

国家开放大学电大一网一平台《商务英语 1》一体化考试机  
考形考任务 1-3 题库答案

形考任务 1 题库

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— Could you give me an example of good team working there?

— \_\_\_\_\_

选择一项：

**A. Sure. I was the treasurer of the Students' Union.**

B. Not at all. I was in charge of sales for Corporate Pan-Asia.

C. Sorry. I can see from your resume.

试题 2

— Can you please tell me about your responsibilities?

— \_\_\_\_\_

选择一项：

A. Yes. I'm glad to tell you that.

B. Yes. My responsibilities are very important.

**C. Yes. I was in charge of the northwest region of China.**

试题 3

— I believed Ted only from his resume. In fact he is not qualified for his job.

— \_\_\_\_\_

选择一项：

A. I'm glad to hear that.

**B. Oh, it's such a pity!**

C. Oh, it sounds interesting!

试题 4

Domingo Café a modern European style café is in the \_\_\_\_\_ area.

选择一项:

**A. downtown**

B. town

C. down

试题 5

However nowadays, people \_\_\_\_\_ often find such advertisements on a website.

选择一项:

A. much

**B. more**

C. a little

试题 6

二、 阅读理解: 阅读下面的短文, 根据文章内容从 A、 B、 C 三个选项中选出一个最佳选项。

### How to Employ and Apply

When a company needs to employ new people, it may advertise the job in a newspaper or on a website. However nowadays, people more often find such advertisements on a website.

Then people, who are interested, can apply for the job. They send in a letter (or an email) and also a resume (or CV) as well.

The two parts are very important in job -hunting. The former is used to apply for a certain position. The latter is used to introduce his or her education background and work experiences.

But more and more companies may often ask people to fill out a standard form. The company' s Human Resources Department will then select the most suitable people to attend an interview.

1. According to the passage, where can we find job advertisements more often nowadays?

( )

A. In a magazine.

B. In a newspaper.

**C. On a website.**

2. How do people apply for a job? ( )

A. By phone.

**B. By email.**

C. Go to visit the company.

3. Besides the application letter, what else is also important? ( )

**A. A resume.**

B. A picture.

C. A certificate.

4. What do companies provide to job applicants nowadays before they apply for jobs? ( )

**A. A standard form.**

B. An invitation letter.

C. An email address.

5. Who is in charge of selecting the applicants for the coming interview? ( )

A. The manager of the company.

**B. The Human Resources Department.**

C. The secretary of the manager.

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

—Hello, I'm John Taylor, the General Manager. And you must be. . . . .

—\_\_\_\_\_

选择一项：

A. Nice to meet you.

B. I'm a secretary.

**C. Daniel Anderson.**

试题 2

— We had a very small budget and I had to make decisions on what to buy.

—\_\_\_\_\_ so you're a good planner.

选择一项：

A. It's a pity.

B. Really small

**C. Very impressive**

试题 3

— Could you give me an example of good team working there?

— \_\_\_\_\_

选择一项:

A. Sorry. I can see from your resume.

**B. Sure. I was the treasurer of the Students' Union.**

C. Not at all. I was in charge of sales for Corporate Pan-Asia.

试题 4

The company's Human Resources department will then select the most suitable people to \_\_\_\_\_ an interview.

选择一项:

A. join

**B. attend**

C. go

试题 5

Then people, \_\_\_\_\_ are interested, can apply for the job.

选择一项:

A. those

**B. who**

C. they

试题 6

二、 阅读理解： 请听下面的对话， 根据对话内容从 A、 B、 C 三个选项中选出一个最佳选项。

If you don't have much experience of making phone calls in English, making a business call can be a worrying experience. Most business people, unless they feel very confident, prepare for an important phone call in a foreign language by making notes in advance. And during the call they make notes while they're talking to help them to remember what was said. Although it's quick and convenient to phone someone to give them information or to ask questions, the disadvantage is that there is nothing in writing to help you to remember what was said. It's essential to make notes and often when an agreement is reached on the phone, one of the

speakers will send a fax or e-mail to confirm the main points that were made. Because it ' s so easy to be misunderstood when talking on the phone, it ' s a good idea to repeat any important information (especially numbers and names) back to the other person to make sure you ' ve got it right. Always make sure you know the name of the person you ' re talking to. If necessary, ask them to spell it out to you, so that you can make sure you ' ve got it right—and try to use their name during the call. And make sure that they know your name too.

