管理英语4模拟试题二

1. 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列对话，并将答案序号写在答题纸上。

1.-The trip ought not to take more than an hour.

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_It is at least two hours.

A. I guess so.

B. You must be joking.

C. It depends.

2. –Scott, I’d like to have your opinions about my written report.

-\_\_\_\_\_\_\_\_But I have one suggestion.

A. That’s a good idea.

B. You are too modest.

C. It looks fine to me.

3. –Haven’t seen you for ages. What are you busy doing now?

-\_\_\_\_\_\_\_\_\_\_\_

A. My hair is getting a bit longer.

B. Yeah, thanks for coming.

C. I am working part time in a book store.

4. –You know, I have three kids now.

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Well, I‘ve grown a mustache.

B. That’s terrific.

C. Well, I gave up drinking.

5. –Don’t worry, Mum. The doctor said it was only a common cold.

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_I’ll tell Dad there’s nothing serious.

A. What s relief!

B. How surprising!

C. Well, I gave up drinking.

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. She is very adaptive and soon adapted \_\_\_\_\_\_\_\_\_\_\_\_\_ the campus life.

A. with B. to

C. as

7.All \_\_\_\_\_\_\_\_\_\_\_\_ glitters(闪闪发光) is not gold.

A. that B. which

C. what

8. That is the man \_\_\_\_\_\_\_\_\_\_\_\_\_ last night.

A. whom I saw him B. who I saw him

C. whom I saw

9.Wendy suggests that we \_\_\_\_\_\_ tomorrow.

A. should go B. shall go

C. will go

10. By the end of the year, the sales plan for the next year \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. will be made B. will have been made

C. have been made

11. Compared \_\_\_\_\_\_\_\_\_\_\_\_\_English, Chinese is generally believed to be more difficult to learn.

A. with B. from

C. against

12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_the importance of English, we should put more effort into it and try to learn it well.

A. Gave B. Giving

C. Given

13. He will write to me as soon as he \_\_\_\_\_\_\_\_\_home.

A. will have returned B. returns

C. will return

14. Linda walked at the head, \_\_\_\_\_\_\_\_\_\_\_\_ by her colleagues.

A. followed B. following

C. to follow

15. After days of investigation, the police were \_\_\_\_\_\_\_\_\_\_reality.

A. attempting B. approving

C. approaching

16. Current opinion among politician is that she is \_\_\_\_\_\_\_\_\_\_\_, and stands for her principles.

A. encourage B. courage

C. affecting

17. Good work \_\_\_\_\_\_\_\_\_\_\_good pay.

A. deserves B. requests

C. deserts

18. At a rough \_\_\_\_\_\_\_\_\_\_\_\_-, we will take another four weeks to finish this plan.

A. value B. estimate

C. account

19. To build the reservoir(水库), thousands of people have to be \_\_\_\_\_\_\_.

A. relocated B. repeated

C. reopened

20. We need\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communication skills: Listen carefully, think before you speak and manage conflicts diplomatically.

A. outstanding B. plain

C. general.

三、阅读理解（共40分，每小题4分）

21-25题：阅读短文，从A、B、C三个选项中选出一个正确答案，并将序号写在答题纸上。

**How to handle a Bad Performance Review?**

Getting a bad performance review can make you feel angry, unappreciated, defeated, and hopeless. But it’s not the end of the world. Remember that the way you respond to this appraisal can make all the difference in the next one. Even if you believe that the review is inaccurate and that your boss is completely wrong, you will benefit by reacting in a nature, adult manner. Here are some suggestions:

Stay calm. Relax. Breathe. Do not overreact and be objective. Especially, do not say things that will likely be regretted later. Besides, the person giving the performance review may or may not be the one who has written the bad review.

What to Do When Receiving a Bad Performance Review

It’s best to listen attentively. And make comments or remarks only when asked for them. Besides, during the performance review, you will be given the chance to respond and may disagree.

What to Do After Receiving a Bad performance Review

Don’t be intimated by the bad performance review and want to quit the job; instead, learn from it. Also, if the organization allows their employees to make a written statement on their own behalf, do make one. It is important for the worker to show why she does not agree with the bad performance review; for instance, an employee may express their different with the bad performance review; for instance, an employee may express their different understanding and, at the same time, a willingness to comply with any constructive suggestions.

