自测一

一、选择填空题（每题10分，共5题）

题目1

— I think things have been a bit difficult for us the last couple of months.

—\_\_\_\_\_\_\_\_\_\_. We've been working hard, but still getting behind.

A. You're right 正确

B. I'm afraid

C. I don’t think so

反馈

你的回答正确

解析：本题考核“表达同意他人看法”的交际用语。常用的答语一般使用You're right/I agree with you/ Yes, I think so等句型表达。根据第一说话人传递的信息，所以答案是A。

题目2

— Is it possible for you to work out the plan tonight?

—\_\_\_\_\_\_\_\_\_\_

A. I'll do that. 不正确

B. I think so.

C. I'd love to.

题目3

The Human Resource Managing Department at Honda is given specific instructions \_\_\_\_\_\_ employ the best possible workers.

A. how to 不正确

B. on what to

C. on how to

题目4

AT&T found that employees with better planning and decision-making skills were \_\_\_\_\_\_ to be promoted into management jobs.

A. more likely 正确

B. more like

C. more unlikely

题目5

\_\_\_\_\_\_ CEOs spend planning, the more profitable their companies are.

A. The more time 正确

B. The more

C. The less time

Supervisors should \_\_\_\_\_\_ their employees in two-way communication so that understanding takes place.

A. enable

B. engage

C. encourage

二、听力理解：听录音，选择最佳答案（共50分）。

操作提示：通过下拉选项框，选择答案。

1. What kind of role is Melinda taking on for her job? 回答不正确

A. HR manager.

B. Project manager.

C. Project coordinator.

2. How long will Melinda be trained for her new role? 回答不正确

A. One month.

B. Half a month.

C. One year.

3. How often should Melinda report to the board on the progress of the project? 回答正确

A. Once a month.

B. Twice a month.

C. Once a week.

4. What kind of contract can Melinda sign with outside contractors? 回答不正确

A. Permanent worker contract.

B. Standard temporary-worker contract.

C. Standard industry contract.

5. Which one does NOT belong to Melinda's responsibilities? 回答正确

A. Formulate the industry standard of payment.

B. Manage and coordinate her project team.

C. Report the project progress to the board.

答案：1.C 2.B 3.A 4.B 5.A

一、选择填空题（每题10分，共5题）

题目1

— Could you give us a speech on management functions some day this week?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. That'a good idea 不正确

B. No, I already have plans

C. I'd love to, but I'm busy this week

题目2

— This project is too big for me to finish on time.

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. Please do me a favor 不正确

B. That is a daydream

C. I'll give you a hand

题目3

It is through enthusiasm and quiet intensity \_\_\_\_\_\_ we transform creativity and vision into the technologies.

A. that 正确

B. /

C. which

题目4

Even the best continually seek ways to \_\_\_\_\_\_ their skills.

A. sharp 不正确

B. sharpener

C. sharpen

题目5

\_\_\_\_\_\_ his anger the employees called him Mr. Thunder, but they loved him.

A. Due to 正确

B. In spite of

C. Because

— We could let some of the staff work from home.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

— That's a good idea.

A. Do you have any good ideas

B. What do you think of it

C. Is there anything else

题目3

The responsibilities in handbook \_\_\_\_\_\_ that managers have to be concerned with efficiency and effectiveness in the work process.

A. imply

B. indicate

C. interrupt

题目4

\_\_\_\_\_\_ managers spend most of their time in face-to-face contact with others, but they spend much of it obtaining and sharing information.

A. Not only

B. Do not only

C. Not only do

题目5

The demands and requirements placed on the CEO of Sony are different from \_\_\_\_\_\_ on the manager of your local Wendy's restaurant.

A. these

B. those

C. which

二、阅读理解：根据文章内容，判断正误（共50分）。

Who Killed Nokia?

　　Nokia executives attempted to explain its fall from the top of the smartphone pyramid with three factors: 1) that Nokia was technically inferior to Apple, 2) that the company was complacent and 3) that its leaders didn't see the disruptive iPhone coming.

