管理英语1 · 单元自测7（预备知识：Unit 7;10分）

您好，在完成本单元的学习后，请您完成以下练习题。本练习题满分100分，将按10%计入形考成绩。  
您可以反复练习多次，系统默认记录最高分。点击“提交所有答案并结束”按钮视为练习1次，每次练习无时间限制。  
中途退出，保存答案已作出选择的题目会自动保存答案，下次进入后可对做过的题目进行修改，并继续上次答题，不计入练习次数。

1. —                       
— I've called the maintenance worker.

单选题(10.0分)（难易度:中）

A. This copier needs repairing.  
  
B. Can I use the copier?  
  
C. I don't like this copier.  
  
  
正确答案：A  
答案解释：暂无

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

单选题(10.0分)（难易度:中）

A. Sure. You'll master it in no time.  
  
B. You are welcome.  
  
C. Sorry, I'm too late for it.  
  
  
正确答案：A  
答案解释：暂无

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

单选题(10.0分)（难易度:中）

A. in  
  
B. at  
  
C. on  
  
  
正确答案：B  
答案解释：暂无

4. \_\_\_\_\_\_the paperless management is widely used now, some important files are still kept as hard copies. 

单选题(10.0分)（难易度:中）

A. Although  
  
B. When  
  
C. Because  
  
  
正确答案：A  
答案解释：暂无

5. Mary has been a secretary in this company \_\_\_\_\_\_she graduated from Beijing University.

单选题(10.0分)（难易度:中）

A. before  
  
B. when  
  
C. since  
  
  
正确答案：C  
答案解释：暂无

6.  二、完型填空：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将其补充完整。  
    Filing means keeping documents in a    1     place and being able to find them easily and quickly. Documents that are    2     will not easily tear, get lost or dirty.   
    A filing system is the central record-keeping system for an organization. It helps all people who should be able to access information to do so easily.  It is always    3     when someone looks for something and is able to find it without difficulties. In our organizations we work in groups. We receive and send out documents on different subjects. We need to keep these documents for    4     reference. If these documents are not cared for, we cannot account for all our organizational activities. Everyone who needs to use documents should know    5     to get them.  
 A. clean                          B. secret                             C. safe  
2. A. cared for                    B. caring for                        C. care for  
3. A. a luck                         B. a pleasure                      C. a fun  
4. A. future                         B. past                                C. historic  
5. A. when                          B. why                                C. where

完形填空题(50.0分)（难易度:中）

(1)

A. A  
B. B  
C. C

(2)

A. A  
B. B  
C. C

(3)

A. A  
B. B  
C. C

(4)

A. A  
B. B  
C. C

(5)

A. A  
B. B  
C. C  
   
正确答案：(1) C(2) A(3) B(4) A(5) C  
答案解释：暂无