

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7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. —Hello, I'm David Chen. Nice to meet you.

— \_\_\_\_\_

- A. Are you?
- B. Very nice.
- C. Nice to meet you too.

2. —Wow, this place is amazing.

— \_\_\_\_\_

- A. It belongs to my grandparents.
- B. Thank you.
- C. I don't think so.

3. —Will you show me how to use this software?

— \_\_\_\_\_

- A. Sure. You'll master it in no time.
- B. You are welcome.
- C. Sorry, I'm too late for it.

4. —Hello, I'd like to speak to Phil.

—He's out to lunch now. \_\_\_\_\_

- A. Sorry, you can't.
- B. I don't know.
- C. Would you mind calling back later?

5. —Thank you for inviting me.

— \_\_\_\_\_

- A. I really had a happy time.
- B. Thank you for coming.
- C. Oh, it's too late.

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. welcome

C. introduce

7. Your goal is to publish a book and have \_\_\_\_\_ manuscript(手稿) sent out to publishers by November 2016.

A. a

B. the

C. an

8. People here usually \_\_\_\_\_ each other by their first names instead of family names.

A. call

B. work

C. hear

9. Keeping eye contact makes the other person \_\_\_\_\_ welcome and comfortable.

A. to feel

B. feel

C. feeling

10. Nowadays office work can be done by hand \_\_\_\_\_ very fast speed.

A. in

B. on

C. at

11. Don't be afraid \_\_\_\_\_ ask a lot of questions.

A. to

B. of

C. on

12. \_\_\_\_\_, after introduction, you can ask about their journey.

A. Breaking the ice

B. Broken the ice

C. To break the ice

13. A good tour guide tells visitors \_\_\_\_\_ .
- A. what during the trip they couldn't miss
  - B. what they couldn't miss during the trip
  - C. what couldn't miss they during the trip
14. On their arrival, you should \_\_\_\_\_ the following points.
- A. attention to
  - B. pay attention to
  - C. pay to
15. It was on the beach \_\_\_\_\_ Miss White found the kid lying dead.
- A. that
  - B. it
  - C. which
16. He \_\_\_\_\_ lunch in the canteen right now.
- A. has
  - B. have
  - C. is having
17. How do I \_\_\_\_\_ the gym?
- A. get to
  - B. arrive
  - C. go
18. Neither John \_\_\_\_\_ his father was able to wake up early enough to catch the morning train.
- A. nor
  - B. or
  - C. but
19. \_\_\_\_\_ these honors he received a sum of money.
- A. Except
  - B. But
  - C. Besides
20. The manager will not \_\_\_\_\_ us to use his car.
- A. have
  - B. let
  - C. allow

### 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。

Meetings are very common nowadays. They can be weekly, monthly or annually. Some people think most meetings feel like a waste of time. They seem pointless and boring at times.

Then how do you run an effective meeting?

First, assign roles, such as greeter, timekeeper and note taker, so that you, the organizer, can be free to lead discussions and presentations.

Next, take charge from the start. Everyone will listen to you and join your discussion if you take charge in every aspect of the meeting. Show everyone that you really know what you are talking about, and everything that you talk about is useful.

Most important of all, follow the agenda. At the end of the meeting, spend a little extra time for the participants to discuss anything that needs to be immediately discussed but which may not have been on the agenda.

Always ask the participants questions so that they can speak their minds and keep them interested. Remember that a good meeting is a two-way communication. Be open to everyone's opinion, ideas, and suggestions. Don't forget to thank them for the ideas they present.

And finally, close the meeting with everyone knowing what is expected of them and what they should do for the following weeks. Then, send out meeting minutes within a few days, while everyone still remembers the points.

21. Most meetings are sometimes thought to be \_\_\_\_\_ .

- A. solving many problems
- B. killing time and uninteresting
- C. discussing important matters

22. In order to have a successful meeting, the organizer should \_\_\_\_\_ first.

- A. prepare pens, notebooks, drinks
- B. look up a reference book
- C. assign different roles to different people

23. When you are in charge of a meeting, you should do the following things EXCEPT \_\_\_\_\_.

- A. knowing what you are talking about
- B. only discussing things listed on the agenda
- C. considering anything that needs to be argued about

24. Which of the following statements is TRUE according to the passage?

- A. The organizer should be open to the participants' opinions.
- B. It's not necessary for the organizer to thank the participants.
- C. When the meeting is closed, it means there is nothing to do in the following weeks.

25. The best title for the passage is \_\_\_\_\_.

- A. Steps of Organizing a Meeting
- B. How to Run an Effective Meeting
- C. How to Organize a Discussion Meeting

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。

Hi, Xiaoyan,

You want to know about my gym.

The gym is “New You”. The phone number is 020 791 1340. It's near Oxford Circus.

There is a swimming pool and there are a lot of classes. There is a yoga class on Tuesday morning and there are aerobics classes every evening. There is also a Tai Chi class, on Wednesday and Saturday afternoon between 2: 00 and 3: 00. There are lots of running machines and weights machines, but there aren't any bicycles. There's a sauna, but there isn't a steam room and there are very nice showers and free cosmetics! The best time to come is in the evening because there are a lot of trainers to help you. There are different ways to pay for the classes. You can pay by cash, credit card or cheque.

See you there?

Jane

26. A yoga class is arranged on Tuesday morning.
27. There are lots of bicycles in the gym.
28. The best time to go to the gym is in the morning.
29. There are many trainers in the evening.
30. You can only pay by cash if you want to attend the classes.

#### 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. Smile a lot and be as friendly as possible to everyone you meet.

- A. 多微笑,尽可能友好地对待你遇到的每一个人。
- B. 多微笑,与遇到的每一个人交朋友。
- C. 尽可能与遇到的每一个人多微笑。

32. This makes our volunteers know we are grateful to them for what they have done.

- A. 这能使我们的志愿者们知道,我们对他们所做的一切心怀感激。
- B. 这能使我们的求职者们知道,我们对他们所做的一切感到满意。
- C. 这能使我们的同事们知道,他们所做的一切是令人愉快的。

33. If unexpected events stop you from finishing your tasks, you should change your plan.

- A. 如果意想不到的事情阻止了你的任务,你应该变更计划。
- B. 如果意想不到的事情妨碍你完成任务,你应该变更计划。
- C. 如果意想不到的事情影响了你的任务,你应该变更计划。

34. I was just wondering if I could come to your office and discuss the plan.

- A. 我曾考虑去你办公室讨论此计划。
- B. 我考虑如果能去你办公室,然后就讨论此计划。
- C. 我想知道能否到你办公室讨论此计划。

35. Try sleeping earlier to allow yourself at least 7 hours' sleep.

- A. 提前睡觉,这样至少可以睡 7 个小时。
- B. 试着早点睡,保证自己至少有 7 个小时的睡眠。
- C. 保证早睡,这样至少可以有 7 个小时的睡眠。

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### 管理英语1 试题答题纸

2020年7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,选择恰当的答复,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7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. C            2. B            3. A            4. C            5. B

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

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

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. T            27. F            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. A            32. A            33. B            34. C            35. B