greater

development space. As people's awareness of environmental protection and health continues to rise, the demand for green food will keep growing. And more and more farmers and food producers will also be encouraged to engage in the production of green food to meet this expanding market. In a word, the future of green food looks very promising.

【译文】绿色食品的普及

近年来，绿色食品越来越受到消费者的欢迎。它可以很容易地在超市货架上找到，并被越来越多的人选择。

它受欢迎有几个原因。首先，人们现在更注重他们的健康。绿色食品生产时不使用有害的农药和化肥，因此更安全、更健康。其次，随着生活水平的提高，消费者更愿意花额外的钱购买高质量的食品。

展望未来，绿色食品必将有更大的发展空间。随着人们环保和健康意识的不断提高，对绿色食品的需求将持续增长。越来越多的农民和食品生产者也将被鼓励从事绿色食品的生产，以满足这个不断扩大的市场。总之，绿色食品的未来看起来很有希望。

4、【描述一个事件】Write at least 100 words about an event based on the following information.

You may need the 5Ws and 1 H elements.(/who/when/ where why/ what and how).

备注翻译:

根据以下信息,写出至少 100 个单词来描述一个事件。您可能需要 5Ws 和 1H 元素。(谁/何时/在哪里为什么/什么和如何)

Titanic		
31 May 1911	She was launched	The largest ship afloat; with a gross tonnage of 46,328 tons
10 April 1912	maiden voyage	from Southampton to New York
at 11:40 p.m. on Sunday 14 April 1912	hit an iceberg; badly damaged	2227 passengers and crew on board
at 2:20 a.m. on Monday 15 April 1912	sank	1522 were drowned; 705 escaped
At dawn on 15 April 1912	Some of the survivors were picked up	The Cunard liner Carpathia heard the wireless distress calls

Titanic		
1911 年 5 月 31 日	她被发射了	最大的船; 总吨位 46,328 吨
1912 年 4 月 10 日	的处女航	从南安普顿到纽约
1912 年 4 月 14 日 星期天晚上 11 点 40 分	撞上冰山;	机上共有 2227 名乘

		客和机组人员
1912 年 4 月 15 日 星期一凌晨 2 点 20 分	严重受损	1522 人淹死;
1912 年 4 月 15 日 黎明	沉没	705 年逃

【参考范文】

Titanic was launched on 31 May 1911 and sailed on her voyage from Southampton to New York, (via Cherbourg and Queenstown,) on 10 April 1912. With a gross tonnage of 46,328 tons, she was the largest ship afloat; (882 feet long, 92 feet wide, 8 decks rising to the height of an 11-storey building.) Four days and seventeen hours after the voyage began, at 11:40 p.m. on Sunday 14 April, she hit an iceberg and was badly damaged. Two hours and forty minutes later she sank. Of the 2227 passengers and crew, 705 escaped in twenty lifeboats and rafts; including her master, Captain Edward Smith. At dawn on 15 April the Cunard liner Carpathia, having heard the Titanic's wireless distress calls 58 miles away, arrived at the scene and began picking up survivors.

【译文】泰坦尼克号于 1911 年 5 月 31 日下水，并于 1912 年 4 月 10 日从南安普顿到纽约(经瑟堡和皇后镇)。“泰坦尼克号”总吨位为 46,328 吨，是海上最大的船只(882 英尺长，92 英尺宽，8 层甲板有 11 层楼那么高)。在航行开始 4 天零 17 个小时后，也就是 4 月 14 日星期天晚上 11 点 40 分，“泰坦尼克号”撞上了冰山，严重受损。2 小时 40 分钟后，她沉没了。在 2227 名乘客和船员中，705 人乘坐 20 艘救生艇和木筏逃生;包括她的主人爱德华·史密斯上尉。4 月 15 日黎明时分，丘纳德公司的卡帕西亚号客轮在 58 英里外听到泰坦尼克号的无线电求救信号后，抵达现场，开始营救幸存者。

5、【描述一个事件】Write at least 100 words about an event based on the following information. You may need the 5Ws and 1H elements.

Titanic		
31 May 1911	She was launched	The largest ship afloat; with a gross tonnage of 46,328 tons
10 April 1912	maiden voyage	from Southampton to New York
at 11:40 p.m. on Sunday 14 April 1912	hit an iceberg; badly damaged	2227 passengers and crew on board
at 2:20 a.m. on Monday 15 April 1912	sank	1522 were drowned; 705 escaped
At dawn on 15 April 1912	Some of the survivors were picked up	The Cunard liner Carpathia heard the wireless distress calls

参考答案:

Titanic was launched on 31 Mny 1911 and sailed on her voyage from Southampton to New York, (via Cherbourg and Queenstown.) on 10 April 1912. With a gross tonnage of 46,328 tons, she was the

largest ship afloat;(882 feet long, 92 (eat wide, 8 decks rising to the height of an 11-storey building.)Four days and seventeen hours after the voyage began, at 11: 40 p. m, on Sunday 14 April, she hit an iceberg and was badly damaged. Two hours and forty minutes later she sank. Of the 2227 passengers and crew, 705 escaped in twenty lifeboats and rafts; including her master, Captain Edward Smith. At dawn on 15 April the Canard liner Carpathia, having heard the Titanic's wireless distress calls 58 miles away, arrived at the scene and began picking up survivors.

【译文：铁达尼号于1911年3月31日发射升空，并于1912年4月10日从南安普敦航行至纽约（途经瑟堡和皇后镇）。她的总吨位为46,328吨，是最大的船只；（882英尺长，92英尺（吃饱，8层甲板升至一栋11层高的建筑物的高度。）航程开始后四天十七小时，4月14日星期日，晚上11点40分，她撞上冰山并受到严重破坏，两小时四十分后沉没，在2227名乘客和船员中，有705人逃离了二十艘救生艇和筏中；包括她的船长船长。爱德华·史密斯（Edward Smith）4月15日拂晓，卡纳德（Canard）班轮喀尔巴阡（Carpathia）听到泰坦尼克号的无线遇险电话在58英里外，在现场了解到情况并开始挑选紫外线幸存者。】

6、[难忘的一次旅行]Write a composition of at least 100 words about an unforgettable traveling in your memory.

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, Where, Why, and How)

【题目译文】写一篇至少100字的作文，描述你记忆中难忘的一次旅行。你的写作应该包括5w和1H元素。（5w和1H元素：谁，什么，何时，何地，为什么和如何）

【参考范文1】

My families plan to visit the interesting place of shanghai. We are led to the oriental pearl TV tower,a famous tourist attraction, which is on every shanghainese's lips.

It is a magnificent building located in pudong new Area, it is the tallest building, so it's very easy to see this

building, even if you are several miles away it.

As we get to the high floor of the oriental pearl TV Tower, we see the attractive viwswhich includes the huangpu River through the window.

At the moment, i suddenly moved by the builders put their soul and energy to this building and let it be a landmark of this city.

【译文】我的家人计划去参观上海有趣的地方。我们被带到东方明珠电视塔，这是一个著名的旅游景点，是每个上海人的嘴唇。

这是一个宏伟的建筑位于浦东新区，它是最高的建筑，所以很容易看到这个

建筑，即使你在几英里之外。

当我们到达东方明珠电视塔的高层时，我们看到了迷人的景色，其中包括透过窗户的黄浦江。

此刻，我突然被建筑者们把他们的灵魂和精力投入到这座建筑中，让它成为这座城市的地标所感动。

【参考范文2】

Last summer I had an unforgettable travelling that I climbed Mount Huang with my dad. I felt excited because it was the first time for me to climb a mountain.

At first, I hiked so quickly that my dad couldn't follow me up. But after a while, I was too tired to go on.I wanted to give up because it seemed impossible for me to reach the top of the mountain. Just then, my dad said with smile, "No pain, no gain.

You should not give up, or you'll never succeed. He encouraged me and I stood up, rushing towards my goal. Finally, I made it! I was really amazed!

