

试卷代号:3938

国家开放大学(中央广播电视大学)2018年春季学期“开放专科”期末考试

管理英语2 试题

2018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: 选择正确的语句完成下面对话, 并将答案序号写在答题纸上。

1. — I was worried about my math, but Mr. White gave me an A.

— _____

A. That's an easy course.

B. Congratulations!

C. Mr. White is very good.

2. — Can you stay here longer?

— _____, but I have to be back tomorrow.

A. I'd love to

B. No, thank you

C. I'm afraid not

3. — Any suggestions for the project?

— _____

A. I need your advice on it.

B. I advise you to put more hands in this project.

C. Thanks for your suggestions.

4. — Your plan is perfect and I believe that it will be a great success.

— _____

A. Yes, it is.

B. Thank you very much.

C. I don't think so.

5. — Would you mind answering some questions about your annual report?

— _____

A. Yes, with great pleasure.

B. No, I'm afraid I can't make it.

C. No, as long as it doesn't take long.

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正确选项,并将答案序号写在答题纸上。

6. You can try these methods to keep your interview anxiety _____ control.
A. under B. on C. with
7. One day, our dreams will _____ reality.
A. turn out B. turn into C. turn away
8. I don't know _____. I just arrived here two minutes ago.
A. what's going on B. how is going on C. who is going on
9. Write the telephone number down _____ you forget.
A. on case B. in case C. under case
10. _____ you prepare cross training plans, you need to consider both the company benefits and the employee benefits.
A. Although B. Even if C. As
11. We think that Smith should be told about his _____ condition as soon as possible.
A. physic B. physics C. physical
12. _____ the feedback is very helpful for planning future meetings and events.
A. Get B. Getting C. To get

13. _____ face-to-face interviews, questionnaires are cheaper for collecting data from a large number of respondents.
- A. Compared to
B. Comparing
C. Compare
14. Our company will _____ the customers' suggestions.
- A. respond
B. be responding to
C. respond to
15. This involves _____ the high-level reasoning behind your intentions for the event.
- A. identify
B. identifying
C. identified
16. People _____ find useful information from the annual report.
- A. had to
B. dared
C. could
17. The enemy has strengthened their _____ position.
- A. protective
B. defensive
C. offensive
18. More than 30 people _____ the position.
- A. applied for
B. applied to
C. applied in
19. Look! _____
- A. Here are the bus comes.
B. Here comes the bus.
C. The bus here come.
20. They promised _____ the car for us.
- A. repairing
B. repaired
C. to repaired

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。

Passage 1

Successful and memorable events don't just happen. Organizing and holding an event takes planning. Whether it's an anniversary, a sporting event or a retirement party, and no matter how much time you have, your event's success is in the details.

There are some suggestions for you to hold a successful event. Decide upon your target audience. The first thing is you should know who your target audience is. From this all the other decisions will fall into place in terms of format, content, prices, location etc.

Make a list of details. When you hold an event, you need to consider everything, from program content, lighting, food serving, transportation to parking and safety. Making a list will ensure you don't overlook things.

Have a clear purpose. When you plan an event, you should clearly define its purpose, because the following decision should support it.

Do not clash. Check the calendar. Don't clash with holidays or popular vacation times.

Know your limitations. You should be aware of your weakness such as budget or time. If you decide to hold an event in a week's time, plan for a more familiar affair. If it's a big event, prepare several months ahead. If the budget is small, you may have to a lot of do-it-yourself work.

21. Which of the following statement is NOT true according to the passage?

- A. To know your target audience first helps you plan your event better.
- B. To check the calendar carefully will avoid time conflict.
- C. Know the limitation means you should know the audience's limitation.

22. Which is not the factor of holding a successful event?

- A. A clear purpose.
- B. A list of details.
- C. A invitation.

23. According to the passage, what is the key factor to make your event successful?

- A. Leadership.
- B. Details.
- C. Plenty of planning time.

24. What is the main idea of this passage?

- A. Details — the key to the success of an event.
- B. Successful and memorable events don't just happen.
- C. How to plan successful events.

25. What is the purpose of making list of details?

- A. Make sure not overlook things.
- B. To follow decisions.
- C. To have a clear purpose.