　　It has also been argued that it was none of the above. Nokia lost the smartphone battle because of divergent shared fears among the company's middle and top managers which led to company-wide inertia that left it powerless to respond to Apple's game.

　　Based on the findings of an in-depth investigation and 76 interviews with top and middle managers, engineers and external experts, the researchers discovered a culture of fear due to temperamental leaders and that frightened middle managers were scared of telling the truth.

　　The fear that froze the company came from two places. First, the company's top managers had a terrifying reputation. Some members of Nokia's board and top management were described as “extremely temperamental” and they regularly shouted at people “at the top of their lungs”. It was very difficult to tell them things they didn't want to hear. Secondly, top managers were afraid of the external environment and not meeting their quarterly targets, which also impacted how they treated middle managers.

　　Top managers thus made middle managers afraid of disappointing them. Middle managers were told that they were not ambitious enough to meet top managers' goals.

　　Fearing the reactions of top managers, middle managers remained silent or provided optimistic, filtered information. Thus, middle managers directly lied to top management.

　　Worse, a culture of status inside Nokia made everyone want to hold onto vested power for fear of resources being allocated elsewhere if they delivered bad news or showed that they were not bold or ambitious enough to undertake challenging assignments.

　　Beyond verbal pressure, top managers also applied pressure for faster performance in personnel selection. This led middle managers to over promise and under deliver. One middle manager told us that “you can get resources by promising something earlier, or promising a lot. It's sales work.”

　　While modest fear might be healthy for motivation, abusing it can be like overusing a drug, which risks generating harmful side effects. To reduce this risk, leaders should coordinate with the varied emotions of the staff. Nokia's top managers should have encouraged safe dialogue, internal coordination and feedback to understand the true emotion in the organization.

操作提示：正确选T，错误选F。

1. Nokia lost the smartphone battle because its technology is not as good as that of Apple.回答正确

2. Nokia's middle managers were frank to tell the truth, but the top ones didn't listen to them.回答正确

3. Nokia's top managers were too moody to hear anything good but harsh.回答不正确

4. Middle managers in Nokia delivered results more than they promised earlier.回答正确

5. Nokia's top managers should have had better conversation techniques to encourage internal coordination and truth.回答不正确

答案：1. F 2. F 3. T 4. F 5. T

自测二

一、选择填空题（每题10分，共5题）

题目1

—How did your meeting go yesterday?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_actually, it was really frustrating.

A. Not so good

B. Very good

C. Nothing special

题目2

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_identify the problems that have been occurring?

—Well, as you know, the problems we had with Gary caused a lot of friction among the team.

A. What would you

B. Will you

C. Are you able to

题目3

What you need to do is to keep things short and sweet, just the \_\_\_\_\_\_.

A. questions

B. topics

C. highlights

题目4

In today's environment, \_\_\_\_\_\_\_\_\_\_ people are often burned out, it's important for employees to have a personal connection with you and the work you believe in.

A. where

B. when

C. while

题目5

I think the primary \_\_\_\_\_\_factor is there's been so much absence lately.

A. contributing

B. causing

C. affecting

—How can you explain the latest situation?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,I know it is all my fault.

A. Sorry

B. Excuse me

C. I'm afraid

When the message finally reached the Command Center, it \_\_\_\_\_\_\_\_\_\_ “mutated” to become —“Send three and four-pence, we're going to a dance.”

A. was

B. had

C. have

二、阅读理解：根据文章内容，判断正误（共50分）。

Habits of Highly Effective Communicators

　　It's no secret that good leaders are also good communicators. Indeed, communication and leadership are inextricably tied. How can you galvanize, inspire or guide others if you don't communicate in a clear, credible and authentic way? Here are 5 essential communication practices of effective leaders:

　　1. Mind the say-do gap. Trust is the bedrock of effective leadership – your behavior is your single greatest mode of communication, and it must be congruent with what you say. If your actions don't align with your words, you are storing up trouble for the future.

　　2. Make the complex simple. Effective leaders distill complex thoughts and strategies into simple, memorable terms that colleagues and customers can grasp and act upon. The most important thing is to clarify what you want to say, look out for technical jargon and avoid business speak, which add complexity. Say what you mean in as few words as possible.

