

试卷代号:1378

国家开放大学(中央广播电视大学)2017年秋季学期“开放本科”期末考试

管理英语 3 试题

2018年1月

注 意 事 项

一、将你的学号、姓名及分校(工作站)名称填写在答题纸的规定栏内。考试结束后,把试卷和答题纸放在桌上。试卷和答题纸均不得带出考场。监考人收完考卷和答题纸后才可离开考场。

二、仔细读懂题目的说明,并按题目要求答题。答案一定要写在答题纸的指定位置上,写在试卷上的答案无效。

三、用蓝、黑圆珠笔或钢笔答题,使用铅笔答题无效。

四、考试时间为 60 分钟。

一、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面对话, 并将答案序号写在答题纸上。

1. — I wonder if I could use your computer tonight?

— _____

- A. Sure, go ahead.
- B. It doesn't matter.
- C. Who cares?

2. — I'm leaving for Shanghai tomorrow.

— _____

- A. See you later.
- B. Have a pleasant trip!
- C. Let's go out for a drink.

3. — Perhaps we should climb out of the window and jump down? It's only two floors.

— _____ We'd better wait for the rescue.

- A. That's a good idea.
- B. No, we can't do that.
- C. I think we will kill ourselves.

4. — I'm more than happy to go out this weekend.

— _____ We've got so much work to do at that time.

- A. Don't worry.
- B. Don't say so.
- C. Forget it.

5. — In what form will you take the investment?

— _____

- A. Yes, we will.
- B. We'll contribute a site and the required premises.
- C. We'll give investment.

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. — _____ father took part in the charity activity in the neighborhood yesterday?
— Peter's.
A. Whose
B. What
C. Which
7. A number of boys _____ absent some time during the term.
A. have been
B. has been
C. will
8. The machine _____ this morning for no reason.
A. broke off
B. broke down
C. broke up
9. I don't like ice-cream. She doesn't like it, _____.
A. either
B. neither
C. none
10. He will write to me as soon as he _____ home.
A. will have returned
B. returns
C. will return
11. This is the book _____ I have learned a lot.
A. to which
B. by whom
C. from which
12. I bought a new car last month, but I _____ my old car yet.
A. did not sell
B. have not sold
C. had not sold
13. In Beijing, the best season in a year is probably _____ autumn.
A. late
B. later
C. latter

14. Can you tell me how _____ to the railway station, please?
A. getting B. to get
C. got
15. The manager urged his staff not to _____ the splendid opportunity.
A. slide B. miss
C. escape
16. _____ is known to all, too much fat causes heart problems.
A. It B. As
C. Just as
17. — 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
18. The programme gives students the _____ to learn more about global warming.
A. success B. ambition
C. opportunity
19. Let's discuss these problems at the meeting, _____?
A. do we B. shall we
C. will you
20. If you need further information, please _____ our office.
A. constant B. construct
C. contact

三、阅读理解(共 40 分,每小题 4 分)

21—25 题:阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

Passage 1

I'm Michael Bush, Managing Director of Hoogle Engineering. I am pleased to welcome you here to our website and I'd like to tell you a little about the company and its

organization. Hoogle Engineering was set up in 1960. It was divided into several departments at that time, such as the sales department, marketing department, and production department. Lots of managers were employed to manage it all.

Fortunately things are different now. Sixty people are employed by Hoogle and communication between departments is considered to be one of the most important aspects of the business. The market is global so we need to make contact with customers worldwide, not just locally.

But in the old days we were all in different departments and never spoke to each other. We had a tall structure. Traditionally we had people at the first level on the shop floor, manufacturing products according to the instructions which they were given. Then you had a supervisory level of people who supervised them every day. Then you moved up to the middle management, who were doing the tasks of getting new business, and then you had the senior management team, and then you had the board, who decided the business strategy. So there were a lot of levels in the company in the old days actually.

The structure today is that we form teams within teams to place people who can manufacture a product. Each team has members that can manufacture different products. The actual teams now are self-managing, so we don't even have team leaders. You've got the teams, and then you've got two people, only two people, who are what you think of as management. This is generally called flat structure.

21. Hoogle Engineering was set up in _____.
A. the nineteenth century B. the twentieth century
C. the twenty first century
22. There are many different _____ of management in a tall structure.
A. kinds B. levels
C. functions
23. People in a flat structure usually work in _____.
A. departments B. families
C. teams

24. All of the following statements are true according to the passage EXCEPT that _____.

- A. communication in the company is becoming more and more important
- B. the author thinks the two structures have the same functions
- C. there are more individual responsibilities in the flat structure

25. The best title for the passage would be _____.

- A. "Organization Structure in Hoogle Engineering"
- B. "History of Hoogle Engineering"
- C. "Success in Hoogle engineering"

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。

Passage 2

We live in an age full of opportunities; If you are smart enough, and have got ambition and keep pushing forward, you can rise to the top of your chosen profession, no matter where you started out.

But with opportunity comes responsibility. Companies today aren't managing their employees' careers. Professional workers must be their own chief executive officers (CEO). It's up to you to strive for your place, to keep yourself engaged and productive during a working life that may last around 50 years. To do those things well, you'll need to have a deep understanding of yourself—not only what your strengths and weaknesses are, but also how you learn, how you work with others, what your values are, and where you can make the greatest contribution. Because only when you operate from strength can you achieve true excellence.

