

商务英语视听说

1、 It is said that the UK' s new prime minister will pay a visit to China next month in an effort to strengthen the bilateral relationship between the two counties and _____.

A、 address the public health threat of Ebola epidemic in some parts of China

B、 address the recent issues arising from the new coronavirus outbreak

C、 discuss the countermeasures of H1N1 flu that is sweeping across the globe

D、 the cooperation in the R&D of the vaccine for Smallpox

答案： B

2、 _____ we thrive, _____ we falter.

A、 Unite separate

B、 United separated

C、 United separate

D、 Unite separated

答案： B

3、 — Rebecca, could you show us the new design that were to be launched next month?

— Sure. Well, actually, the new design can be _____ our original model launched earlier this year.

A、 tracked down to

B、 tracked back to

C、 traced forward to

D、 traced back to

答案： D

4、 English teachers often encourage the students _____ English aloud.

A、 read

- B、 reading
- C、 to read
- D、 readed

答案： C

5、 The new sales team ____ 2 advisors from Sally-Gremstone Enterprise and 5 top salespersons from our subsidiary in Antwerp.

- A、 operates
- B、 derives from
- C、 ends with
- D、 consists of

答案： D

6、

_____he ever _____abroad ? -No, never.

- A、 Did, go
- B、 Is, been
- C、 Has, been
- D、 Has, gone

答案： C

7、 In some cultures, handling files with your left hand is considered ____ and your business partner may get upset.

- A、 kind
- B、 akin
- C、 rude
- D、 pleasant

答案： C

8、 We can infer from the article that

- A、 President Trump has ordered the whole country of the United States to be in quarantine state earlier April.
- B、 The medical experts in the States believed that the stay-at-home order can be dismissed after 30 days of quarantine starting from April.

C、 Whether to loosen the quarantine procedures or not depends on the actual needs of the businesses in the United States.

D、 The death toll in the United States has been expected to go down since the beginning of April.

答案： D

9、 We ____ to inform you that the contract between us has to be ____ due to your continuous breach to the terms we agreed.

A、 regret discontinued

B、 regret delayed

C、 regret continued

D、 regret eradicated

答案： A

10、 What would be the best title for this article?

A、 Torn Over Reopening Economy, Trump Says He Faces ‘Biggest Decision I’ ve Ever Had to Make’

B、 Revitalizing the Small and Middle-sized business — The Most Severely Stricken Area of our Economy in the Time of Coronavirus

C、 Invisible Battles Against the Coronavirus — How the Trump Administration Take the Lead

D、 The Trump Dilemma— Winning the Fight For Vital Medical Resource as He Vowed and Mr. Cuomo Distrusted.

答案： A

11、 We’ d very much like to place an order with you if you are willing to ____ the unit price by 0.2%.

A、 increase

B、 level up

C、 collect

D、 reduce

答案： D

12、 “When I received the package, I found a crack on the surface and it looks pretty worn out on the corners. ”

What can we infer from this sentence?

- A、 The package is in good condition.
- B、 The package has something wrong.
- C、 The goods inside the package have been compromised.
- D、 The goods inside the package is in good condition.

答案： B

13、 Any ___ to our terms and policies will not be ___ to ___ notice. Please check our official website for updates.

- A、 thing subject recent
- B、 alteration moved further
- C、 changes subject /
- D、 alteration subject further

答案： D

14、 The word ‘rival’ in the last paragraph most probably means

- A、 be just like
- B、 be overcome by
- C、 be better than
- D、 be worth

答案： A

15、 The Warehouse has kept us busy all these days since stocks were being added _____ .

- A、 on a daily routine
- B、 following a daily routine
- C、 on a daily basis
- D、 on a daily base

答案： C

16、 From the author, how long would it take for the United States to get back to normal?

- A、 30 days at most

B、 as long as the number of newly confirmed cases shows the sign of declination.

C、 in no more than 45 days

D、 at least after the pandemic across the whole nation has been largely contained.

答案： D

17、 When did you _____ the book to the library? -Yesterday afternoon.

A、 borrow

B、 lend

C、 give

D、 return

答案： D

18、 We will be able to ____ production at the end of April. That' s quite a ____, especially after so many days of a 'national hibernation' due to the virus outbreak.

A、 resume relief

B、 resume sigh

C、 return relief

D、 return sigh

答案： A

19、 Attention! All staff, please _____ your seat and office equipments using the standard disinfectant before you leave the office. And keep an open eye on the bulletin for hygienic guidelines to keep yourself safe and healthy.

A、 clean

B、 cleanse

C、 sanitize

D、 protect

答案： C

20、 You may ____ an order if all the terms are of no further concern to you, Sir.

