

试卷代号:3895

国家开放大学2021年秋季学期期末统一考试

管理英语1 试题

2022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方可离开考场。

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,选择恰当的答复,并将答案序号写在答题纸上。

1. — Hello, I'm Harry Thomas.

— Hello, my name is Charles Green, but _____

- A. I don't like it.
- B. everything is ok.
- C. call me Charles, please.

2. — Who's that speaking?

— _____

- A. Sorry, I couldn't tell you.
- B. Who are you?
- C. This is Tim speaking.

3. — Do you have any plans for tomorrow morning?

— _____

- A. I'm sorry, but I have another appointment tomorrow. Thanks anyway.
- B. No, I have nothing planned tomorrow.
- C. Well, I'll be most delighted to come over.

4. — _____ ?

— It takes about 3 hours.

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

5. — Thank you for inviting me.

— _____

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

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. She feel very tired and was glad to _____ him.
A. insist on
B. put on
C. lean on
7. I _____ a good film on TV at the moment.
A. watch
B. am watching
C. watched
8. The book _____ in English.
A. writes
B. is writing
C. is written
9. Professor Smith promised to look _____ my paper, that is, to read it quickly before the defence.
A. after
B. over
C. into
10. They didn't arrest him in the shop, _____?
A. did they
B. didn't they
C. are they
11. _____, after introduction, you can ask about their journey.
A. To break the ice
B. Broken the ice
C. Breaking the ice

12. I have an English class _____ a week.
A. three time
B. three times
C. three
13. _____ these honors, he also received a sum of money.
A. Except
B. But
C. Besides
14. I don't know when _____ the dictionary.
A. did he borrow
B. he borrowed
C. he borrows
15. Nowadays office work can be done by computer _____ very fast speed.
A. in
B. at
C. on
16. Neither John _____ his father was able to wake up early enough to catch the morning train.
A. nor
B. or
C. but
17. The manager will not _____ us to use his car.
A. have
B. let
C. allow
18. He can _____ good English.
A. talk
B. say
C. speak
19. Mary has been a secretary in this company _____ she graduated from Beijing University.
A. before
B. when
C. since
20. _____ you deal with the data files, the more familiar you get with them.
A. The more
B. If
C. Because

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. discussing important matters
 - C. killing time and uninteresting
22. In order to have a successful meeting, the organizer should _____ first.
- A. assign different roles to different people
 - B. look up a reference book
 - C. prepare pens, notebooks, drinks

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

25. The best title for the passage is _____ .

- A. How to Run an Effective Meeting
- B. Steps of Organizing a 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。

As more workers have their own personal computers at work, e-mails are beginning to take over formal memo writing in many companies. Email messages are written, sent, and usually read on a computer screen.

There are several advantages in sending e-mail messages. E-mails can be sent readily to anyone listed in your address book, a feature that lets you store frequently used e-mail addresses. Messages can be sent to as many people as you want with a simple click on the “send” button. Whether long or short, documents can be sent in seconds.

Messages are sent in real time, and the receivers can read an e-mail any time anywhere they log on an e-mail account. It doesn't matter whether the receivers are sitting before the computer screen or not while you write the e-mail. The messages are always held in an electronic mailbox.

You can also attach files in your e-mails. Documents from other software programs can be attached to the e-mail message.

Once you are used to working with e-mails, it improves work efficiency a lot. Besides, it is relatively inexpensive in the long run and it saves paper.

- 26. Email messages are written, sent, and usually read on a piece of paper.
- 27. Messages can be received in different time.
- 28. The e-mail can be stored in an e-mail box.
- 29. You can't attach documents from other software programs.
- 30. Email can improve work efficiency, but it is expensive.

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. The less clear you are about what you want to do, the less effective your plan will be.

- A. 你不太清楚自己想要做什么,你的计划就会失效。
- B. 你越不清楚自己想要做什么,你的计划就越没有成效。
- C. 你的计划越没有成效,你越弄不清楚自己想要做什么。

32. Years ago, zoos kept all kinds of animals in small cages.

- A. 多年以前,动物园把各种动物都关在小笼子里。
- B. 几年前,动物园保留所有动物在大笼子里。
- C. 多年以前,动物园给所有看管动物的人发很少的工资。

33. We will be flying to South America this time next month.

- A. 下个月的这个时候我们将乘飞机去往南美洲。
- B. 下个月的这个时候之前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。

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. How long have you been working here?

- A. 你怎么在这里工作的?
- B. 你什么时候在这里工作的?
- C. 你在这里工作多久了?

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座位号

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管理英语1 试题答题纸

2022年1月

题号	一	二	三	四	总分
分数					

得分	评卷人

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1. 2. 3. 4. 5.

得分	评卷人

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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)

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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)

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31. 32. 33. 34. 35.

题
答
要
不
内
线
封
箱

○—○—○

○—○—○

学号
姓名
分校(工作站)