History's great achievers—Napoléon, da Vinci, and Mozart—have always managed themselves. But they are so unusual both in their talents and their accomplishments as to be considered rare exceptions. Now, most of us, even those of us with modest talents, will have to learn to manage ourselves. We will have to learn to develop ourselves. We will have to place ourselves where we can make the greatest contribution. And we will have to stay

mentally alert and engaged during a 50-year working life, which means knowing how and when to change the work we do.

26. Companies today are responsible for employee's career.

27. It is the CEO who decides your place.

28. You need to understand your company well so that you can do things well.

29. Understanding yourself means knowing well about your strengths, weaknesses, your values, how you learn, how you do with others and so on.

30. Ordinary people cannot manage themselves well.

四、写作(共 20 分)

31. 根据要求写作文。

写作要求:

以秘书张强的名义,给 Sam Smith 写一份电话留言。

来电时间:4 月 6 日下午 3:00

出访时间:4 月 11 日,星期二

航班号:CZ3590

起飞/到达时间:7:55/10:25

访问意图:Mr. James 将于下周到 Sam Smith 的办公室洽谈一项新的技术开发项目并询问对方时间是否合适,如果时间不合适,请 Sam Smith 回电话。

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座位号

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管理英语 3 试题答题纸

2018年1月

题 号	一	二	三	四	总 分
分 数					

得 分	评卷人

一、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面对话,并将答案序号写在答题纸上。

1. 2. 3. 4. 5.

得 分	评卷人

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. 7. 8. 9. 10.
11. 12. 13. 14. 15.
16. 17. 18. 19. 20.

得 分	评卷人

三、阅读理解(共计 40 分,每小题 4 分)

21—25 题:阅读下列短文,从 A、B、C 三个选项中选出一个正确答案,并将答案序号写在答题纸上。

21. 22. 23. 24. 25.

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。

26. 27. 28. 29. 30.

得 分	评卷人

四、写作(共 20 分)

31. 根据要求写作文。

写作要求:

以秘书张强的名义,给 Sam Smith 写一份电话留言。

来电时间:4 月 6 日下午 3:00

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国家开放大学(中央广播电视大学)2017年秋季学期“开放本科”期末考试

管理英语 3 试题答案及评分标准

(供参考)

2018年1月

一、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面对话,并将答案序号写在答题纸上。

1. A 2. B 3. B 4. C 5. B

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. A 7. A 8. B 9. A 10. B
11. C 12. B 13. A 14. B 15. B
16. B 17. B 18. C 19. B 20. C

三、阅读理解(共40分,每小题4分)

21—25题:阅读下列短文,从A、B、C三个选项中选出一个正确答案,并将答案序号写在答题纸上。

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

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。

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

四、写作(共20分)

31. 根据要求写作文。

(仅供参考)

A Telephone Message

To: Sam Smith

1338

Time: 3:00 p. m. , April 6

Message: Mr James is scheduled to visit your office on April 11, Tuesday. His Flight CZ3590 takes off from Shanghai at 7:55 a. m. and arrives in Shenzhen at 10:25. He is expecting to discuss with you about the technical cooperation on a new project. Ring back to check whether the time is suitable.

From: Li Qiang

评分标准

(1)评分原则

①本题总分为 20 分,按 6 个档次给分。

②评分时,先根据文章的内容和语言初步确定其所属档次,然后以该档次的要求来衡量、确定或调整档次,最后给分。

③评分时应注意的主要内容为:内容要点、句型变化、词汇运用和语法结构的准确性,语意的连贯性、逻辑性以及应用文的格式要求。

④评分时,如拼写错误较多,书写较差,以至影响交际,将分数降低一个档次。

(2)各档次的给分范围和要求

16—20 分	<ul style="list-style-type: none">●完全完成了试题规定的任务;●覆盖所有内容要点;●语法结构、句型和词汇有变化;●语法结构和用词准确。●语意连贯、逻辑性强。●应用文写作格式规范。
11—15 分	<ul style="list-style-type: none">●较好地完成了试题规定的任务;●覆盖所有内容要点;●句型和词汇有变化;●语法结构和词汇基本准确,些许错误主要是因为尝试较复杂语法结构或词汇所致。●语意基本连贯、有一定的逻辑性。●应用文写作格式较为规范。

6—10 分	<ul style="list-style-type: none"> ●基本完成了试题规定的任务； ●覆盖所有内容要点； ●运用语法结构和词汇方面能满足任务的基本要求； ●有一些语法结构或词汇方面的错误,但不影响理解。 ●语意连贯性及逻辑性方面存在一定问题。 ●应用文写作格式基本规范。
3—5 分	<ul style="list-style-type: none"> ●虽尽力但不足以完成试题规定的任务； ●仅覆盖部分主要内容,或写了一些无关内容； ●语法结构和词汇运用能力很弱； ●有许多语法结构或词汇方面的错误,影响了对写作内容的理解。 ●语意不连贯,逻辑性方面问题较大。 ●应用文写作格式不规范。
1—2 分	<ul style="list-style-type: none"> ●未完成试题规定的任务； ●句子不完整或无法理解； ●语法结构或词汇方面错误连篇,影响对写作内容的理解;语言运用能力差。 ●语意不清,毫无逻辑。 ●应用文写作格式不规范。
0 分	<ul style="list-style-type: none"> ●未答题,或虽作答但不知所云。