　　3. Find your own voice. Use language that's distinctly your own; let your values come through in your communication. Correct use of language and grammar are important, of course, but don't become overly fixated on eloquence for eloquence's sake; concentrate on being distinct and real. People want real, people respect real, people follow real.

　　4. Be visible Visibility is about letting your key stakeholders get a feel for who you are and what you care about. Don't hide behind a computer and only interact with people electronically – see them face to face and voice to voice, and interact with them in a real, substantial way. In today's environment, where people are often burned out, it's important for employees to have a personal connection with you and the work you believe in. Show the people that work for you that you're engaged and that you care about them and their work.

　　5. Listen with your eyes as well as your ears. Effective communication is a two-way process, and good leaders know how to ask good questions, and then listen with both their eyes and their ears. Because you are in a position of authority, others may be reluctant to express their real opinions to you directly. You won't always get direct feedback, so you need to also be able to read between the lines and look for the non-verbal cues.

操作提示：正确选T，错误选F。

1. Communication and leadership don't always go hand in hand.回答

2. The say-do gap happens when people misunderstand their leader's intention.回答

3. Using technical jargon makes a leader convincing.回答

4. Communicating sincerely is always the best.回答

5. Observation is as important as communication when you want to know what people really think.回答

**答案：**1. F 2. F 3. F 4. T 5. T

二、完型填空（共50分）

操作提示：通过下拉选项框选择正确的词汇。

What We Have Here: A Failure to Communicate

　　It is the weirdest thing. There are more ways than ever to communicate with people, yet it sometimes seems like it is more difficult to connect — and stay connected — with anyone.

　　Should you shoot off an email? Tap out a text? Post a private message on Facebook? Write on their Facebook wall? Skype, poke, ping or conjure them up on a digital tin can phone?

　　And once you reach someone, you wonder: Is he paying attention? How do you know? Even with the techno-ease of countless communication devices, conversations can still be troublesome. Questions are asked and answered  out of order. Instructions and directions go half-read. Meetings are botched. Feelings are hurt.

自测三

一、选择填空题（每题10分，共5题）

题目1

— Will you help me arrange a meeting with Mr. Brown, please?

—\_\_\_\_\_\_\_\_\_\_\_\_\_

A. No, no way.

B. No, I can't.

C. Sorry I can't. I have to finish my project right now.

题目2

— I am sorry for what I have said to you.

—\_\_\_\_\_\_\_\_\_\_\_\_\_

A. No problem.

B. I'm sure about that.

C. Don't think any more about it.

题目3

Team members are \_\_\_\_\_\_ as unique people with irreplaceable experiences, points of view, and knowledge to contribute.

A. treated

B. viewed

C. known

题目4

Regular and concrete feedback is important \_\_\_\_\_\_ who is not performing up to her potential.

A. when to deal with a worker

B. when dealing with a worker

C. when dealt with a worker

题目5

How do you get your members to \_\_\_\_\_\_ as a team?

A. pull apart

B. pull up

C. pull together

— Could I borrow your iPad for a few hours?

—\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Yes, you can.

B. Sure, here you are. Enjoy your time.

C. It doesn't matter.

I believe that I have a lot to contribute \_\_\_\_\_\_ a team environment, and am comfortable in both leadership and player roles.

A. to

B. with

C. for

In high school, I am equally comfortable\_\_\_\_\_\_as a member of a team and independently.

选择一项：

A. to work

B. working

C. work

I like to think \_\_\_\_\_\_. I am always the one finding new ways to a situation or challenge.

A. inside of the box

B. of the box

C. outside of the box

二、阅读理解：根据文章内容，完成选择题（共50分）。

A Teamwork Game

　　A team of about 35 employees had come together for a team building event. They were a young, bright and enthusiastic team. However, one of their chief problems was the fact that they wouldn't share information or solutions with each other, and the team leader thought they were too focused on themselves and not on the team. As a result, she brought them all into the cafeteria. All of the tables and chairs had been stored away, and fun decorations and hundreds of different colored balloons had been placed around the room.