The unforgettable experience taught me a lesson that I would never succeed if I give up easily.

【译文】去年夏天，我有一次难忘的旅行，我和爸爸一起爬黄山。我感到很兴奋，因为这是我第一次爬山。

起初，我走得太快了，我爸爸跟不上我。但过了一会儿，我累得走不动了。我想放弃，因为我似乎不可能到达山顶。就在这时候，爸爸笑着说：“一分耕耘，一分收获。

你不应该放弃，否则你永远不会成功。他鼓励我，我站起来，冲向我的目标。终于，我做到了！我真的很惊讶！

这次难忘的经历给了我一个教训：如果我轻易放弃，我就永远不会成功。

7、[你对成功的看法]Write a passage of at least 100 words according to the title and the following requirements.(题目：What is success?)

题目：What is success?

主要内容：

(1) Your view on success.

(2) Ways to achieve success.

[题目译文]根据题目和下列要求，写一篇不少于100字的文章。

题目：什么是成功？

主要内容：

(1)你对成功的看法。

(2)取得成功的途径。

【参考范文1】

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.

【译文】什么是成功？

成功是一种能力，让你能过自己想要的生活，做自己最喜欢的事，

身边围绕着自己钦佩和尊敬的人。从更广泛的意义上说，成功是在你生活中每一个重要的领域里实现你的梦想、欲望、希望、愿望和目标的能力。成功的人是能拿别人扔过来的砖头为自己筑牢地基的人。成功很简单。在正确的时间，用正确的方式做正确的事。如果我们能从中吸取教训，失败也是成功。为了成功你必须失败，这样你就知道下次哪些事不要去做。失败并不是最糟糕的失败。不去尝试才是真正的失败。为了成功，你对成功的渴望必须大于对失败的恐惧。成功就是做你真正喜欢的和真正擅长的事，并在你的领域做到最好。

【参考范文2】

What Is Success?

What is success? Different people hold views on This question. Some think that one is successful if he can make a great deal of money. Others argue that success means holding an important government post. Still others believe that whoever has got high academic title is successful. It is clear that there are quite different opinions on success.

In order to become successful, you should first of all be both perseverant and hardworking. As you know, whatever you do, there are always two possible results: success and failure. When you fail, you should never lose heart. On the contrary, you must build up your confidence and work even harder. You should always keep in mind that perseverance is the mother of success and industry is the key to it.

In addition, you should pay great attention to your work method. It is necessary for you to sum up your experience constantly and improve the efficiency of your work. Finally, it is important for you to get along well with your co-workers, care for each other and help each other. If you follow these principles, you will certainly achieve remarkable success in the future.

In my opinion, success means achieving brilliant results in one's work, that is, making outstanding contributions to the development of the country and bringing happiness to the people. So my conclusion is that even if one has made great progress in what he does, I don't think there's any reason for him to be conceited.

【译文】什么是成功？

什么是成功？不同的人对这个问题有不同的看法。一些人认为，如果一个人能赚很多钱，他就是成功的。其他人则认为，成功意味着担任重要的政府职位。还有一些人认为，谁有高的学术头衔就是成功。很明显，对成功有不同的看法。

要想成功，你首先要有毅力，又要勤奋。如你所知，无论你做什么，总有两种可能的结果：成功或失败。当你失败时，你不应该失去信心。相反，你必须建立信心，更加努力地学习。你应该永远记住，毅力是成功之母，勤奋是成功的关键。此外，你应该非常注意你的工作方法。你有必要不断总结经验，提高工作效率。最后，重要的是你要与你的同事相处融洽，互相关心，互相帮助。如果你遵循这些原则，你将来一定会取得巨大的成功。

在我看来，成功就是在一个人的工作中取得辉煌的成绩，也就是说，为国家的发展做出突出的贡献，为人民带来幸福。所以我的结论是，即使一个人在他所做的事情上取得了很大的进步，我不认为他有任何理由骄傲。

【参考范文3】

What Is Success?

Depending on the society in which it is measured, and the values of the person who measures it.

Wrongfully, many people confuse success with wealth. They keep comparing themselves with the Joneses and allow their happiness to depend on the level to which they can equal these people's lifestyles. And they forget to just do the simplest thing in the world: turn inside and analyze what it is that they really like.

When you can move in an environment that pleases you, and when you feel at ease with the ones you deal with on a daily basis.

Success, therefore, cannot be measured by what radiates from a person's purse or material cover, when you are confronted with gratitude, not only from others toward you, but from your outer-self to your inner-self: that's when you are a really winner.

【译文】什么是成功?

这取决于衡量它的社会,以及衡量它的人的价值观。

许多人错误地把成功和财富混为一谈。他们总是和别人攀比,把自己的幸福建立在和别人的生活方式相媲美的程度上。他们忘记了做世界上最简单的事情:审视自己,分析自己真正喜欢的是什么。你可以在一个让你满意的环境中移动,当你与你每天处理的事情感到轻松时。

成功,因此,不能衡量从一个人的钱包或物质覆盖,当你面对感激,不仅来自他人对你,而且从你的外在自我对你的内在:这是一个真正的赢家。

【参考范文 4】

Success is a very common word in our life. So what is success?

Different people have different understandings. In my opinion, success is to achieve a goal at a certain stage of life. Because success means different things to different people. Success does not necessarily mean realizing great dreams. Sometimes, it means to accomplish a planned task within planned time. For example, I plan to memorize 1000 words in three months, and if I do that, this is my success. Ma Li plans to learn to swim before the end of his summer vacation. If he learns how to swim, it will be one of his successes this summer.

【译文】成功在我们的生活中是一个很常见的词。那么什么是成功呢?

不同的人有不同的理解。在我看来,成功就是在人生的某个阶段达到一个目标。因为不同的人对成功有不同的理解。成功并不一定意味着实现伟大的梦想。有时,它指的是在计划的时间内完成计划的任务。例如,我计划在三个月内记住 1000 个单词,如果我做到了,这就是我的成功。马丽计划在暑假结束前学会游泳。如果他学会了游泳,这将是今年夏天的成功之一。

8、[年轻人面临的挑战与机遇]Write a passage of at least 100 words according to the title and the following requirements. (题目: Challenges and Opportunities for Young People)

根据题目和下列要求,写一篇不少于 100 字的短文。

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) What are the challenges and opportunities for young people?

(2) How to deal with the challenges and seize the opportunities?

[题目翻译] 根据题目和下列要求写一篇不少于 100 字的短文。

题目: 青年人面临的挑战和机遇

主要内容:

(1) 年轻人面临的挑战和机遇是什么?

(2) 如何应对挑战,抓住机遇?

【参考范文 1】

Facing the rising employment pressure, a host of college graduates choose to start a career instead of looking for a regular job in a company. As we all know that, starting a career is beneficial to realize one's own dreams and value. However, it is also widely acknowledged that starting a career will be inevitably confronted with numerous challenges.

When it comes to the challenges that we may meet in the process of starting a career, the main ones can be listed as follows. First of all, as freshmen who have just entered into the society, it is obvious that college graduates lack related experience, which will increase the rate of failure they may encounter during starting a career. Being short of entrepreneurial experience is one of difficulties that college graduates need to overcome. In addition, the collection of money is another problem they should solve urgently. Otherwise, there is no possibility of starting a career.

Although starting a career after graduation has so many challenges to be solved, college graduates still need take a positive attitude towards it. Moreover, prudent consideration and entrepreneurial spirit are also necessary for graduates to start a career.

