

试卷代号:1389

国家开放大学(中央广播电视大学)2018年秋季学期“开放本科”期末考试

## 管理英语 4 试题

2019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、仔细阅读题目的说明,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列对话, 并将答案序号写在答题纸上。

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

— \_\_\_\_\_

A. Please do me a favor.

B. You may ask for help.

C. I'll give you a hand.

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

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

— Yes, \_\_\_\_\_.

A. of course

B. it doesn't matter

C. no hurry

4. — 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.

5. — \_\_\_\_\_

— I'd like to have this film developed.

A. What's it?

B. May I help you?

C. What do you want?

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

- A. more likely
- B. more like
- C. more unlikely

7. \_\_\_\_\_ 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

8. There is no \_\_\_\_\_ the fact that he is the best student in the class.

- A. deny
- B. denying
- C. denies

9. Effective leaders distill complex thoughts and strategies into simple, memorable terms \_\_\_\_\_ colleagues and customers can grasp and act upon.

- A. when
- B. that
- C. who

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

- A. that
- B. /
- C. which

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



Change management has always been an issue of debate amongst scholars: how can employers create suitable conditions for a successful change process? And what can employees do to get through it?

**Tips for dealing with change in the workplace.**

- Make yourself aware that change happens: it happens in personal life, it happens in your professional life. You cannot live in the past, so denying that change could occur only makes things more complicated for you.

- Stay alert in the workplace: know what is happening around you. When you come across clues that hint change is on the way, acknowledge them!

- Maintain open communication channels: Don't lay back and expect things to pass you by smoothly. You need to get acquainted with the occurring changes. Seek more details from your management and peers to form an accurate understanding of the matter. Be transparent and honest about your fears: dealing with the unknown is often resented and daunting. Make the picture as clear as you can.

- Assess yourself: Change is a time when one's confidence about one's skills and capabilities gets shaky. Recognize your strengths and where you could bring them into play. At the same time, stay aware of your developmental areas and work on improving those.

- Don't be stiff: It will make the change process much harder if you are rigid. Be flexible enough to look at the different angles of the change and see where you could apply your "existing" skills and knowledge, and what new skills you need to acquire.

- Stay optimistic: Keep a positive attitude and don't let yourself drown in uncertainty. Involve yourself in the new process; locate yourself properly in the new scenario. Adjust!

"You can't get to the top of Everest by jumping up the mountain. You get to the mountaintop by taking incremental steps. Step by step, you get to the goal", says Robin Sharma, one of the world's most-sought-after leadership and personal success experts.

21. Enterprises carry out downsizing, reorganizing and cutting costs in order to \_\_\_\_\_.

- A. cut down on the number of workers
- B. reshuffle the organization
- C. survive

22. "No industry is exempt" means \_\_\_\_\_.  
A. No industry is an exception  
B. No industry is an example  
C. Not every industry can be exempted
23. The following questions are often discussed among scholars EXCEPT \_\_\_\_\_.  
A. How can bosses create favorable conditions for change  
B. How can productivity be increased  
C. What can workers do to get through change
24. How many suggestions does the author put forward?  
A. 4  
B. 5  
C. 6
25. From the passage, we know that Robin Sharma is \_\_\_\_\_.  
A. an expert on leadership, and personal success  
B. a great leader  
C. someone who likes to play the game of Hide and Seek

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。

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.

26. Communication and leadership don't always go hand in hand.

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

28. Using technical jargon makes a leader convincing.

29. Communicating sincerely is always the best.

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

#### 四、写作(共 20 分)

31:根据要求写作文。

Write a composition with at least 100 words on My Dream Job.

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座位号 

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## 管理英语 4 试题答题纸

2019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 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。

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国家开放大学(中央广播电视大学)2018年秋季学期“开放本科”期末考试

## 管理英语 4 试题答案及评分标准

(供参考)

2019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列对话,并将答案序号写在答题纸上。

1. C                      2. B                      3. A                      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. C                      8. B                      9. B                      10. A  
11. A                      12. C                      13. B                      14. A                      15. C  
16. B                      17. C                      18. A                      19. C                      20. A

### 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,并将答案序号写在答题纸上。

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

### 四、写作(共20分)

31:根据要求写作文。

Write a composition with at least 100 words on My Dream Job.

作文评分标准:

#### 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"> <li>●完全完成了试题规定的任务；</li> <li>●覆盖所有内容要点；</li> <li>●语法结构、句型和词汇有变化；</li> <li>●语法结构和用词准确。</li> <li>●语意连贯、逻辑性强。</li> <li>●应用文写作格式规范。</li> </ul>
11—15 分	<ul style="list-style-type: none"> <li>●较好地完成了试题规定的任务；</li> <li>●覆盖所有内容要点；</li> <li>●句型和词汇有变化；</li> <li>●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。</li> <li>●语意基本连贯、有一定的逻辑性。</li> <li>●应用文写作格式较为规范。</li> </ul>
6—10 分	<ul style="list-style-type: none"> <li>●基本完成了试题规定的任务；</li> <li>●覆盖所有内容要点；</li> <li>●语法结构和词汇运用方面的能力能满足任务的基本要求；</li> <li>●有一些语法结构或词汇方面的错误,但不影响理解。</li> <li>●语意连贯性及逻辑性方面存在一定问题。</li> <li>●应用文写作格式基本规范。</li> </ul>
3—5 分	<ul style="list-style-type: none"> <li>●虽尽力但不足以完成试题规定的任务；</li> <li>●仅覆盖部分主要内容,或写了一些无关内容；</li> <li>●语法结构和词汇运用能力很弱；</li> <li>●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。</li> <li>●语意不连贯,逻辑性方面问题较大。</li> <li>●应用文写作格式不规范。</li> </ul>
1—2 分	<ul style="list-style-type: none"> <li>●未完成试题规定的任务；</li> <li>●句子不完整或无法理解；</li> <li>●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。</li> <li>●语意不清,毫无逻辑。</li> <li>●应用文写作格式不规范。</li> </ul>
0 分	<ul style="list-style-type: none"> <li>●未答题,或虽作答但让人不知所云。</li> </ul>