　　In the center of the room was a big box of balloons that hadn't been blown up yet. The team leader instructed everybody to pick a balloon, blow it up, and write their name on it, but they had to be careful not to burst the balloon.

　　Although they were given a second chance if their first balloon popped, they were out of the game the second time round. In the end, about 30 team members wrote their names without their balloons popping. They were then asked to leave the room and, after five minutes, the team leader brought them back in and asked them to find the balloon with their name on it amongst the hundreds of other balloons in the room. After 15 minutes of searching, no one had found their balloon, and the team were told that they were then going to move on to the third round of the activity.

　　In this round, each team member was instructed to find any balloon with a name on it and then give that balloon to the person whose name was on it. Within two minutes, everybody had their own balloon. The team leader summarized the activity thus: “We are much more efficient when we are willing to share with each other and much better at problem solving when we are working together, not individually.”

　　Sometimes, members of teams create obstacles by focusing solely on their own pursuits and goals. Every member of the team should ask themselves on a regular basis what they are doing and what they can do for the team.

操作提示：通过题目后的下拉选项框选择正确答案。

1. This team building event was aimed at 回答.

A. helping these young, bright and enthusiastic employees become more concentrated on their work

B. making the team members know how to share information or solutions and cooperate with each other

C. building up team morale

2. This event was held in 回答.

A. a self-service restaurant

B. a coffee shop

C. a classroom

3. About how many team members were out of the second round of the activity?回答

A. 30.

B. 35.

C. 5.

4. Which statement below is correct?回答

A. In the second round, every one of the team had found their balloons after 15 minutes.

B. In the third round, the team members were asked them to find the balloon with their name on it amongst the hundreds of other balloons in the room.

C. In the third round, everybody had their own balloon with help from others within 2 minutes.

5. What was the event going to teach these employees?回答

A. Sharing and cooperating with other team members is more efficient when they are working together.

B. Focusing solely on employees' own pursuits is not allowed in workplace.

C. Failure of teamwork is caused by individual.

**答案：**1. B 2. A 3. C 4. C 5. A

自测四

一、选择填空题（每题10分，共5题）

题目1

—Can I get you a couple of tea?

—\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. That's very nice of you

B. With pleasure

C. You can, please

题目2

— You'd better not push yourself too hard. You can ask the team and listen.

— \_\_\_\_\_\_\_\_\_\_

A. You are right.

B. No, we can't do that.

C. I think it will kill our time.

Companies are \_\_\_\_\_\_ interested in your soft skills \_\_\_\_\_\_ they are in your hard skills.

A. so… that…

B. as…as…

C. not…until…

题目4

All the team members tried their best. We lost the game, \_\_\_\_\_\_\_\_\_.

A. however

B. therefore

C. since

题目5

\_\_\_\_\_\_ the job, employers don't want to hire people who are difficult to get along with.

A. Despite of

B. Regardless

C. Regardless of

— \_\_\_\_\_\_\_\_\_\_

— You might as well write a thanks-note.

A. How do you like the rewards?

B. What do you do with the rewards?

C. Could you suggest some ways of the rewards?

he leader \_\_\_\_\_\_ at creating opportunities to provide rewards, recognition and thanks to his or her staff.

A. exceeds

B. excellent

C. excels

Learning new things has always been a great \_\_\_\_\_\_ for me.

A. motivator

B. motivate

C. motivation

二、阅读理解：根据文章内容，完成选择题（共50分）。

How Google Continues to Keep Employees Happy

　　Working for Google is a dream of many, not just because of what this company has achieved in the last 15 years, but because of its enviable work culture. With about 37,000 employees in 40 countries, you might wonder how Google maintains a motivating work experience throughout its entire company.

　　Working for Google comes with perks that most other organizations can't provide -- bowling alleys, free haircuts, gym memberships, and shuttles to and from work. The company's secret to success is putting the same amount of time and effort into keeping employees happy as it does into innovating products.