【译文】

面对日益增加的竞争压力,众多大学生选择自己创业,而非选择一家公司过朝九晚六的生活。尽管创业有助于个人实现自我价值和梦想,但众所周知的是,创业同样不可避免地会面临很多挑战。提及刚毕业大学生创业可能面临的困难,主要的挑战如下所述。首先,作为刚步入社会的新人,大学生在工作经验方面显然很是欠缺,这就增加了他们在创业过程中失败的几率。缺乏经验只是挑战之一。此外,资金的筹措是刚毕业大学生创业过程中另一个需要亟待解决的问题,缺乏资金则创业无门。尽管刚毕业就创业面临着众多困难,但是大学生仍旧需要对创业保持积极乐观的态度,而且,审慎的态度和创业的精神也是刚毕业大学生创业必不可少的品质。

【参考范文 2】

For thousands of years, people have accepted challenges in different fields. There are not only physical challenges, but also social and intellectual (聪明的) challenges. Some people risk (冒...险) their lives in playing sports to see how well they can do. Others try to make and invent (发明)

something to make life easier. They all enjoy challenges.

Why do people enjoy these challenges? There are probably many reasons. One is curiosity. The other is the personal feeling of success, of achievement, and nowadays, for some people, it is a business. Today, we still have many challengers before us. Medical science faces the challenges of conquering many diseases which still attack human beings. Engineers and planners must build new cities, design and produce new kinds of transportation. Scientists must develop new forms of energy. In short, we live in an age of challenges.

【译文】

几千年来,人们接受了不同领域的挑战。不仅有身体上的挑战,还有社会和智力(聪明的)的挑战。有些人冒着生命危险(冒...险)参加体育运动,看看自己能做得多好。其他人试图制造和发明(发明)一些东西,让生活更轻松。他们都喜欢挑战。

为什么人们喜欢这些挑战?可能有很多原因。一是好奇心。另一个是个人对成功、成就的感觉,而如今,对某些人来说,这是一门生意。

今天,我们面前仍然有许多挑战者。医学科学面临着征服许多仍然侵袭人类的疾病的挑战。工程师和规划者必须建造新城市,设计和生产新型交通工具。科学家必须开发新的能源形式。简而言之,我们生活在一个充满挑战的时代。

【参考范文 3】

With the increasingly fierce social competition, we will face more and more challenges. For example, we must get up early and study hard to cope with the pressure of competition. For me, I have my own way to deal with challenges.

I have been trying to challenge myself and overcome myself. Only in this way can I achieve my grand goal. I think we must be ready to meet the challenge at any time, because all of these are sudden.

More importantly, we should have enough courage to face it. There is no pain and no harvest. Only through hard work can we achieve success.

【译文】随着社会竞争的日益激烈,我们将面临越来越多的挑战,例如我们必须早起,努力学习,以应对竞争的压力。对我来说,我有自己的应对挑战的方法,我一直在努力挑战自己,战胜自己,只有这样我才能实现我的宏伟目标。我想我们必须随时准备迎接挑战,因为这一切都是突如其来的,更重要的是,我们要有足够的勇气去面对它,没有痛苦,没有收获只有通过努力才能取得成功。

【参考范文 4】Challenges and Opportunities for Young People

In today's world, young people face a variety of challenges and opportunities. One of the main challenges is the increasingly fierce competition in the job market. With the development of technology and the globalization of the economy, many traditional jobs are disappearing, and young people need to acquire new skills and knowledge to adapt to the changing workplace. Additionally, young people may face financial difficulties, as the cost of living continues to rise while wages remain stagnant.

However, there are also many opportunities available to young people. The digital revolution has created new industries and job

opportunities, and young people are well-positioned to take advantage of these changes. Additionally, globalization has opened up new markets and cultural exchanges, providing young people with the chance to broaden their horizons and gain a global perspective.

【译文】当今世界, 年轻人面临着各种各样的挑战和机遇。其中一个主要的挑战是就业市场上日益激烈的竞争。随着科技的发展和经济的全球化, 许多传统的工作正在消失, 年轻人需要获得新的技能和知识来适应不断变化的工作场所。此外, 年轻人可能面临经济困难, 因为生活成本持续上涨, 而工资却停滞不前。

然而, 年轻人也有很多机会。数字革命创造了新的产业和就业机会, 年轻人处于有利地位, 可以利用这些变化。此外, 全球化开辟了新的市场和文化交流, 为年轻人提供了开阔视野和获得全球视野的机会。

【参考范文 5】 One of the major challenges faced by young people is finding employment. With the advent of automation and artificial intelligence, traditional jobs are becoming obsolete, and young people must acquire new skills to remain competitive in the job market. Additionally, economic instability and political uncertainty in various parts of the world have made job prospects even more challenging.

To deal with the challenges and seize the opportunities, young people need to adopt a proactive approach. They should acquire new skills and constantly update their knowledge to remain relevant in the job market. Participating in internships and volunteer work will not only help them gain experience but also expand their network, which is crucial for career growth.

Moreover, young people should embrace entrepreneurship as a viable career option. By starting their own businesses, they can create jobs and contribute to the economy. They should also seek mentorship from experienced professionals in their field of interest and learn from their wisdom and guidance.

In conclusion, while young people face numerous challenges, the digital age has also presented them with incredible opportunities. By acquiring new skills, embracing entrepreneurship, and staying adaptable, they can overcome the challenges and build successful careers. It is essential for young people to remain optimistic and focused on seizing the opportunities that lie ahead of them.

【译文】年轻人面临的主要挑战之一是找工作。随着自动化和人工智能的出现, 传统的工作正在变得过时, 年轻人必须掌握新技能才能在就业市场上保持竞争力。此外, 世界各地的经济不稳定和政治不确定性使就业前景更具挑战性。

面对挑战, 抓住机遇, 年轻人需要采取积极主动的态度。他们应该学习新技能, 不断更新自己的知识, 以保持在职场上的相关性。参加实习和志愿者工作不仅可以帮助他们获得经验, 还可以扩大他们的网络, 这对职业发展至关重要。

此外, 年轻人应该把创业作为一种可行的职业选择。通过创业, 他们可以创造就业机会, 为经济做出贡献。他们还应该寻求在他们感兴趣的领域有经验的专业人士的指导, 并从他们的智慧和指导中学习。

总之, 虽然年轻人面临许多挑战, 但数字时代也为他们提供了难以置信的机会。通过学习新技能, 拥抱创业精神, 保持适应

能力, 他们可以克服挑战, 建立成功的职业生涯。年轻人必须保持乐观, 集中精力抓住摆在他们面前的机会。

9. [农村和城市] Write a passage of at least 100 words according to the title and the following requirements. (Where to Live, City or Countryside?)

题目: Where to Live, City or Countryside?

主要内容:

- (1) Advantages of living in the city.
- (2) Advantages of living in the countryside.
- (3) Where do you like to live, in the city or the countryside? Why?

【题目译文】根据题目和下列要求, 写一篇不少于 100 字的文章。

题目: 住在哪里, 城市还是农村?

主要内容:

- (1) 居住在城市的优势。
- (2) 生活在农村的优势。
- (3) 你喜欢住在城市还是乡村? 为什么?

【参考范文 1】

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.

【译文】住在哪里, 城市还是乡村?

有些人喜欢住在城市, 因为城市生活有很多优点。他们认为城市有更多的工作机会, 那里的生活比在农村更丰富多彩和有意义, 城市有更多的现代设施供人们享受。“但是有些人喜欢住在乡下。他们说农村的生活更接近自然, 对他们的健康更好, 那里的生活更安静, 而且农村人比城市人更诚实。”

当我年轻的时候, 我想住在城市里赚足够的钱, 当我老了, 我想住在农村, 过上美好的生活。

【参考范文 2】 Living Location: Urban or Rural?

The debate between living in cities and rural areas has been ongoing for a while. Each has its own set of advantages and disadvantages.

Living in cities offers numerous advantages. Firstly, cities are hubs of economic activity, providing numerous job opportunities and a vibrant lifestyle. Secondly, cities have better infrastructure and facilities, such as modern hospitals, quality education institutions, and diverse entertainment options. Thirdly, cities are melting pots of cultures, making it easier to interact with people from different backgrounds.