1. If you don' t have much experience of making phone calls in English, making a business call can be ( ) .

- A. an easy thing
- B. a happy experience
- C. a painful thing

2. Most business people prepare for an important phone call in a foreign language by making notes in advance because ( ) .

- A. they are very careful
- B. they don' t feel confident enough
- C. they don' t want to miss any important information

3. When the speakers reach an agreement on the phone, ( )

will send a fax or e-mail in order to confirm the main points that were made.

- A. one of them
- B. both of them
- C. none of them

4. What does "it" refer to in the first sentence in Paragraph Four ---"it' s a good idea to repeat any important information (especially numbers and names) back to the other person to make sure you ' ve got it right" ? ( )

- A. important information
- B. the other person
- C. a good idea

5. The best title of this passage is ( ) .

- A. The Importance of Taking Notes
- B. Business Calls

C. Talking on the Phone

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— Can you please tell me about your responsibilities?

— \_\_\_\_\_

选择一项：

A. Yes. I'm glad to tell you that.

**B. Yes. I was in charge of the northwest region of China.**

C. Yes. My responsibilities are very important.

试题 2

— Hello, I'm John Taylor, the General Manager. And you must be. . . . .

— \_\_\_\_\_

选择一项：

**A. Daniel Anderson.**

B. I'm a secretary.

C. Nice to meet you.

试题 3

— I believed Ted only from his resume. In fact he is not qualified for his job.

— \_\_\_\_\_

选择一项：

A. Oh, it sounds interesting!

**B. Oh, it's such a pity!**

C. I'm glad to hear that.

试题 4

I was the \_\_\_\_\_ of the Students' Union.

选择一项：

A. treasure

**B. treasurer**

C. fund

试题 5

I believe team work \_\_\_\_\_ important.

选择一项:

A. was

B. are

C. is

试题 6

二、 请听下面的对话， 根据对话内容进行判断， 正确为“T”， 错误为“F”。

U1-%20Task%203. mp3

1. Daniel invited John to the job interview. ( F )

2. Daniel worked in Corporate Pan-Asia for 6 years. ( F )

3. Daniel was in charge of the southwest region of Canada. ( F )

4. A 50% increase in sales over a three-month period proved Daniel a good manager. ( T )

5. Teamwork helped Daniel achieve an outstanding increase. ( T )

一、 选择填空： 阅读下面的对话或句子， 从 A、 B、 C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— We had a very small budget and I had to make decisions on what to buy.

— \_\_\_\_\_ so you' re a good planner.

选择一项:

A. Really small

B. Very impressive

C. It' s a pity.

试题 2

— Can you please tell me about your responsibilities?

— \_\_\_\_\_

选择一项:

A. Yes. My responsibilities are very important.

B. Yes. I was in charge of the northwest region of China.

C. Yes. I' m glad to tell you that.

试题 3

— Could you give me an example of good team working there?

— \_\_\_\_\_

选择一项:

A. Sorry. I can see from your resume.

**B. Sure. I was the treasurer of the Students' Union.**

C. Not at all. I was in charge of sales for Corporate Pan-Asia.

试题 4

When a company needs to \_\_\_\_\_ new people, it may advertise the job in a newspaper or on a website.

选择一项:

A. use

**B. employ**

C. retain

试题 5

I'm particularly proud of \_\_\_\_\_ I organized the finances.

选择一项:

A. who

**B. how**

C. which

试题 6

二、 阅读理解： 阅读下面的对话， 选择合适的内容将对话补充完整。

John: Thank you for agreeing to meet with me today.

Daniel: ( C )

John: I can see from your resume you were ( D )

Daniel: Sure.

John: ( A )

Daniel: Yes. I was in charge of the northwest region of China. As a manager, I was responsible for a 50% increase in sales over a three-month period.

John: ( E )



Daniel: Thanks.

John: What are the key reasons that helped you to achieve such an outstanding increase?

Daniel: ( B )

A. Can you please tell me about your responsibilities?

B. I believe teamwork is important.

C. Thank you for inviting me.

D. in charge of sales for Corporate Pan-Asia from 2008 to 2012.

E. Very impressive.

形考任务 2 题库

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— When will you meet the general manager of Nile Co. , Mr. Smith?

— \_\_\_\_\_

选择一项：

A. I'll leave for Shanghai.

**B. At 10: 00 tomorrow morning.**

C. I'll meet the president of Bestway Co.

试题 2

— Please make a detailed schedule for me.