　　Back when the company was just a start-up, co-founders Larry Page and Sergey Brin had the goal of making Google a place the most talented people wanted to work at. Their idea was simple: creating a work culture that keeps employees happy will motivate them to do their best and will keep them loyal to the company.

　　“It's less about the aspiration to be No. 1 in the world, and more that we want our employees and future ones to love it here, because that's what's going to make us successful,” said Karen May, the Vice President of people development at Google.

　　Google also makes its employees want to work because managers provide tasks that are inspiring and challenging. Every employee at Google has the opportunity to spend 20% of his or her working time on a project they choose. This freedom takes employees out of their routine and away from the mundane tasks that often make workers feel uninspired about their jobs.

　　Lastly, Google shows each employee just how important he or she is to the company. Each employee, regardless of her spot on the totem pole, has an influence on how Google performs.

　　“If you value people, and care about them as whole people, one thing you do is giving them a voice, and you really listen,” May said.

　　Google does just that by hosting employee forums every Friday, where they discuss the 20 most-asked questions. Employees have access to all company information, adding a sense of trust, and employees and leaders work together to solve problems.

操作提示：通过题目后的下拉选项框选择正确答案。

1. How would you describe Google?回答

A. Medium-sized international company

B. Large global enterprises

C. Large American company

2. Which one does NOT belong to the methods that Google motivate its employees?回答

A. Promoting the employee who has more influence on Google the higher job position.

B. Shuttling the employees between home and office.

C. Offering entertaining equipment in workplace.

3. Who founded Google?回答

A. Larry Page and Sergey Brin

B. Karen May

C. Sergey Brin

4. If you are a normal employee of Google, what could you do EXCEPT?回答

A. Know all information of Google and discuss questions with your leaders.

B. Only work for the project you choose.

C. Play bowling with your colleagues and get away from mundane errands.

5. What is Google's secret to success?回答

A. Innovating hi-tech products.

B. Paying high salary to the employees and practicing strict management.

C. Valuing the happiness of its employees as much as innovating good products.

**答案：**1. B 2. A 3. A 4. B 5. C

二、阅读理解：根据文章内容，判断正误（共50分）。

The Right Way to Motivate Employees

　　It's important for a CEO to be passionate and enthusiastic, but there's a line of professionalism that must always be maintained.

　　According to a report from the technology website Venture Beat, PayPal CEO David Marcus wrote a critical letter to his employees blaming them for not using PayPal products and encouraging them to leave if they didn't have the passion to use the products they work for.

　　According to the website, part of the leaked letter reads:

　　“It's been brought to my attention that when testing paying with mobile at Cafe 17 last week, some of you refused to install the PayPal app, and others didn't even remember their PayPal passwords. That's unacceptable to me, and the rest of my team, everyone at PayPal should use our products where available. That's the only way we can make them better, and better.”

　　“In closing, if you are one of the folks who refused to install the PayPal app or if you can't remember your PayPal password, do yourself a favor, go and find something that will connect with your heart and mind elsewhere.”

　　While not obvious at first, the letter reveals a problem of morale and culture at PayPal. As an executive, you certainly want your employees to use and promote your products. However, when faced with a situation where staff isn't embracing what they make, you need to investigate the root of the problem -- not threaten.

When faced with internal problems, good executives start by asking “why”. They reach out to their executive team first and then to the entire staff to find the root of a problem and how to fix it. Sending out a one-sided note about the problem is not leading, it's retreating.

　　Leadership starts by listening. Good executives need to get out among the staff and ask questions and listen without judgment or reaction. The fact that company employees are not embracing and using its products is a failure of leadership that Marcus needs to address by self-reflection. At the end of the day, if his employees have to be forced to use the app, how can he expect consumers to want to willingly pay to use it? Marcus should have focused on three questions:

　　• Why are you not using the app?

　　• What is it that we can do to ensure you use our app?

　　• What do you need from me?