- A、 give
- B、 take
- C、 place
- D、 replace

答案： C

21、 — Hello, Vectra Biochemicals.

— Oh, hi, could you please ___ me ___ to Mr. Jenkins? I need to speak to him right now.

- A、 go through
- B、 make through
- C、 put through
- D、 take through

答案： C

22、 Now her lost books are usually_____ the library.

- A、 returned
- B、 returned to
- C、 paid
- D、 paid to

答案： B

23、 — I haven' t seen any update since Tuesday. What has your department been doing last week? _____.

- A、 I' m supposed to be updated on Last Saturday
- B、 I' m supposed to be updated on Thursday.
- C、 I' m not supposed to be updated until Friday
- D、 I' m not supposed to be updated before Saturday

答案： A

24、 I think Tara has fallen into a quite ___ situation. She may not even know how to handle it by herself.

- A、 good

- B、 nice
- C、 tricky
- D、 sound

答案： C

25、 As the death ____ was in steady rise, the local government was forced to take ____ measures, mainly restricting social ____ and shutting down public facilities.

- A、 casualty quarantine gathers
- B、 casualty quarantine gatherings
- C、 toll separation gathers
- D、 toll quarantine gatherings

答案： D

26、 Danny Soderburgh has been ____ the director of the Technical Support. He' s mild and easy with employees, as I heard from Sales.

- A、 taken
- B、 appointed
- C、 fully supported
- D、 fired

答案： B

27、 The world ____ by Hans Shroeden Wurst in his latest novel "Heist Al-Pentoiz" is fascinating. I read it 3 times and I' m still blown away by his ____ in novel writing.

- A、 pictured talent
- B、 painted genius
- C、 depicted ability
- D、 depicted talent

答案： D

28、 Log 4

Civilian Cargo 22(Southern Col.)

Captain Sarah Tamilson on her night shift

Destination: Levine Microbiological Research Institute on
Mars (L. M. R. I)

Data restored on Jan. 4, 2099

Data brief:

Warning: Hulk Breach: 24%

Oxygen Level: 59%

Thermodata initiated

Pressure: Normal

Capt.: "C' mon, not at this point..."

"Mother, open the shaft so that I can check the breach
position."

Mother: "Roger. Hulk breach evaluation initiated. Breach data is
being uploaded to the control room."

(153 secs later)

Warning: Hulk Breach: 41%

Oxygen Level: 47%

Thermodata initiated

Pressure: Low

WARNING:

Multiple external threats detected.

Hulk Protection Procedure initiated.

Counterattack Ready In 3 secs.

3, 2, 1...

Capt.: "Southern Col. to Headquarters. This is Captain Sarah. We're
under attack by an unknown threat on the way to L.M.R.I. Need
immediate support. Repeat..."

“What the hell is that?!! Ohhh no... No way... ..., No!!!”

(231 secs later)

Warning: Hulk Breach: 69%

Oxygen Level: 34%

Thermodata disabled

Auxiliary Power initiated

Oxygen Refill in 5 secs

Pressure: Critically Low

WARNING:

Pressurization Process will be initiated in 10 secs. Please connect to the respirator to avoid pressure impact.

(15 secs later)

WARNING:

The hulk is in critical condition.

Initiate Automatic Repair:

YES. NO.

WARNING: Hulk Breach: 53%

Oxygen Level: 38%

Thermodata initiated

Pressure: Normal

(27 secs later)

Initiate the Weapon Locker:

YES. NO.

Identity Verified.

Welcome to the Weapon Locker, Captain.

“Well, let’s meet the babies tonight.”

Weapon Locker accessible in 5 secs.

— Laser Beam Dispatcher Ready.

— Submachine Gun Ready.

— Flamethrower Ready.

— Electrocuter Ready.

— Rocket Launcher Ready.

— Rivet Gun Ready

Please use the weapons under the instructions of Federal Emergency Act, any civilian casualty is not allowed under the current federal law.

(30 secs later)

Warning: Temporary departure detected.

System Pressure Low.

Hulk condition stabilized.

“Wait for me, Mother. I’m gonna clean the path.”

A、 sd

B、 cx

C、 nv

D、 po

答案： A

29、 Sarah, check my _____ and tell me the exact time for my visit to Synotec in Milan tomorrow afternoon. And don' t forget to get my laundry at eleven tonight.

- A、 Lonely Planet
- B、 breast pin
- C、 closet
- D、 itinerary

答案： D

30、 Tim, you' re gonna take _____. We' ve got a long meeting up forward today.

- A、 samples
- B、 minutes
- C、 off
- D、 away

答案： B

31、 As the sales director, my responsibility is to _____ .

