

试卷代号:3895

国家开放大学2020年春季学期期末统一考试

## 管理英语1 试题

2020年9月

### 注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细阅读题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为60分钟。

一、交际用语 (共计 10 分, 每小题 2 分)

1—5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1. — May I use your bike for a moment?

— \_\_\_\_\_ .

- A. By all means
- B. It doesn't matter
- C. I have no idea

2. — Hello, Yang Lin speaking.

— \_\_\_\_\_ .

- A. I am Carol.
- B. This is Carol here.
- C. Do you know who I am?

3. — Would you mind helping me for a minute, Barbara?

— \_\_\_\_\_ . What do you want me to do?

- A. Yes, I do
- B. I'd be glad to
- C. Sorry, I have no time

4. — \_\_\_\_\_ ?

— It takes about 3 hours.

- A. When will your train arrive
- B. How often do you take a train
- C. How long will the journey take

5. — Excuse me where is the post office?

— Sorry I'm new here.

— \_\_\_\_\_ .

- A. What a pity
- B. Bad luck
- C. Thank you all the same

二、词汇与结构(共计 30 分,每小题 2 分)

6—20 题:阅读下面的句子,从 A、B、C 三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. Hello, everyone. I'd like to \_\_\_\_\_ to you our new secretary, Melinda Smith.  
A. meet  
B. introduce  
C. welcome
7. Keeping eye contact makes the other person \_\_\_\_\_ welcome and comfortable.  
A. feel  
B. to feel  
C. feeling
8. He can \_\_\_\_\_ good English.  
A. speak  
B. talk  
C. say
9. He \_\_\_\_\_ lunch in the canteen right now.  
A. has  
B. is having  
C. have
10. I usually go to the office \_\_\_\_\_ train.  
A. at  
B. by  
C. on
11. Charles regretted \_\_\_\_\_ the TV set last year. The price has now come down.  
A. to buy  
B. buying  
C. of
12. He published the journal \_\_\_\_\_ from 1990 to 2020.  
A. actually  
B. relatively  
C. annually
13. Neither John \_\_\_\_\_ his father was able to wake up early enough to catch the morning train.  
A. or  
B. nor  
C. but
14. She felt very tired and was glad to \_\_\_\_\_ him.  
A. insist on  
B. put on  
C. lean on

15. Does David \_\_\_\_\_?

A. like flying

B. likes flying

C. like to flying

16. A secretary must \_\_\_\_\_ big pile of files and correspondence in office.

A. deal with

B. agree with

C. get along with

17. Mary has been a secretary in this company \_\_\_\_\_ she graduated from Beijing University.

A. before

B. when

C. since

18. Copying files under Linux is similar \_\_\_\_\_ copying files under DOS.

A. in

B. to

C. with

19. \_\_\_\_\_ you get along with your neighbours, the more familiar you get with them.

A. Because

B. If

C. The more

20. How do I \_\_\_\_\_ the gym?

A. get to

B. arrive

C. go

### 三、阅读理解(共 40 分,每小题 4 分)

21—25 题: 阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.

Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated.

Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.

Keep a handshake brief and firm. You let go of each other's hand after 2-3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.

21. The best title for this passage would be \_\_\_\_\_ .
- A. Keeping Eye Contact
  - B. Shaking Hands Manners
  - C. Make Greetings
22. According to the passage, which of following statements is True?
- A. Handshake is just a gesture of greeting.
  - B. Handshake is just a way of greeting.
  - C. It is important to know the right shaking hands manners.
23. Which is the proper way to shake hand?
- A. When someone comes for a handshake, you are seated.
  - B. When someone comes for a handshake, you should stand up.
  - C. When someone comes for a handshake, you can talk with others.
24. One's handshake should show a feeling of \_\_\_\_\_ .
- A. brief and firm
  - B. welcome and comfortable
  - C. strength and warmth
25. How brief should a handshake be?
- A. Let go of each other's hand after 2-3 seconds.
  - B. Just grasp the person's hand completely.
  - C. Keep right distance between the two of you.

26—30 题:请根据短文内容判断给出的语句是否正确,正确的写(T),错误的写(F),并将答案序号写在答题纸上。

Do you seem to be late for work or school a lot? Being on time is very important for personal success! Learn to improve your chances for success with these tips for being right on time - all the time!

To be punctual means to do what you should do on time. Being a punctual person, one should;

Recognize time. Keep your watch exact. It may be helpful to set your watch just two minutes ahead. Keep a clock, phone, computer or anything that shows time in each room of your house.