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。

Passage 2

Hiring the right employee is a challenging process for a company. A bad hire not just wastes your time and money, but also impacts the team spirit and company morale. A good hire, however, pays you back in employee productivity, successful employment relationship, and business culture enhancement. Here are certain rules that you can use to select the right employee.

Design an effective advertisement. A clearly targeted ad attracts qualified candidates and discourages others. You can make your ad more effective with a precise and specific job description.

Ask the right job interview questions. The purpose of the interview is to find out if the candidate is a strong fit to your business. By using a sequence of particularly designed questions, you are able to get a true picture of your potential employee.

Check backgrounds and references. Background checking helps you reduce risks and improve the overall quality of hire. You need to verify that all the presented, credentials, skills, and experience are actually possessed by your candidate.

26. Hiring the wrong employee is expensive, costly to a company, and time consuming.

27. A company has to spend a lot of money hiring a right employee.

28. An advertisement with a clear target will make all candidates lose courage.

29. Well designed interview questions can help you know more about the candidates.

30. Work experience is one of the primary things for an employer to verify in background checking.

四、翻译(共计 20 分,每小题 4 分)

31—35 题:请从以下 A、B、C 三个选项中选出最佳翻译,并将答案序号写在答题纸上。

31. This involves identifying the high-level reasoning behind your intentions for the event.

- A. 这也包含了此次活动的主要目的和意义。
- B. 这些都是用来识别此次活动与其他不同活动的主要的区别。
- C. 这就包括了弄明白你举办次活动目的背后的高层次的推理。

32. By the following week, when he's on his own, he feels he has a pretty good idea of what he needs to do, and how to go about it.

- A. 直到跟着的那个星期,他一个人的时候,他感到对于自己需要做什么以及如何开始做非常清楚。
- B. 到第二个星期,他一个人的时候,他感到对于自己需要做什么以及如何开始做有了一个很好的主意。
- C. 到第二个星期,当他独立工作的时候,他感到对于自己需要做什么以及如何开始做非常清楚。

33. We can't possibly get the work done by October.

- A. 十月份前我们不可能做完这项工作。
- B. 十月份前我们不可能做这项工作。
- C. 十月份后我们不可能做完这项工作。

34. Having patience with your customers and with yourself will go a long way in winning over hostile customers.

- A. 对顾客和对自己有耐心将走很长的路才能赢得生气的顾客对你工作的支持。
- B. 对顾客和对自己有耐心将在赢得生气的顾客对你工作的支持方面大有帮助。
- C. 对顾客和对自己有耐心将会很难赢得生气的顾客对你工作的支持。

35. A bad hire not just wastes your time and money, but also impacts the team spirit and company morale.

- A. 坏雇员不只是会浪费你的时间和金钱,但是也会影响队伍的精神和公司风气。
- B. 招聘到不合格的员工即浪费时间和金钱,而且还会影响整个团队精神和公司士气。
- C. 浪费时间和金钱的招聘是不合格的,而且对公司团队精神和士气也会影响。

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座位号

国家开放大学(中央广播电视大学)2018年春季学期“开放专科”期末考试

管理英语 2 试题答题纸

人 数	分 数
2018 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: 选择正确的语句完成下面对话, 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正确选项, 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。

Passage 1

21. 22. 23. 24. 25.

四

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。

Passage 2

eve

26.

27.

28.

29.

30.

得 分	评卷人

四、翻译(共计 20 分, 每小题 4 分)

31—35 题: 请从以下 A、B、C 三个选项中选出最佳翻译, 并将答案序号写在答题纸上。

wh

31.

32.

33.

34.

35.

wir

anc

试卷代号:3938

0808:号升考

国家开放大学(中央广播电视大学)2018年春季学期“开放专科”期末考试

管理英语 2 试题答案及评分标准

(供参考)

2018年7月

一、交际用语(共计10分,每小题2分)

1—5题:选择正确的语句完成下面对话,并将答案序号写在答题纸上。

1. B 2. A 3. B 4. B 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正确选项,并将答案序号写在答题纸上。

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

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。

Passage 1

21. C 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”,并将答案写在答题纸上。

Passage 2

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

四、翻译(共计20分,每小题4分)

31—35题:请从以下A、B、C三个选项中选出最佳翻译,并将答案序号写在答题纸上。

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