

试卷代号:3895

国家开放大学2020年秋季学期期末统一考试

## 管理英语1 试题

2021年1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、仔细读懂题目的说明,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. —Would you like to go to the concert with us this evening?

— \_\_\_\_\_

- A. No, I already have plans.
- B. I'd love to, but I'm busy tonight.
- C. No, I really don't like being with you.

2. — Anything else I can do for you?

— \_\_\_\_\_ Thank you!

- A. Yes.
- B. That's all.
- C. My pleasure.

3. —Hello. Could I speak to Mike?

— \_\_\_\_\_ I'll get him to phone.

- A. Sorry.
- B. Fine.
- C. Hold the line, please.

4. —What time does the office open?

— \_\_\_\_\_

- A. I think it opens at 8.
- B. It opens on Monday.
- C. It closes at 8.

5. — \_\_\_\_\_?

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

- A. What are your parents doing right now
- B. Do your parents still work
- C. What do your parents do

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. I like the working \_\_\_\_\_ here.  
A. air  
B. feeling  
C. atmosphere
7. Are you still looking \_\_\_\_\_ a job?  
A. for  
B. up  
C. after
8. This book gives some useful \_\_\_\_\_ on how to save money.  
A. taps  
B. tapes  
C. tips
9. Everyone is very \_\_\_\_\_ to this boy.  
A. friendly  
B. fast  
C. fine
10. \_\_\_\_\_ eye contact is very important in western culture.  
A. Keep  
B. Kept  
C. Keeping
11. After you are \_\_\_\_\_ with all these jobs, we will discuss it.  
A. friendly  
B. familiar  
C. family
12. See the bottom of this page for details of how to apply \_\_\_\_\_ this job.  
A. with  
B. for  
C. after
13. She doesn't have the funds to \_\_\_\_\_ her design.  
A. carry away  
B. carry out  
C. deal with



Let's take a look at some steps that will help you outline a letter of invitation:

- Begin the letter with name and address of sender and receiver. Note the date.
- Start the main body of the letter with salutations, a word like "Dear" followed by the receiver's name.
- Give the event in the first paragraph.
- Put relevant facts like date, time and place of the event in the beginning.
- Make that the receivers know the way to the place.
- Let the receivers know that they have to notice the inviters whether they will join the event or not before a certain date. The letter will note with the details of a contact person to confirm their attendance for the event.

21. What does the passage tell us?

- A. How to write an invitation letter?
- B. How to use a tone to write invitation letter?
- C. How to send an invitation letter?

22. What kind of tone should be used to write an invitation letter?

- A. Short and clear.
- B. Soft and polite.
- C. Businesslike and personal.

23. What should be included in an invitation letter?

- A. Date, time and place.
- B. Sender and receiver and the event.
- C. Date, time and the event.

24. How long is an invitation letter sent appropriately according to the passage?

- A. At most a week in advance.
- B. At least a week in advance.
- C. At least a day in advance.

25. The reason why we should send an invitation letter in advance is \_\_\_\_\_.

- A. the invitation is important
- B. the receiver will forget to come to the event
- C. the receiver will need to plan to come to the event

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”,并将答案写在答题纸上。

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

- Going up to meet the visitors
- Asking about their journey
- Helping with their luggage

When going to the visitors and making introduction at the airport, you should remember that the person of less importance, regardless of gender, is introduced to the person of greater importance and the visitor is always more important than anyone in your organization. The introduction is usually followed by a brief and firm handshake.

To break the ice, after introduction, you can ask about their journey, like: “Did you enjoy your journey?” “How was your trip?” etc. If you want to be more friendly and helpful, you may offer to take the luggage.

When you get to the hotel, accompany your visitors to the hotel front desk and help them with the check-in. After check-in, ask a bell boy to help carry the luggage.

When your visitors have settled down, discuss the schedule with them to see if there might be any changes. If there are changes, don't forget to let the related persons know.

26. When making introductions, you should introduce the visitor in your organization first according to the passage.

27. The introduction is usually followed by a brief and firm handshake.

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

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

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

四、翻译(共 20 分,每小题 4 分)

31—35: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. George is traveling on business, and nobody else is in for the moment.

A. 乔治正外出旅游,其他人目前都在。

B. 乔治正在出差,其他人目前都不在。

C. 乔治边出差边旅游,其他人目前都不在。

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

A. 我下个月打电话咨询访问的安排。

B. 我打电话是想咨询下个月访问的安排。

C. 我安排人打电话咨询下个月访问的事宜。

33. List information for any meetings you are going to attend.

A. 罗列出你要参加的会议。

B. 告诉对方你要参加会议的信息。

C. 列出你要参加的会议的所有信息。

34. Those who'd like to visit the exhibition sign your name here.

A. 那些签名的人想去参观展览。

B. 参观展览的人喜欢在这儿签名。

C. 想去参观展览的人请在这儿签名。

35. Whether long or short, documents can be sent in seconds.

A. 无论内容是长是短,在几秒钟内文件就会被发送出去。

B. 不管文件内容长短,都可以被发送出去。

C. 文件在几秒钟内以长短不一的方式发送出去了。

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### 管理英语1 试题答题纸

2021年1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 (共计 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”, 并将答案写在答题纸上。

26.                      27.                      28.                      29.                      30.

得 分	评卷人

四、翻译(共计 20 分, 每小题 4 分)

31—35: 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年秋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)

2021年1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. B            2. B            3. C            4. A            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. C            7. A            8. C            9. A            10. C  
11. B           12. B           13. B           14. C           15. C  
16. C           17. B           18. A           19. B           20. A

三、阅读理解(共计40分,每小题4分)

21—25题:阅读短文,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. A            22. B            23. C            24. B            25. C

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,并将答案写在答题纸上。

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

四、翻译(共计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. B            33. C            34. C            35. A