操作提示：正确选T，错误选F。

1. A CEO only needs to be passionate and enthusiastic.回答

2. It is not professional that PayPal CEO blames his employees not to use PayPal or forget PayPal passwords.回答

3. “A one-sided note” refers to the root of PayPal's problem.回答

4. When faced with internal problems, good executives find the root of a problem in their executive team first.回答

5. Good executives need to give feedback immediately when they are listening to the staff.回答

**答案：**1. F 2. T 3. F 4. T 5. F

自测五

一、选择填空题（每题10分，共5题）

题目1

— Haven't seen you for ages. What are you busy doing now?

— \_\_\_\_\_\_\_\_\_\_\_\_

A. Yes ,long time no see.

B. Yeah, thanks for coming.

C. I am working part time in a bookstore.

题目2

— Do you know where I can repair my motorcar?

— \_\_\_\_\_\_\_\_\_\_\_\_

A. It's cheap to repair a motorcar.

B. Around the street corner.

C. You drive too fast to damage it.

题目3

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

A. followed

B. following

C. to follow

题目4

The workmen want to \_\_\_\_\_\_\_\_ the number of working hours and to increase pay.

A. delete

B. decrease

C. depress

题目5

They have come to the conclusion \_\_\_\_\_\_\_\_ this winter will be even colder than before.

A. that

B. for

C. which

— I think I have made a great mistake.

— \_\_\_\_\_\_\_\_\_\_\_\_

A. I don't think so. You really made an error.

B. I don't think so. It's really terrible.

C. I don't think so. It's not your fault.

Without his assistance, I \_\_\_\_\_\_\_\_ the research last month.

A. would not have completed

B. could not finish

C. should not finish

二、阅读理解：根据文章内容，判断正误（共50分）。

Performance Management and Performance Appraisal

　　Performance management aims to acknowledge employee achievements, support their personal and professional development, and motivate and empower them to perform their work effectively. Performance management helps employees to develop their understanding, knowledge and skills so that they can contribute to the achievement of the enterprise's goals and gain personal and job satisfaction. It is a vital part of any quality human resource system.

　　Every enterprise wants and should expect high performance from each employee.The elements of a competency-based performance management system will, if implemented well, enable high performance which will define enterprise and personal success. Using performance management processes, an enterprise can be better placed to meet competitive challenges. This is done by:

　　●identifying the critical positions

　　●determining the most important competencies for those positions

　　●providing the education, training and feedback required by employees

　　●holding each person accountable for their results

　　The key to the performance management process is ‘performance appraisal'. Performance appraisal is simply an evaluation of how well an employee performs his or her job compared to a set of predetermined standards. It is a systematic process of feedback on an employee's work performance, and agreement to future training plans, job goals and job aspirations.

　　To be effective, a performance appraisal needs to have a set of agreed criteria that will be the basis of feedback as well as of setting future goals. Units of competency provide a very effective tool for setting benchmarks or criteria for work performance. The performance criteria within units of competency can be used as measures to assess against in a performance appraisal or review.

操作提示：正确选T，错误选F。

1. Performance management is a very important part of any quality human resource system.回答

2. The aim of performance management is to punish the unqualified employees.回答

3. An enterprise can be better placed to meet competitive challenges by providing the education, training and feedback required by employees, for example.回答

4. Every enterprise can expect high performance from each employee.回答

5. “Performance management” is also called “performance appraisal”.回答

**答案：**1.T  2.F  3.T  4.F  5.F

自测六

一、选择填空题（每题10分，共5题）

题目1

— If you don't believe in yourself, no one else will.

— \_\_\_\_\_. Confidence is really important.

A. That's not the point

B. I don't think so

C. I couldn't agree more

题目2

— Can I have three days off next week, Mr. Smith?

— \_\_\_\_\_. I can manage without you.

A. I'm afraid not

B. Of course

C. It depends

题目3

On hearing the news of \_\_\_\_\_\_ the major exam again, the girl burst into tears.

A. her having failed

B. she failed

C. her being failed

题目4

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

A. with

B. to

C. as

题目5

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

—I'm going to Beijing for a few days.

— \_\_\_\_\_\_\_. I wish I could go with you.

A. It doesn't matter

B. Forget it

C. I really envy you

They depend on each other to survive. In other words, they are \_\_\_\_\_\_ for survival.