- A、 make sure you won' t get fired.
- B、 bring our customers down for good.
- C、 achieve better sales performance.
- D、 ensure R&D in every possible way.

答案： C

32、 — “ Hello. I' ve been trying to contact Mr. Hutchison several times since yesterday but nobody was answering. I' ve sent the broken piece to your company and the warranty is going to expire in 2 days. My patience has a limit. If I don' t receive any formal reply tomorrow, I will handle it legal-wise.”

What can we infer from the above?

- A、 The speaker is most probably a legal personnel.

- B、 The speaker is most probably a sales director.
- C、 The company did well in handling customer complaints.
- D、 The company did badly in handling customer complaints.

答案： D

33、 Altogether 7 paramedic staff have been ____ by the expert team in a ____ effort to curb the infection.

- A、 summon join
- B、 summoned join
- C、 summoned joint
- D、 summon joint

答案： C

34、 I think it may be the ____ light in the workshop. We couldn' t possibly get a clear view of the details of the product no matter how hard we tried.

- A、 dim
- B、 sound
- C、 indifferent
- D、 quiet

答案： A

35、 Our market in Southern Asia is actually ____, with less than 21.9% market share and a _____ sales revenue year after year.

- A、 increasing ascending
- B、 shrinking declining
- C、 shrinking increasing
- D、 increasing declining

答案： B

36、 Our new model, the Aurora-III Songbird Sound System _____ two super mid-range speakers that can deliver superior clarity in the mids.

- A、 comes down with
- B、 comes up with
- C、 gets through to
- D、 puts aside

答案： B

37、 Howard' s just not gonna make it! Did you check his report last Sunday? It was totally a ____! I can' t even believe he has been working in the Aftersales for 5 years now!

- A、 great work
- B、 routine work
- C、 mess
- D、 kind

答案： C

38、 One day the librarian _____ an idea.

- A、 came up
- B、 came with
- C、 came up with
- D、 came up to

答案： C

39、 If you have any ____ questions, you can ____ the monitor and click the 'voice assistant' for help.

- A、 new get
- B、 further get
- C、 new spread
- D、 further access

答案： D

40、 She _____ an English teacher.

- A、 uses to
- B、 used to
- C、 use to be

D、 used to be

答案： D

41、 Currently, we are looking for a ____ supplier in this area, a supplier willing to maintain a long-term business relationship with us.

A、 meaningful

B、 benevolent

C、 independent

D、 reliable

答案： D

42、 Reading Comprehension

阅读理解

As he grapples simultaneously with the most devastating public health and economic crises of a lifetime, President Trump finds himself pulled in opposite directions on what to do next since the beginning of April. The bankers, corporate executives and industrialists plead with him to reopen the country as soon as possible, while the medical experts beg for more time to curb the coronavirus.

The phone calls from his business friends compete against the television images of overwhelmed hospitals. The public health experts tell him what he is doing is working, so he should not let up yet. The economic advisers and others in his White House tell him what he has done has worked, so he should begin to figure out how to ease up. Tens of thousands more could die. Millions more could lose their jobs.

“I’ m going to have to make a decision, and I only hope to God that it’ s the right decision,” Mr. Trump said on Friday during his daily news briefing on the fight against the coronavirus pandemic that has [killed more than 18,000 Americans so far](#) and put more than 16 million

out of work. “But I would say without question it’s the biggest decision I’ve ever had to make.”

Seizing on new estimates of a lower-than-projected death toll, the president signaled that he wanted to start resuming business on some basis after his current stay-at-home guidelines expire on April 30, and he announced that he would name a task force next week to develop a plan. But he also promised to listen to public health officials cautioning against a premature move to relax limits.

In actuality, the decision on when and how to reopen is not entirely Mr. Trump’s to make because he never ordered it closed. The stay-at-home edicts that have kept the vast bulk of Americans indoors were issued by governors state by state. But the president did issue nonbinding guidelines urging a pause in daily life through the end of the month. And if he were to issue new guidance saying it was safe to reopen or outlining a path toward reopening, many states would most likely follow or feel pressure from their businesses and constituents to ease up on restrictions.

“We’re not doing anything until we know this country is going to be healthy,” Mr. Trump said. “We don’t want to go back and start doing it over again.” But he added that the nation’s current paralysis was not sustainable. “You know what? Staying at home leads to death also,” he said. “It’s very traumatic for the country.”

The number of deaths worldwide from the coronavirus topped 100,000 on Friday, as a surge of cases in Moscow pushed the Russian capital’s health care system to its limit. Lockdowns were extended across much of the globe heading into the Easter weekend, as countries desperately struggled to slow infections. The strain of people out of work and dependent on assistance was starting to show. A distribution of food turned into a bloody melee in a poor area of Nairobi, Kenya.