Ways to Improve a Bad Performance Review

A way to improve a bad performance review is to set self-reviews, that is, establish performance standards. Another way to improve a bad review is to learn more about what the manager, supervisor, or boss wants or expects from his/her employee. Learning what it was that caused a bad performance review helps improve professional growth and encourages as well as motivates the worker to do better on order to receive a good review next time.

21. What should you do when you are given a bad performance review?

A. Argue with your boss.

B．Make immediate remarks.

C. Stay calm and listen carefully.

22. What should you do after you are given a bad performance review?

A. Quit your job immediately.

B. insist on making comments.

C. Learn from the reviews.

23. What should you do if you do not agree with the bad performance review?

A. Tell the boss directly that you do not agree with the view.

B. Make a written statement on your own behalf if it is allowed.

C. Do not express your different understanding in a written statement.

24. How do you improve a bad performance review?

A. Understand the established performance standards.

B. Learn more about what the employee wants or expects.

C. Learn what the person who gives the review may think.

25. Why should we understand the cause of a bad performance review?

A. Because it helps the employee to get promoted immediately.

B. Because it encourages and motivates the worker to do better.

C. Because it prevents the employee from professional growth.

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。

When Jack Welch, the Chairman and CEO at General Electric (GE) retired in 2001, he could look back at a very successful career. He became CEO in 1981 at the age of 45. At that time, GE had a very complex organizational structure with considerably bureaucratic rules.

One of his first changes was to initiate a strategy formulation process with the guideline that each of the businesses should be number 1 0r 2 in their respective areas. If this was not the case, managers had the options of fixing the problem, selling their particular business, or closing it. In an effort to streamline the organization, Welch removed the sector level and eliminated thousands of salaried and hourly employee positions.

The restructuring was followed by changing the organizational culture and the managerial styles of GE’s managers. One such program was the Work-Out (群策群力). Groups of managers were assembled to share their views openly in three-day sessions to the problems. Groups of managers were assembled to share their views openly in three-day session. At the beginning of the meetings, the superior presented the challenges for his or her organizational unit. Then the superior had to leave, requesting the groups to find solutions to the problems. Facilitators(会议主持人) helped these discussions. On the last day, the superior was presented with proposed solutions. He or she then had three choices：to accept the proposal, not to accept it, or to collect more information. This process put great pressure on the superior to make decisions.

Another program to improve effectiveness and efficiency was Best Practices. The aim was to learn from other companies how they obtained customer satisfaction, how they related to their suppliers, and in what ways they developed new products. This helped the GE people to focus on the processes in their operations that would improve the company’s performance.

Jack Welch was personally involved in developing managers at GE’s training center in Crotonville. Leaders, Welch suggested, are not only those who achieve results but also those who share the values of the company.

26. jack Welch retired at the age of 65.

27. Jack Welch insisted that each of the businesses should be at least number 3 in their respective area.

28. If the business could not meet Welch’s change requirements, its manager had 3 choices.

29. The reconstructing went before changing the organizational culture and the managerial styles of GE’s managers.

30. The Work-Out lasted a week.

四、写作（共20分）

31：根据所给信息，完成工作计划。

Make an action plan based on the following hints of steps. The first line has been done for you.

1. Identify wasteful usage.
2. Identify person(s) or department(s) with highest supply usage.
3. Perform audit(审计；审核)of supply costs for last 24 hours.
4. Perform audit of supply usage for last 24 hours.
5. Shop(解聘，辞退)suppliers.
6. Negotiate new supply rates.
7. Create standard supply list and utilization controls.
8. Evaluate supplier agreements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| objective | priority | Action steps | Responsible person(who) | Due date(when) | status |
| Reduce office supply costs by 10% by the end of the 4th quarter. | 1 | C | Jack Brown | September 15 | Completed |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

参考答案

1. 共计10分， 每小题2分
2. B 2.C 3. C 4. B 5. A

二、共计30分，每小题2分

6. B 7. A 8.C 9. A 10. B

11. A 12. C 13. B 14. A 15. C

16.C 17. A 18. B 19. A 20. A

三、共计40分，每小题4分

21. C 22. C 23. B 24. A 25.B

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