A. interwoven

B. interdependent

C. international

\_\_\_\_\_the deepening of China's economic reforms, there is greater cooperation and interdependence between the private and the public sector.

A. With

B. As well as

C. For the sake of

Redundancy happens when employees need to \_\_\_\_\_ their workforce. And as a result, someone gets dismissed from work.

A. reform

B. reproduce

C. reduce

二、完型填空（共50分）

操作提示：通过下拉选项框选择正确的词汇。

　　On May 27, 1995, our life was suddenly changed. It happened a few minutes past three, when my husband, Chris, fell from his horse as it jumped over a fence. Chris was paralyzed (瘫痪) from the chest down, unable to breathe normally. As he was thrown from his horse, we entered into a life of disability with lots of unexpected challenges. We went from the “haves” to the “have-nots”. Or so we thought.

　　Yet what we discovered later were all the gifts that came out of sharing difficulties. We came to learn that something wonderful could happen in a disaster. All over the world people cared for Chris so much that letters and postcards poured in every day. By the end of the third week in a medical center in Virginia, about 35,000 pieces of mail had been received and sorted. As a family , we opened letter after letter. They gave us comfort and became a source of strength for us. We use them to encourage ourselves. I would go to the pile of letters marked with “funny” if we need a laugh, or to the “disabled” box to find advice from people in wheelchairs or even in bed living happily and successfully. These letters, we realized, had to be shared. And so here we offer one of them to you.

自测七

一、选择填空题（每题10分，共5题）

题目1

— Have you already paid? What's my share of the bill？

— \_\_\_\_\_\_\_\_\_. It wasn't very much.

A. It's my share

B. None of your business

C. Don't worry about it

题目2

— Terribly sorry to interrupt, but may I use your dictionary?

— Yes,\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. of course

B. it doesn’t matter

C. no hurry

题目3

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

A. with

B. from

C. against

题目4

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

A. Given

B. Giving

C. Gave

题目5

All the \_\_\_\_\_ guests are seated in the front row.

A. distinguishing

B. extinguishing

C. distinguished

\_\_\_\_\_ there is smoke, there is fire.

A. If

B. When

C. Where

An agreement was reached on the \_\_\_\_\_ of mutual respect and mutual interest.

A. basic

B. base

C. basis

What can we expect \_\_\_\_him?

A. in

B. from

C. on

二、完型填空（共50分）

操作提示：通过下拉选项框选择正确的词汇。

　　What is museum? A museum is a good place to keep old and beautiful things. A museum may be a place to learn about science. A museum can be a place about art of Indians or animals. What is inside a museum? Some museums have old cars and airplanes. Many museums have pictures and statues （雕像）. Others have rocks and old bones. One museum even has a coal mine inside! Many cities have museums. Some very small towns have museums, too. Indianapolis has a children's museum. Children do not have to pay to get in. Children go to the museum often. They like to look at the dinosaur bones. They see a white bear ten feet tall. They go inside an old log cabin （小木屋）. On Saturday, Indianapolis children can hear talks about animals and trees. They see movies.

自测八

一、选择填空题（每题10分，共5题）

题目1

—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.

题目2

— You have to believe in yourself. No one else will, if you don't.

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Confidence is really important.

A. It's not my cup of tea.

B. I don't think so.

C. I couldn't agree more.

题目3

When people are surrounded by \_\_\_\_\_\_ communication and encouragement, they can find the courage to try, fail, redo, and try again.

A. complicated

B. constant

C. corporate

题目4

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

A. outstanding

B. plain

C. general

题目5

How do we expect to compete with a company that has such a huge \_\_\_\_\_\_ and huge resources?

A. recommendation

B. reduction

C. reputation

二、完型填空（共50分）

操作提示：通过下拉选项框选择正确的词汇。

　　This evening I met a friend at a local bar. She brought her laptop along so she could show me some of her latest digital art designs. As we looked through her artwork, the laptop suddenly started making an unhealthy noise, then the screen twinkled on and off and then cut off completely. And as we both stared at one another surprisingly, the terrible smell of fried computer circuits appeared.