— \_\_\_\_\_

选择一项：

A. Yes, I won't.

B. No, I will.

**C. Yes, I will.**

试题 3

— Well, after my report, there'll be a break for refreshments.

— \_\_\_\_\_

选择一项：

A. The break won't be long.

ll see it.

**C. All right, I see.**

试题 4

They\_\_\_\_\_ have no good plan for advertising on TV.

选择一项:

**A. seem to**

B. see to

C. look to

试题 5

There are some visitors\_\_\_\_\_ to our marketing department next week.

选择一项:

**A. coming**

B. come

C. to coming

试题 6

二、 听力理解： 请听下面的对话， 根据对话内容从 A、 B、 C 三个选项中选出一个最佳选项。

Picture-in-Picture

1. What did John ask Linda to do for him? ( )

A. He asked her to meet the guests.

**B. He asked her to make a detailed schedule for him.**

C. He asked her to make a cup of tea for him.

2. What is Mr. Jones' s position in his company? ( )

A. He is the president of Bestway Co.

**B. He is the general manager of Nile Co.**

C. He is the sales manager of Lee Brothers' .

3. What will they do at 2: 30 tomorrow afternoon? ( )

A. They' ll meet the guests.

B. They' ll have trade fairs.

**C. They' ll have a board meeting.**

)

A. 2: 30

**B. 3: 30**

C. 4: 30

5. Who' ll meet Mr. Lee tomorrow afternoon? ( )

**A. Bob**

B. John

C. Linda

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— We' ll have the sales meeting at 2: 00 tomorrow afternoon, won' t we?

— \_\_\_\_\_

选择一项：

A. It' s said the meeting is important.

B. No. After the meeting, we' ll leave for Shanghai.

**C. Yes. After the meeting, we' ll leave for Shanghai.**

试题 2

— Where shall we have the meeting?

— \_\_\_\_\_

选择一项：

A. The first conference room isn' t good.

B. The first conference room is spacious.

**C. In the first conference room.**

试题 3

— When will you meet the general manager of Nile Co. , Mr. Smith?

— \_\_\_\_\_

选择一项：

A. I' ll leave for Shanghai.

**B. At 10: 00 tomorrow morning.**

I'll meet the president of Bestway Co.

试题 4

Would you like to \_\_\_\_\_ a personal interview?

选择一项:

A. see

**B. arrange**

C. get

试题 5

The marketing department \_\_\_\_\_ the sales for the last six months.

选择一项:

A. was summarized

**B. has summarized**

C. summarized

试题 6

二、 阅读理解: 阅读下面的对话, 选择合适的内容将对话补充完整。

John: Good morning, Linda. There' ll be some people visiting our company tomorrow.

Please make a detailed schedule for me.

Linda: Could you tell me who they are, Mr. Taylor?

John: ( C )

Linda: We' ll have the board meeting at 2: 30 tomorrow afternoon, won' t we?

John: ( E )

Linda: But the sales manager of Lee Brothers' , Mr. Lee, just called and insisted on seeing you tomorrow afternoon.

John: ( A )

Linda: He said that he would leave for London at 5: 00 p. m. tomorrow.

John: ( B )

Linda: Yes, Mr. Taylor.

John: ( D )

Linda: No problem, Mr. Taylor.

A. Oh, The board meeting will be finished at about 3: 30. You could arrange his appointment

B. All right, then tell David to meet him tomorrow afternoon.

C. Ok, they are Mr. Jones, general manager of Nile Co. and Mr. Brown, president of Bestway Co.

D. Could you give me the schedule before 4 o'clock this afternoon?

E. Yes. After the board meeting, we'll meet the guests. It's important to have them all here.

一、选择填空：阅读下面的对话或句子，从 A、B、C 三个选项中选出一个能填入空白处的最佳选项。

试题 1

— Please make a detailed schedule for me.

— \_\_\_\_\_

选择一项：

**A. Yes, I will.**

B. Yes, I won't.

C. No, I will.

试题 2

— We'll have the sales meeting at 2:00 tomorrow afternoon, won't we?

— \_\_\_\_\_

选择一项：

A. It's said the meeting is important.

B. No. After the meeting, we'll leave for Shanghai.

**C. Yes. After the meeting, we'll leave for Shanghai.**

试题 3

— Where shall we have the meeting?

— \_\_\_\_\_

选择一项：

A. The first conference room is spacious.

**B. In the first conference room.**

C. The first conference room isn't good.

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