Wake up when you need to. If you have difficulty with this, place your alarm clock to somewhere that you cannot reach from your bed; that way, you have to get up to turn it off. If you can't get out of bed on time, you may be going to bed too late. Try sleeping earlier to allow yourself at least 7 hours' sleep.

Insist on being 15 minutes early for everything. If you have to be at work at 8:00, tell yourself "I have to be at work at 7:45". If you do this, you will be on time even with a slight traffic jam. You can talk with others who are early, and that will make you happy before work!

- ( )26. Being punctual is very important for one's success.
- ( )27. It is perhaps useful to set your watch just two minutes ahead.
- ( )28. Try sleeping earlier to allow yourself no more than 7 hours' sleep.
- ( )29. Being a punctual person, one should insist on being 15 minutes late for everything.
- ( )30. To be punctual means to do one should do everything on time.

四、翻译(共 20 分,每小题 4 分)

31—35 题:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. We shall be flying to South America this time next month.

A. 下个月的今天之前我们将乘飞机去往南美洲。

B. 下个月的今天我们将乘飞机去往南美洲。

C. 下个月我们应该乘飞机去南美洲

32. Will this be a one-way trip?

A. 您是单程旅行吗?

B. 您的旅行是一条线路吗?

C. 您是一个人旅行吗?

33. Once you've set a specific timeline, the next step is to take daily action and do your own part.

A. 一旦你已经设置了具体的时间表,下一步就是每天行动起来,尽自己的职责。

B. 一旦你已经设置了具体的时间表,下一步就是每天采取行动,做自己的事情。

C. 曾经你设置过了具体的时间表,下一步就是采取日常行动,尽自己的职责。

34. He was too tired to say a word and went to bed at once.

A. 他太累了,说完话就立刻上床了。

B. 他太累了,一句话也没说就立刻上床睡觉去了。

C. 他太累了,只说了一句话就立刻上床了。

35. People need to file documents that are sent to or received from by other people or organizations.

A. 人们需要将文件存档才能被别人发送或接受。

B. 人们需要将文件存档发送给其他人或机构以便收到回复。

C. 人们需要将与其他人或机构之间接发的文件资料予以归档。

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座位号

国家开放大学2020年春季学期期末统一考试

管理英语 1 试题答题纸

2020年9月

题号	一	二	三	四	总分
分数					

得分	评卷人

一、交际用语 (共计 10 分, 每小题 2 分)

1-5 题: 阅读下面的小对话, 选择恰当的答语, 并将答案序号写在答题纸上。

1.                      2.                      3.                      4.                      5.

得分	评卷人

二、词汇与结构 (共计 30 分, 每小题 2 分)

6-20 题: 阅读下面的句子, 从 A、B、C 三个选项中选出一个能填入空白处的最佳选项, 并将答案序号写在答题纸上。

6.                      7.                      8.                      9.                      10.  
 11.                     12.                     13.                     14.                     15.  
 16.                     17.                     18.                     19.                     20.

得分	评卷人

三、阅读理解 (共 40 分, 每小题 4 分)

21-25 题: 阅读下列短文, 从 A、B、C 三个选项中选出一个正确答案, 并将答案序号写在答题纸上。

21.                      22.                      23.                      24.                      25.



26—30 题:请根据短文内容判断给出的语句是否正确,正确的写(T),错误的写(F),并将答案序号写在答题纸上。

26.

27.

28.

29.

30.

得 分	评卷人

四、翻译(共 20 分,每小题 4 分)

31—35 题:从以下 A、B、C 三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31.

32.

33.

34.

35.

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国家开放大学2020年春季学期期末统一考试

管理英语1 试题答案及评分标准

(供参考)

2020年9月

一、交际用语(共计10分,每小题2分)

1—5题:阅读下面的小对话,选择恰当的答语,并将答案序号写在答题纸上。

1. A            2. B            3. B            4. C            5. C

二、词汇与结构(共计30分,每小题2分)

6—20题:阅读下面的句子,从A、B、C三个选项中选出一个能填入空白处的最佳选项,并将答案序号写在答题纸上。

6. B            7. A            8. A            9. B            10. B  
11. B           12. C           13. B           14. C           15. A  
16. A           17. C           18. B           19. C           20. A

三、阅读理解(共40分,每小题4分)

21—25题:阅读下列短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. B            22. C            23. B            24. C            25. A

26—30题:请根据短文内容判断给出的语句是否正确,正确的写(T),错误的写(F),并将答案序号写在答题纸上。

26. T            27. T            28. F            29. F            30. T

四、翻译(共20分,每小题4分)

31—35题:从以下A、B、C三个选项中选择出最正确的翻译,并将答案序号写在答题纸上。

31. B            32. A            33. A            34. B            35. C