On the other hand, rural areas also have their advantages. Firstly, they offer a more relaxed and peaceful lifestyle, away from the hustle and bustle of city life. Secondly, rural areas have cleaner air and

natural environments, which are beneficial for health and well-being. Thirdly, locals in rural areas are usually more friendly and welcoming, creating a strong sense of community.

Personally, I prefer living in cities. I grew up in a small town and moved to a big city for my education. The city offers endless opportunities for growth and exploration. There is always something new to discover, and I enjoy the hustle and bustle of city life. Moreover, the convenience of city life, such as public transportation and a wide range of amenities, makes my daily life much easier.

However, I also appreciate the beauty of rural areas and the slower pace of life. I believe that everyone should experience living in both cities and rural areas to understand the benefits of each. Ultimately, the choice of where to live depends on individual preferences and priorities in life.

In conclusion, both city and rural living have their advantages and disadvantages. It is essential to weigh these factors and decide where we can lead a fulfilling and happy life.

【译文】居住地点: 城市还是农村?

关于住在城市还是住在农村的争论已经持续了一段时间。每一种都有自己的优点和缺点。

生活在城市有很多好处。首先, 城市是经济活动的中心, 提供了大量的就业机会和充满活力的生活方式。其次, 城市有更好的基础设施和设施, 比如现代化的医院、优质的教育机构和多样化的娱乐选择。第三, 城市是文化的大熔炉, 使不同背景的人更容易互动。

另一方面, 农村地区也有其优势。首先, 它们提供了一种更放松、更平和的生活方式, 远离了城市生活的喧嚣。第二, 农村地区有更清洁的空气和自然环境, 有利于健康和福祉。第三, 农村地区的当地人通常更友好和热情, 创造了强烈的社区意识。

就我个人而言, 我更喜欢住在城市。我在一个小镇上长大, 为了接受教育搬到一个大城市。这座城市为成长和探索提供了无限的机会。总有新的东西等着我去发现, 我喜欢城市生活的喧嚣。此外, 城市生活的便利, 如公共交通和各种各样的设施, 使我的日常生活更加轻松。

然而, 我也欣赏农村的美丽和慢节奏的生活。我认为每个人都应该体验城市和农村的生活, 以了解两者的好处。最终, 选择住在哪里取决于个人的偏好和生活中的优先事项。

总之, 城市生活和农村生活各有利弊。权衡这些因素并决定我们在哪里可以过上充实和幸福的生活是至关重要的。

10. [如何有效沟通] 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 of effective communication.
- (2) How to communicate with people effectively.

【题目译文】根据题目和下列要求, 写一篇不少于 100 字的文章。

题目: 如何有效沟通

主要内容: (1) 有效沟通的重要性。(2) 如何有效地与人沟通。

【范文 1】

How to Communicate Effectively

Communication plays a significant role in our daily life, especially in

modern society. Since we get along with other people in every field, we must learn how to communicate with people effectively.

Effective communication should be planned carefully. First, speak slowly and briefly in order to make ourselves understood completely. Second, express ourselves in all sincerity and with warmth. Third, concentrate on what the speaker says and appreciate his point of view. Moreover, we should give positive feedback by nodding or smiling while listening. Fourth, place ourselves in the place of others.

As far as I'm concerned, I communicate with other people in a positive way whether I'm in a merry mood or not. And I often express my own opinion genuinely and sincerely.

[译文]如何有效沟通

沟通在我们的日常生活中扮演着重要的角色，尤其是在现代社会。既然我们与每个领域的人相处，我们必须学会如何有效地与人沟通。

有效的沟通应该仔细计划。首先，说得慢一点，简短一点，以便让别人完全理解自己。第二，真诚而热情地表达自己。第三，集中注意力听说话人说的话，欣赏他的观点。此外，我们应该在听的时候通过点头或微笑给予积极的反馈。第四，换位思考。

就我而言，无论我心情是否愉快，我都以积极的方式与他人交流。我经常真诚地表达自己的观点。

【范文2】

How to communicate effectively

Effective communication is a must for everyone who wishes to succeed. It helps to express your ideas, improve your career prospects, and strengthen relationships. Therefore, it is necessary to work hard to improve your communication skills. How to communicate effectively? You can try the following ways. First, prepare a speech. Before you get ready to speak to a group of people, you should think about what you are going to say. Second, choose your words. Words are the most important part of any communication. Also, watch your body language. Many people use body language incorrectly and end up making fools of themselves. Finally, listen and pay attention. Communication is the exchange of ideas.

[译文]如何有效沟通

有效的沟通对于每个希望成功的人来说都是必须的。它有助于表达你的想法，改善你的职业前景，并加强人际关系。因此，有必要努力提高你的沟通能力。如何做到有效沟通？可以尝试用以下几方面的方法。首先，准备一份演讲稿。在你准备和一群人讲话之前，你应该想想你要说什么。其次，选择你的用词。在任何交流中，用词都是最重要的部分。此外，注意肢体语言。许多人错误地使用肢体语言，最后落得出洋相的下场。最后，倾听并集中注意力。沟通就是思想的交流。

11、[如何在团队中工作]Write an essay with at least 100 words on "How to work well in a team".

[题目译文]写一篇不少于100字的文章，题目是“如何在团队中很好地工作”。

【参考范文1】

How to work well in a team

Cooperation -the source of beauty, the pulse of harmony, the root of

wonders. Without the spirit of cooperation, one has no soul and success has no pillar.

Therefore, the successful cooperation should not only have a unified goal, but also try to do well in the division of things, to think of others, to think about the collective, to have the spirit of self-sacrifice!

Students, modern society is a competitive society, but it is also a more cooperative society. Only learn to cooperate with others to achieve greater success!!

[译文]合作是美之源，和谐之脉，奇迹之源。没有合作精神，人就没有灵魂，成功就没有支柱。

因此，成功的合作不仅要有统一的目标，还要努力做好分工的事情，要为他人着想，要为集体着想，要有自我牺牲的精神！

同学们，现代社会是一个竞争的社会，但也是一个更加合作的社会。只有学会与他人合作，才能取得更大的成功！

【参考范文2】

There are basically two ways to work alone or in a team. One is to work alone. People can decide for themselves when to start and how to do it.

They can learn how to solve problems by themselves. People can also choose to work in a team that can learn from each other, except that they may come up with better ways to finish the work through discussion. I personally prefer to work in a team, which gives me the opportunity to learn how to get along well with others and share my experience with them, because the work can be divided into several people and can be completed efficiently. Work is always important.

[译文]基本上有两种单独工作或团队工作的方式。一种是独自工作。人们可以自己决定何时开始以及如何去做。

他们可以学习如何自己解决问题。人们也可以选择在一个可以相互学习的团队中工作，除了他们可能会通过讨论提出更好的方法来完成工作。我个人更喜欢在团队中工作，这让我有机会学习如何与他人相处并分享我的经验，因为工作可以分成几个人，可以高效地完成。工作总是很重要的。

12、[完成道歉信]Complete the apology letter with the given Chinese.

(题目备注)用给定的中文完成道歉信。

Objective	Priority	Action Steps	Responsible Person (who)	Due date (when)	Status
Reduce office supply costs	1	C	Jack Brown	September 15	Completed
	2	D	Mike Jones	September 15	Completed

ts by 10 % by the end of the 4th quarter .	3	B	Mike Jones	October 1	Completed
	4	A	Jack/Mike	October 30	Completed
	5	H	Jack	November 15	In Process
	6	E	Jack	November 15	In Process
	7	F	Jack	December 15	In Process
	8	G	Jack/Mike/Mike	January 15	Not started

范文参考:

Dear Mrs. Smith,

I am writing to apologize for (为.....道歉) passing notes in class. I realize that you were discussing important concepts that are going to help us write our upcoming analysis essays and do well on the final, and I should have been paying closer attention (密切关注) From now on (从现在开始), I'll limit my classroom communication to helpful comments that are related to (有关) the subject matter and wait to discuss personal things until after class. I also wanted to thank you for giving me a warning instead of (代替) detention because my coach would have benched me if I had been late to practice. I promise you (承诺) you won't have to make that decision again.