　　I grabbed the laptop off the bar to inspect it and the problem instantly arose itself. The bottom of the laptop was completely wet and empty, spilt water glass rested against the side of her purse just behind where the laptop was sitting. While we were chatting and shifting the laptop's 17 inch screen back and forth, we somehow spilt a glass of water that the waiter had inadvertently (无意地) placed behind the screen, which was out of our view.

　　When life throws id some troubles like this, it typically doesn't make any sense to us, and our natural emotional reaction might get extremely upset at the top of our lungs. But how does this help our dilemma? Obviously, it doesn't.

　　The smartest and hardest thing we can do in these kinds of situations is to be more tempered in our reaction. You'd be much wiser and more disciplined than scream extremely. You should remember that emotional rage only makes matters worse. And please remember that once it happens, that will give us an opportunity to grow stronger.

　　Every difficult moment in our lives is accompanied by an opportunity for personal growth and creativity. But in order to attain this growth and creativity.

　　We must first learn to control our emotions. We must recognize that difficulties pass like everything in our life.

一、选择填空题（每题10分，共5题）

题目1

—It's about a successful businessman's management experience, isn't it?

— \_\_\_\_\_\_\_\_\_\_\_\_

A. My pleasure!

B. That's right!

C. It's up to you!

题目2

— I'd like a wake-up call at 7:00 a.m., please!

— OK,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

A. You will certainly make it.

B. I'll make sure you get one.

C. just do what you like.

题目3

We \_\_\_\_\_\_\_\_ with achievement.

A. done

B. are obsessed

C. catch up

题目4

— Who should be responsible for the accident?

— The boss, not the workers. They just carried out the order \_\_\_\_\_\_.

A. as are told

B. as told

C. as they told

题目5

please \_\_\_\_\_\_ your hand if you have any question at all.

A. raise

B. rise

C. arise

二、阅读理解：根据文章内容，完成选择题（共50分）。

How Do You Create a Culture of Innovation?

　　Have you noticed the courage buried in the word encourage? To create a culture in which innovation flourishes takes courage. Determined innovators are always courageous enough to establish a culture in which innovation is greatly encouraged and rewarded. Here are three ways to do that.

　　Put innovation at the heart of strategy, and persist it in every message. Think of innovation strategy as a pyramid: big bets at the top, a few projects in development in the middle, and a broad base of continuous improvements, lasting contributions, and early-stage new ideas at the bottom.

　　Define jobs around innovation. Make it a job prerequisite. Consider 3M’s move to become one of the first companies to tell professionals that they could spend 15 percent of their time on projects of their own choosing. Now many high-tech companies know that they can’t get the best talent without providing this kind of flexibility. And some of those self-selected, self-organized projects might even result in a blockbuster product or line of business. For 3M, it was the Post-it note.

　　Recognize innovation in every part of the company. To build a culture of creativity and innovation, Gillette developed an innovation fair in which every unit could show off its most promising new concepts. It shows that everyone has a role to play in a culture of innovation.

　　To go from idea to successful innovation requires a great deal of support and collaboration. When people are surrounded by constant communication and encouragement, they can find the courage to try, fail, redo, and try again.

操作提示：通过题目后的下拉选项框选择正确答案。

1. What is necessary in creating innovation culture?回答

A.communication

B.courage

C.immitation

2. How does 3M create its innovation culture?回答

A. Put innovation at the heart of strategy, and persist it in every message.

B. define jobs around innovation.

C. Recognize innovation in every part of the company.

3. The word prerequisite in “Make it a job prerequisite” means 回答.

A. required as a prior condition

B. going after

C. prior to request

4. How does Gillette create its innovation culture?回答

A. Put innovation at the heart of strategy, and persist it in every message.

B. define jobs around innovation.

C. Recognize innovation in every part of the company.

5. The formation from idea to innovation needs 回答.

A. discussion and revise

B. failure and courage

C. support and cooperation

**答案：**1. B       2. B       3. A       4. C      5. C