管理英语1 · 单元自测1（预备知识：Unit 1;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. — Sally,                  , Mary Brown.  
— Nice to meet you. I'm Sally Johnson, the Sales Manager.

单选题(10.0分)（难易度:中）

A. this is our new secretary  
  
B. What a pleasure  
  
C. Thanks a lot  
  
  
正确答案：A  
答案解释：暂无

2. —                        
— Please call me Mary. That's my first name.

单选题(10.0分)（难易度:中）

A. How are you?  
  
B. How shall I address you?  
  
C. Are you Mary?  
  
  
正确答案：B  
答案解释：暂无

3. Hello, everyone. I'd like to         to you our new secretary, Melinda Smith.

单选题(10.0分)（难易度:中）

A. meet  
  
B. introduce  
  
C. welcome  
  
  
正确答案：B  
答案解释：暂无

4. Keeping eye contact makes the other person          welcome and comfortable.

单选题(10.0分)（难易度:中）

A. feel  
  
B. to feel  
  
C. feeling  
  
  
正确答案：A  
答案解释：暂无

5. I think          is impolite to call people by their first names.

单选题(10.0分)（难易度:中）

A. it  
  
B. as  
  
C. that  
  
  
正确答案：A  
答案解释：暂无

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。  
Shaking Hands Manners  
    If you thought handshakes were just a gesture of greeting, then think again! A handshake is not only a way of greeting; it can also show your personality. Since we all want to set a good first impression, it is important to know the right shaking hands manners.  
    Stand up and maintain eye contact while shaking hands. If you are seated when someone comes for a handshake, stand up and shake his or her hand. It is impolite to be still seated. Keep right distance between the two of you; not too close, but enough distance to shake your hands well. Keeping eye contact makes the other person feel welcome and comfortable.  
    Keep a handshake brief and firm. You let go of each other's hand after 2-3 seconds. Make sure your handshake ends before your conversation does. One's handshake should show a feeling of strength and warmth. The hand should be firm and not lifeless like seaweed. Then, how firm should a handshake be? Just grasp the person's hand completely and do not press it too hard.  
   
 Which of the following statements about the significance of handshakes is not true?   1      
A. Handshakes are just a gesture of greeting.  
B. Handshakes are more than a way of greeting.  
C. Handshakes can show our personality.  
2. If you are seated when someone comes for a handshake, you should    2    .  
A. stand up and shake his or her hand  
B. keep seated and shake his or her hand  
C. bow and say hello to him or her  
3. Keeping eye contact while shaking hands makes the other person feel    3    .  
A. nervous  
B. comfortable  
C. afraid  
4. How long does a handshake usually last?   4      
A. As long as the conversation lasts.  
B. 5 minutes.  
C. 2-3 seconds.  
5. Which of the following words can best describe a proper handshake?   5      
A. brief and strong  
B. brief and firm  
C. brief and soft

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) A(2) A(3) B(4) C(5) B  
答案解释：暂无