Sincerely/Sincerely yours 谨上),

KellyTammen

13、[完成推广项目]Complete the Promotion Project with the given Chinese.

(备注)用给定的中文完成推广项目。

Promotion mix	Email	Direct Mail	Workshop	Sales force		Direct Mail Response Rate: 20 prospects out of 50 sales leads Number of new clients: 10 out of 20 prospects Sales: Increase sales by 10%	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.
Goals	To _____ (六个月增加 10%的销售)						
Target market	Businesses that _____ (需求人力资源管理软件处理人力管理职能)						In short, a joint venture is the first and only consideration in my choice of career.
Lunch date	_____ (2015年1月)						[译文]我的工作选择: 国有企业或合资企业 毕业后, 几乎所有大学生都会面临职业选择的问题, 这确实是一个艰难的选择。在这个问题上, 学生的意见分歧很大。有些人认为获得一份体面的工作没有比在一家国有企业工作更好的方法, 这可以保证我退休后的生活, 但另一些人则认为合资企业胜过其他任何工作, 因为这可能会为员工提供更高的收入。
Key messages to get leads to respond to your offer/call to action	Present software's unique features that address users' needs.		(邀请销售领军人物参加免费的研讨会)			<p>参考答案:</p> <p>To increase sales by 10% at the end of six months Businesses that require HR software solution to manage HR functions January 2015 Invite sales lead to attend a free workshop. Mar to May, direct selling to prospects</p> <p>【译文】 在六个月后将销售额提高 10% 需要人力资源管理软件解决方案来管理人力资源功能的企业 2015 年 1 月 邀请销售主管参加免费工作坊。 3 月至 5 月, 对潜在客户进行直销</p> <p>14. [我的工作选择] Suppose you are to make a choice between the two: Suppose you are to make a choice between the two: one is to work in a state-owned business (国有企业) and the other in a joint venture (合资企业). Write a short passage to explain the reasons for your choice. You should write no less than 100 words.</p>	对于我自己, 我更喜欢后一种观点。一家合资企业, 特别是高薪合资企业, 对我这个人产生了极大的吸引力, 无一例外。尽管可能无法确保我的退休金足够好, 但是高薪正是我现在所需要的。我认为, 我们的职业选择在很大程度上取决于我们一生都想留在哪里。对我来说, 大都市是我可以抓住机遇并实现个人梦想的地方。因为我认为现在是生活, 而不是未来, 并且为了在交通, 房屋租赁或社交活动等方面为自己筹集资金, 合资公司可以满足我对消费的需求上文提到的。
Activities/Timing	Jan 15, send 500 emails to a list of company's target market	Feb 15, send direct mail to 50 qualifying sales leads, and register 20 to attend free workshop	Mar 15 3 hours of workshop for 20 prospects	_____ (三月到五月, 向有意向的客户直接销售)		<p>题目: My Work Choice: State-owned Business or Joint Venture 内容包括以下方面: (1) 工作在国有企业的利弊 (2) 工作在合资企业的利弊 (3) 你的选择和未来打算</p> <p>备注翻译: 假设你要在这两者之间做出选择: 一是在国有企业(国有企业)中工作, 二是在合资企业(合资企业)中工作。写一段短文来解释你选择自己的原因。你应该写不少于 100 个字。</p> <p>题目: 我的工作选择: 国有企业或合资企业 内容包括以下方面: (1) 工作在国有企业的利弊 (2) 工作在合资企业的利弊 (3) 你的选择和未来打算</p> <p>【参考范文 1】 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</p>	简而言之, 合资是我选择职业时的首要考虑。 【参考范文 2】 My Work Choice: Stated-owned Business or Joint Venture Many people don't know where they want to go when they graduate. Some want to go to big companies, some want to go to small companies as leaders, some want to go to state-owned enterprises, public institutions, and some want to joint ventures. Choose a state-owned enterprise, you can avoid working overtime, no two-day worry, relatively leisure, but less wages and salaries. But the welfare treatment of state-owned enterprises is very good, which is very suitable for the development of stable industries. The biggest characteristic of the joint venture is the high salary, often overtime, and the pressure of competition. Those who have strong ability and like to compete and work overtime can choose joint venture. We can't just ask for salary. First of all, our own ability is strong. That's the essence. [译文]我的工作选择: 国有企业或合资企业 许多人毕业后都不知道要去哪里。有些人想去大公司, 有些人想去小公司当领导, 有些人想去国有企业, 公共机构, 有些人想合资。 选择一家国有企业, 可以避免加班, 没有两天的烦恼, 比较休闲, 但工资和薪水却少。但是国有企业的福利待遇非常好, 非常适合发展稳定的产业。 合资企业的最大特点是高薪, 经常加班以及竞争压力。那
Lunch date	Email Response Rate: 10% of 500 emails (50 sales leads)						

些能力强,喜欢竞争和加班的人可以选择合资企业。

我们不能只是索要薪水。首先,我们自己的能力很强。这就是本质。

【参考范文 3】

My Work Choice: State-owned Business or Joint Venture

Job hunting becomes increasingly tough for college students, for it is not only hard to be hired with a satisfying salary, but also difficult to choose a suitable work place. More and more students are to face the options between a state-owned business and a joint venture. As for me, I definitely prefer the latter.

From a personal perspective, the joint venture generally offers a higher salary than the state-owned enterprise, which tends to meet the high expectation from me. As is universally known, with more money paid, more passion will be devoted to work. On the community level, the joint venture always possesses a more cooperative meanwhile more competitive working atmosphere, making every employee fully involved in working. And I strongly believe that competition brings about progress.

In conclusion, the joint venture is much more suitable for me to work in than the state-owned business, for I prefer a higher salary, as well as a more competitive atmosphere.

[译文]我的工作选择:国企或合资企业

对于大学生来说,找工作变得越来越困难,因为不仅很难找到一份令人满意的薪水,而且很难选择一个合适的工作场所。越来越多的学生将面临国有企业和合资企业之间的选择。至于我,我肯定更喜欢后者。

从我个人的角度来说,合资企业的工资一般都比国企高,这更符合我的期望。众所周知,薪水越多,人们对工作的热情也就越大。在社区层面,合资企业始终具有一种更合作、更竞争的工作氛围,使每个员工都能全身心地投入到工作中。我坚信竞争会带来进步。

总之,合资企业比国有企业更适合我工作,因为我喜欢更高的薪水和更有竞争力的氛围。

【参考范文 4】

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 state-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.

[译文] 国有企业或合资企业

一毕业,几乎所有的大学生都会面临职业选择的问题,这确实是一个艰难的选择。在这个问题上,学生们的观点大相径庭。一些人认为没有比在国有企业工作更好的方法来获得一份体面的工作,这将保证我退休后的生活,但其他人采取的态度是,合资企业比任何其他工作都重要,因为它可以为员工提供更高的收入。就我个人而言,我更喜欢后一种观点。合资企业,尤其是高薪合资企业,对很多人都有极大的吸引力,我也不例外。虽然不可能保证我的退休金足够高,但高薪正是我现在所需要的。在我看来,我们的职业选择很大程度上取决于我们想在哪儿度过余生。对于我来说,大都市是一个我可以抓住很多机会,实现我个人梦想的地方。因为我认为生活在当下,而不是未来,也为了在一些方面为自己融资,如交通,租房,或社交活动,合资企业可以满足我上述的消费需求。

总之,合资企业是我选择职业的首要也是唯一的考虑因素。

15、[我的工作选择] Suppose you are to make a choice from the following two:

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 write at least 100 words. Your writing should include the following:

- (1) Pros and cons of working in a state-owned business.
- (2) Pros and cons of working in a joint venture.
- (3) Your choice and future plan.

【题目译文】

假设你要从以下两种选择中做出选择:在国有企业工作还是在合资企业工作。写一篇短文来解释你选择的原因。你应该写至少 100 字。你的写作应该包括以下内容:

- (1) 在国企工作的利弊。
- (2) 在合资企业工作的利弊。
- (3) 你的选择和未来计划。

【参考范文 1】

My Choice between a State-owned Business and a Joint Venture

Working in a state-owned business has its pros and cons. The pros are stable jobs with relatively fixed working hours and good welfare like housing subsidies. However, the procedures might be a bit rigid and career advancement could be slower.

In a joint venture, there are more opportunities for learning advanced management and technologies from abroad. But the work pressure is usually high and job stability might be lower.

I would choose to work in a joint venture. I hope to quickly

improve my skills and gain international vision. Then, I'll strive to become a professional in my field.

[译文]我在国有企业和合资企业之间的选择

在国有企业工作有利有弊。好处是工作稳定,工作时间相对固定,福利待遇好,比如住房补贴。然而,程序可能有点死板,职业发展可能会慢一些。

在合资企业中,有更多的机会学习国外先进的管理和技术。但工作压力通常很大,工作稳定性可能较低。

我会选择在一家合资企业工作。我希望能迅速提高我的技能,获得国际视野。然后,我会努力成为我所在领域的专业人士。

【参考范文 1】

My Choice between State-owned Business and Joint Venture

A state-owned business offers stable jobs and good benefits but may have slow career growth. A joint venture provides learning opportunities and a competitive environment, yet with high pressure. I'd pick a joint venture. I'm attracted to its dynamic nature. I aim to learn diverse skills, grow professionally, and contribute to its success while fulfilling my career aspirations.

[译文]我在国有企业和合资企业之间的选择

国有企业提供稳定的工作和良好的福利,但可能会有缓慢的职业发展。合资企业提供了学习的机会和竞争的环境,但压力很大。我会选择合资企业。我被它的动态特性所吸引。我的目标是学习不同的技能,专业成长,并在实现自己的职业抱负的同时为公司的成功做出贡献。

16、[拥有团队责任感的重要性] Write an essay with at least 100 words on "The Importance of Having a Sense of Team Responsibility".

Write an essay with at least 100 words on "The Importance of Having a Sense of Team Responsibility".

[题目译文]写一篇不少于 100 字的文章,题目是“拥有团队责任感的重要性”。

【参考范文 1】

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.

【译文】具有团队责任感的重要性

任何社区都是由个人组成的。当然，对我们的社区来说，我们对他们有一种责任感是非常重要的。

生活在同一地区的人们应该被视为一个群体，有义务为整个社区创造一个舒适的生活环境。实现这一目标需要所有居民的责任感，这鼓励他们从小事做起，比如避免制造过多的噪音，以免打扰邻居。此外，我们学生之间的团队责任感有助于营造一个温暖友好的氛围，在那里我们相互尊重和帮助，以及强烈的集体归属感。它最终将有利于我们的学术和道德的进步。当我们从大学毕业并找到工作后，我们会发现自己身处一个由同事组成的新社区。团队责任感，在工作场所也被称为团队精神，将是形成一个团结和凝聚力的团队的关键，在这个团队中，我们彼此密切合作，朝着共同的目标努力。

总之，团队责任感值得培养，因为它在生活、学习和工作中起着重要的作用。

【参考范文 2】

The Importance of Having a Sense of Team Responsibility

Some people like to work alone while others enjoy teamwork. In my opinion, everyone had better learn to work with others together because teamwork is definitely necessary and important in modern society.

First, working in a team provides a chance for us to communicate with each other. Working in a team, teammates share their ideas with each other which is helpful to create a better achievement. Second, working in a team is a way to broaden our horizon. Teammates in a team can learn something from each other because they are from different places, owning various experiences and hold different views towards things. Finally, working in a team is also a way to establish our friendship. Teammates in a team have chances to help each other, to solve the problems together, to share the happiness of being successful, which make a great contribution to establishing friendship.

To sum up, to learn to work in a team is really necessary and important and we should try to enjoy it.

【译文】拥有团队责任感的重要性

有些人喜欢独自工作，而有些人喜欢团队合作。在我看来，每个人都最好学会与他人一起工作，因为团队合作在现代社会是绝对必要和重要的。

首先，在团队中工作为我们提供了一个相互交流的机会。在一个团队中工作，队友们互相分享他们的想法，这有助于创造更好的成就。第二，团队合作是拓宽我们视野的一种方式。一个团队中的队友可以互相学习，因为他们来自不同的地方，拥有不同的经历，对事物有不同的看法。最后，团队合作也是建立友谊的一种方式。团队中的队友有机会互相帮助，一起解决问题，分享成功的快乐，这对建立友谊做出了巨大的贡献。

总之，学会在团队中工作是非常必要和重要的，我们应该试着享受它。

【参考范文 3】

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.

【译文】团队责任感的重要性

任何社区都是由个人组成的。自然，对我们的社区来说，我们对他们有责任是非常重要的。

生活在同一地区的人们应该被视为一个群体，有义务为整个社区创造一个舒适的生活环境。实现这一目标需要所有居民的责任感，这鼓励他们从小步开始，比如避免制造过度的噪音，打扰邻居。此外，我们学生之间的团队责任感有助于营造一个温暖友好的氛围，在那里我们互相尊重和帮助，以及强烈的集体归属感。这最终将有利于我们的学术和道德进步。当我们从大学毕业并找到工作后，我们会发现自己身处一个由同事组成的新社区。团队责任感，在工作场所也称为团队精神，将是形成一个团结和有凝聚力的团队的关键，在那里我们相互密切合作，朝着共同的目标努力。总之，团队责任感是值得培养的，因为它在生活、学习和工作中发挥着重要作用。

【参考范文 4】

There is no doubt that Team Responsibility plays an indispensable role in personal development, for instance, in the workplace.

There are several factors accounting for this perspective and the following are the most typical ones. First and foremost, a strong sense of Team Responsibility is helpful to develop harmonious interpersonal relationships. As we all know, we are very likely to spend more time with our colleagues than our families after entering the workplace. Therefore, the sound working atmosphere and interpersonal relationships among employees are crucial to both physical and mental pleasure. In addition, Team Responsibility can improve efficiency. In the fast-paced modern society, time is money and efficiency holds the key to saving time. As the saying goes, two heads are better than one. So great importance should be attached to the cultivation of the sense of Team Responsibility and we will eventually benefit from it.

From what has been mentioned above, we can come to the

conclusion that the sense of Team Responsibility is a kind of good personal quality, which deserves our attention.

【译文】毫无疑问，团队责任在个人发展中扮演着不可或缺的角色，例如，在工作场所。

有几个因素可以解释这一观点，以下是最典型的因素。首先，强烈的团队责任感有助于发展和谐的人际关系。我们都知道，进入职场后，我们很可能会花更多的时间和同事在一起，而不是和家人在一起。因此，良好的工作氛围和员工之间的人际关系对身心愉悦至关重要。此外，团队责任可以提高效率。在快节奏的现代社会，时间就是金钱，效率是节省时间的关键。俗话说，三个臭皮匠，顶个诸葛亮。因此，高度重视团队责任感的培养，我们最终会从中受益。

综上所述，我们可以得出结论，团队责任感是一种良好的人格品质，值得我们重视。

【参考范文 5】

Whether team members have a sense of responsibility and a strong sense of responsibility is related to the development of the whole team, and sometimes even to the survival of the team. So we must cultivate and strengthen the sense of responsibility of team members. How to strengthen employees' sense of responsibility?

1. Establish a strict workflow

The team should establish a strict work process so that employees can work according to rules and have a clear target. In this way, the team can measure whether the members are conscientious in completing the task.

2. Encourage employees to feel important in the enterprise

The boss's recognition of employees will give them great encouragement. This kind of encouragement can make employees love their work more, strengthen their sense of ownership, and enhance their sense of identity and belonging to the enterprise.

【译文】团队成员是否具有责任感和强烈的责任感，关系到整个团队的发展，有时甚至关系到团队的生存。所以我们必须培养和加强团队成员的责任感。如何增强员工的责任感？

1. 建立严格的工作流程

团队应该建立严格的工作流程，让员工按规则工作，有明确的目标。通过这种方式，团队可以衡量成员是否认真完成任务。

2. 鼓励员工感到自己在企业中很重要

老板对员工的认可会给员工很大的鼓励。这种鼓励可以让员工更加热爱自己的工作，增强员工的主人翁意识，增强员工对企业的认同感和归属感。

17. [有效沟通] Write a composition of at least 100 words on the topic of Effective Communication.

Write a composition of at least 100 words on the topic of Effective Communication. Your writing should include the following:

(1) The importance of effective communication.

(2) How to communicate with people effectively.

【题目译文】

以“有效沟通”为主题写一篇至少 100 字的作文。你的写作应该包括以下内容：

(1) 有效沟通的重要性。

(2)如何有效地与人沟通。

【参考范文 1】

Effective Communication

Effective communication is of utmost importance. It builds strong relationships, resolves conflicts, and boosts teamwork. In personal life, it helps us understand others' feelings and needs. In business, it ensures efficient operations and customer satisfaction.

To communicate effectively, we should listen actively, giving full attention to the speaker. Use clear and simple language, and be aware of our body language. Also, show respect and empathy. For example, when someone is sharing a problem, we can nod and offer words of comfort. By practicing these skills, we can enhance our communication and enjoy better interactions.

【译文】有效的沟通

有效的沟通是至关重要的。它能建立牢固的关系,解决冲突,促进团队合作。在个人生活中,它帮助我们理解他人的感受和需求。在商业中,它确保了高效的运作和客户满意度。

为了有效地沟通,我们应该积极倾听,充分关注说话者。使用清晰简单的语言,注意我们的肢体语言。同时,表现出尊重和同理心。例如,当有人分享问题时,我们可以点头并说些安慰的话。通过练习这些技巧,我们可以加强我们的沟通,享受更好的互动。

【参考范文 2】

Effective Communication

Effective communication is crucial in our lives. It bridges gaps between people, fostering better relationships and smoother cooperation. In personal life, it prevents misunderstandings among family and friends. At work, it boosts teamwork efficiency.

To communicate effectively, active listening is key. We should focus on others' words and respond appropriately. Also, using straightforward language and friendly tones helps. Non-verbal cues like smiles and eye contact matter too. By mastering these skills, we can make our interactions more fruitful and harmonious.

【译文】有效的沟通

有效的沟通在我们的生活中是至关重要的。它弥合了人与人之间的隔阂,促进了更好的关系和更顺畅的合作。在个人生活中,它可以防止家人和朋友之间的误解。在工作中,它能提高团队的效率。

要想有效沟通,积极倾听是关键。我们应该专注于别人的话,并适当地回应。此外,使用直截了当的语言和友好的语气也会有所帮助。微笑和眼神交流等非语言暗示也很重要。通过掌握这些技能,我们可以使我们的互动更加富有成效 and 和谐。

【参考范文 3】

Effective Communication

Effective communication plays a vital role in our lives. It helps avoid misunderstandings, builds good relationships, and enables us to work together smoothly. Whether in family, school or work, clear communication is key.

To communicate effectively, first, we should listen attentively to others' opinions. Second, express our thoughts clearly and politely.

Also, respect different viewpoints. By doing so, we can make our communication more productive and strengthen connections with others.

【译文】有效的沟通

有效的沟通在我们的生活中起着至关重要的作用。它有助于避免误解,建立良好的关系,使我们能够顺利地一起工作。无论是在家庭、学校还是工作中,清晰的沟通是关键。

为了有效地沟通,首先,我们应该认真倾听别人的意见。第二,清晰而礼貌地表达我们的想法。同时,尊重不同的观点。通过这样做,我们可以使我们的沟通更有成效,并加强与他人的联系。

【参考范文 4】

Effective Communication

Effective communication plays a vital role in our lives. Firstly, it helps us build good relationships. When we communicate effectively with family, friends or colleagues, misunderstandings can be avoided and our bonds become stronger. Moreover, in workplaces, it enables teams to cooperate smoothly, improving work efficiency and achieving better results.

To communicate effectively, we should listen attentively first. Let others express their thoughts fully before we respond. Then, we need to be clear and concise when speaking, using simple and straightforward language to convey our ideas. Also, showing respect and empathy for others' feelings during conversations is essential. In addition, body language like maintaining eye contact and having appropriate gestures can enhance our communication. Only by doing these can we truly master the art of effective communication and benefit from it in different aspects of life.

【译文】有效的沟通

有效的沟通在我们的生活中起着至关重要的作用。首先,它帮助我们建立良好的关系。当我们与家人、朋友或同事有效沟通时,误解就可以避免,我们的关系也会变得更紧密。此外,在工作场所,它可以使团队顺利合作,提高工作效率,取得更好的成果。

为了有效地沟通,我们首先应该认真倾听。在我们回应之前,让别人充分表达他们的想法。然后,我们在说话的时候要清晰简洁,用简单直接的语言来传达我们的想法。此外,在谈话中对他人感受表示尊重和同情也是必不可少的。此外,身体语言,如保持眼神交流和适当的手势可以加强我们的沟通。只有这样,我们才能真正掌握有效沟通的艺术,并在生活的各个方面从中受益。

【参考范文 5】

Effective Communication

Effective communication plays a vital role in our lives. It helps us build good relationships with others, avoid misunderstandings, and work together smoothly. In family, it can strengthen bonds; at work, it boosts efficiency.

To communicate effectively, first, we should listen attentively to understand others' viewpoints. Second, express ourselves clearly and simply, using proper words. Also, respect others' feelings and opinions during conversations. In a word, mastering these skills can make our

communication more effective and bring more harmony to our lives.

Can you give some examples of effective communication in different scenarios?

How can we improve our communication skills?

What are the common barriers to effective communication and how to overcome them?

【译文】有效的沟通

有效的沟通在我们的生活中起着至关重要的作用。它帮助我们与他人建立良好的关系,避免误解,一起顺利地工作。在家庭中,它可以加强纽带;在工作中,它能提高效率。

为了有效地沟通,首先,我们应该认真倾听,理解他人的观点。其次,用恰当的词语清晰而简单地表达自己。此外,在谈话中尊重他人的感受和意见。总之,掌握这些技巧可以使我们的沟通更有效,给我们的生活带来更多的和谐。

你能举几个在不同情况下有效沟通的例子吗?

我们怎样才能提高我们的沟通技巧?

有效沟通的常见障碍是什么?如何克服它们?

【参考范文 6】

Effective Communication

Effective communication is crucial. It helps avoid misunderstandings, strengthens relationships, and boosts cooperation. At work, it ensures tasks are done right. In life, it deepens connections.

To communicate effectively, listen actively. Give full attention and show you understand. Speak clearly, simply, and sincerely. Watch your body language; it can say more than words. Also, be open-minded and respect others' views. For example, in a group project, listening to teammates and expressing ideas clearly leads to success. By focusing on these, we can communicate better and make our interactions more meaningful.

【译文】有效的沟通

有效的沟通至关重要。它有助于避免误解,加强关系,促进合作。在工作中,它能确保任务顺利完成。在生活中,它加深了联系。

要想有效地沟通,就要积极倾听。给予充分的关注并表示你理解。说话清晰、简单、真诚。注意你的肢体语言;它比语言更能表达。同时,保持开放的心态,尊重他人的观点。例如,在一个小组项目中,倾听队友的意见并清楚地表达想法会导致成功。通过关注这些,我们可以更好地沟通,使我们的互动更有意义。

18. **[职场文化]** Write at least 100 words about an event caused by different understandings of the workplace culture.

Write at least 100 words about an event caused by different understandings of the workplace culture. Your writing should include the 5Ws and 1H elements. (5Ws and 1H elements: Who, What, When, Where, Why, and How)

[题目译文]写一篇至少 100 字的文章,描述一个因对工作场所文化的不同理解而导致的事件。你的写作应该包括 5w 和 1H 元素。(5w 和 1H 元素:谁,什么,何时,何地,为什么和如何)

【参考范文 1】

Cultural Clash in the Office

One day, in a multinational company's office, a conflict occurred. It involved Tom from the US and Li from China (Who). They had a disagreement over the way a project should be presented (What). This happened during a team meeting in the afternoon (When), in the conference room (Where). The reason was that Tom believed in a direct and straightforward approach, considering it efficient, while Li thought a more detailed and comprehensive presentation was necessary to show respect for the audience (Why). They started arguing, each insisting on their viewpoint. Eventually, the team leader stepped in and suggested finding a middle ground, combining elements from both approaches (How). This incident highlighted the importance of understanding and respecting different workplace cultures to avoid such conflicts and work more effectively as a team.

【译文】办公室的文化冲突

一天，在一家跨国公司的办公室里，发生了一场冲突。它涉及来自美国的汤姆和来自中国的李。他们对项目的陈述方式有分歧。这发生在下午的团队会议期间（时间），在会议室（地点）。原因是Tom认为直接和直接的方法是有效的，而Li认为更详细和全面的演示是必要的，以表示对观众的尊重（为什么）。他们开始争论，每个人都坚持自己的观点。最终，团队领导介入并建议找到一个中间地带，结合两种方法的元素（How）。这一事件凸显了理解和尊重不同工作场所文化的重要性，以避免此类冲突，并作为一个团队更有效地工作。

【参考范文 2】

my favorite workplace

Computers in the workplace are becoming increasingly common. Computers can help us work efficiently and effectly. When we have difficulties, we can ask the internet for help. We can use computers do a lot of things. Such as recieving and sending e-mails, surfing the internet, download music and so on. But every coin has two sides,besides the computers. Many people use compers inproperly. When they are at work, they do lots of personal things, Such as chatting in line, playing computer games. It is bad for their work because they can't concentrate themselves on their work.

【译文】我最喜欢的工作场所

工作场所中的计算机变得越来越普遍。计算机可以帮助我们高效有效地工作。当我们遇到困难时，我们可以向互联网寻求帮助。我们可以使用计算机做很多事情。例如接收和发送电子邮件，浏览互联网，下载音乐等。但是每个硬币都有两个方面，除了计算机。许多人不正确地使用压缩器。在工作时，他们会做很多私人事情，例如在线聊天，玩电脑游戏。这对他们的工作不利，因为他们不能专心工作。

【参考范文 3】

Since the world has varous culture, the disinction between different cullture is obvious,too.

Such cross-cultral communication sometinmes can be difficult. They are originated from misunderstanding,discrimination, or merely unfamiliar with other culture. The influences of such misunderstanding are usually negative. For instance, negotion with foreign partners may be prevented due to lacking if relevant

knowledge of their culture.

Then what can we do to decrease,if can not sliminate such misunderstanding? First and foremost,it is fundermental to get in touch with didderent culture so as to know more.

We can take advantage of network,as well as magzines and other materials to master more knowledge of other cultures.

In this age,cross-cultural communication is inectable. Thus, it is important and necessary to take part in such trend and communicate effectively.

【译文】由于世界上文化多种多样，因此不同的卷毛之间的区别也是显而易见的。

这种跨文化交流有些困难。它们源于误解，歧视或仅仅是不熟悉其他文化。这种误解的影响通常是负面的。例如，由于缺乏有关其文化的相关知识，可能会阻止与外国伙伴进行谈判。

如果不能消除这种误解，那我们该怎么做呢？首先，与多变文化联系以了解更多信息是基础。

我们可以利用网络以及杂志和其他材料来掌握其他文化的更多知识。

在这个时代，跨文化交流是可感染的。因此，重要的和必要的是要参与这种趋势并进行有效的沟通。

【参考范文 4】

The different management of workplace culture Nowadays we can enjoy the same films,fashions,brands,advertisements and TV channels.The evident difference between countries is disappearing.To what extent do you think the disadvantages overweight the advantages of this? Globalization creates conditions for widening international exchanges,strengthening mutual understanding between nations,expanding cultural,educational,and scientific cooperation between nations and countries,enjoying the cultural achievements of people around the world which encourages the process of modernization and the enrichment of national culture. However,these conditions also create the possible danger of diminishing the national culture with a negative impact on the pre123vation of national identity.Through globalization and an open door policy,erroneous concepts and a lowering of ethical standards,a selfish and individualistic lifestyle and harmful cultural products can easily be imported into the country.At present,modern information technology which in the main is controlled by US is hourly and intensively disseminating US ideology,way of life,culture and films across the world.Even US food is promoted so that some people consider globalization as global Americanization.

【译文】如今，我们可以享受同样的电影、时尚、品牌、广告和电视频道。国与国之间的明显差异正在消失。你认为在多大程度上弊大于利？全球化为扩大国际交流，加强民族间的相互了解，扩大民族与国家之间的文化、教育、科学合作创造了条件，使世界各国人民共享文化成果，促进了现代化进程和民族文化的丰富。然而，这些条件也可能造成削弱民族文化的危险，对民族认同的形成产生负面影响。通过全球化和开放政策，错误的观念和道德标准的降低，自私和个人主义的生活方式和有害的文化产品很容易进入这个国家。目前，主要由美国控制的现代信息技术每时每刻都在向全世界密集传播着美国的意识形态、生活方式、文化和

电影。甚至连美国食品也受到了推广，以至于一些人认为全球化就是全球美国化。

【参考范文 5】

In company workplace culture,there is a big difference between Chinese and Westerners in terms of communicative language.Chinese people mostly use "Have you eaten?","Where are you going?" and so on when meeting each other every day,which reflects a kind of intimacy between people.But for Westerners,this way of greeting will make the other party feel sudden,embarrassed,and even unpleasant,because Westerners will understand this kind of questioning as a kind of "interrogation",and feel that the other party is asking about their private life.If you don't understand this difference between Eastern and Western cultures,unnecessary contradictions will arise.

【译文】在公司职场文化中，中西方在交际语言方面存在很大差异。中国人大多说“你吃了吗？”、“你要去哪里？”等等，这体现了人与人之间的一种亲密。但对于西方人来说，这种问候方式会让对方感到突兀、尴尬，甚至不愉快，因为西方人会把这种提问理解为一种“讯问”，觉得对方在询问自己的私生活。如果你不了解东西方文化的差异，就会产生不必要的矛盾。

19、[制定会议日程安排]了解会议日程的主要内容，根据所给信息制定会议日程安排。

The structure of a meeting agenda:

- (1) Title of the meeting
- (2) Time of the meeting
- (3) Place of the meeting
- (4) People who will attend the meeting
- (5) Events in time sequence

09:00	09:40	10:05	10:20	12:00
Sofitel JinJiang Oriental Hotel				
Arrival,registration,picking up meeting kits		Exhibitor Day One		
The	First	Participants	Meeting	of
Expo(exposition),2010,Shanghai,China				
Report on the organizational structure and preparatory progress of Expo				
Tea break(15m.) (2F Entrance)		Wednesday,Oct.20,2008		
Watching Expo image video/film(10m.)			Work lunch(buffet)	

Meeting Agenda

The First Participants Meeting of
Expo(exposition) ,2010,Shanghai,China
Wednesday,Oct.20,2008 Day One
Sofitel Jin Jiang Oriental Hotel

Exhibitor

09:00 Arrival,registration,picking up meeting kits

09:40 Watching Expo image video/film(10m)

10:05 Tea break(15m) (2F Entrance)

10:20 Report on the organizational structure and preparatory
progress of Expo

12:00 Work lunch(buffet)