In the United States, the death toll has surpassed that of Spain, with only Italy reporting more. In Washington, lawmakers and administration officials made some progress in breaking a stalemate over a \$250 billion federal infusion to replenish a fast-depleting loan program for distressed small businesses. Senator Chuck Schumer of New York, the Democratic leader, said that the Trump administration had agreed to bipartisan negotiations early next week.

But the central question dominating the conversation in Washington, New York and elsewhere was how long would it be until the country could begin to get back to normal. Gov. Andrew M. Cuomo of New York, the hardest hit state, said any easing of restrictions would require widespread testing to cover millions of workers first, while Mr. Trump said that “you don’ t need full testing” but instead concentrated screening in the most affected areas.

New government projections presented to officials this week concluded that stay-at-home orders, school closures and social distancing have greatly reduced infections, but added that lifting them after only 30 days, as the president is considering, could result in a rash of new illnesses and fatalities that would rival doing nothing to counter the pandemic.

Questions:

1. Where would you most probably see this article?

- A、 In a fashion magazine like Harper’ s Bazaar
- B、 On a popular online education channel
- C、 In a newspaper
- D、 On a website introducing the foreign policies of the United States

答案： C

43、 Rene, I need you to ___ me on the sales campaign last weekend. Did everything go on as we planned?

- A、 brief
- B、 talk
- C、 say
- D、 address

答案： A

44、 _____, it was not a software designed to help the staff with statistical work. It was just a common office software that can be applied on a daily basis.

- A、 Strategically
- B、 Wisely
- C、 Friendly
- D、 Technically

答案： D

45、 — Excuse me, do you know how to keep the temperature in the cabinet below 22 Celsius degrees when I turn on the dispenser, I mean, if?

— Oh, madam, _____. The temperature in the cabinet will be permanently under 20 Celsius degrees as long as you keep the ceramic plank away from heat.

- A、 it is impossible to keep the temperature below that level
- B、 what you said is not an option for us
- C、 you don' t have to worry about that
- D、 you are absolutely talking nonsense

答案： C

46、 The 'biggest decision' that President Trump has to make, according to the article, is

- A、 whether to offer adequate loans to the pandemic-beaten small and middle-sized industries across the country.
- B、 whether to reopen business and the economy when the quarantine is over.

C、 whether to lengthen the quarantine period to a even longer span than 30 days.

D、 whether to modify the guideline of staying indoor since stay-at-home would also lead to death.

答案： B

47、 I' ve reviewed your sales report. I think some data in your report seems to be _____ what I' ve found out and my knowledge on the market in this area. Would you mind double-checking it?

A、 in line with

B、 contradictory with

C、 in constant agreement with

D、 aligned with

答案： B

48、 It can be inferred from the statement of Gov. Andrew M. Cuomo that

A、 the New York City can reboot soon after the quarantine ends.

B、 he has a serious doubt on the workers' willingness to accept the virus test.

C、 he has a serious doubt on President Trump' s policies in testing issued earlier April.

D、 he doesn' t think the workers in areas less hit by the pandemic need the testing.

答案： C

49、 Granny looked for her book, but she couldn' t find it _____.

A、 somewhere

B、 everywhere

C、 anywhere

D、 nowhere

答案： C

50、 Let' s see how we performed in the last quarter. Well, it' s a real surprise for us that our new series, the Gabriella-IV air

freshener hit an _____ sales record of 1200 sets in Eastern Europe alone from July to September.

- A、 optimistic
- B、 fabulous
- C、 underestimated
- D、 unprecedented

答案： D

51、 Did you see the lady in yellow coat over there? She has the _____. You may talk to her if you want to know more about our products.

- A、 yellow pages
- B、 white pages
- C、 catalog
- D、 electrics

答案： C

52、 She always ____ of being asked about her salary of her previous job as a salesperson.

- A、 fear
- B、 feared
- C、 scared
- D、 scary

答案： B

53、 — Sir, I think we need to ____ the drill head. The one we' re using now cannot drill down to the bedrock.

— Got it. I' ll contact Supplies. You guys just keep drilling and be careful with your hands.

- A、 find
- B、 replace
- C、 take
- D、 drown

答案： B

54、 It' s almost impossible to track every customer data in the system. ____ , we don' t have that much time next week.

- A、 But
- B、 Since
- C、 Consequently
- D、 Besides

答案： D

55、 Mr. Kutcher, I' m sorry to ____ you that the flight to Vietnam at 17:50 was ____ due to an airport emergency.

- A、 confirm cancelled
- B、 inform cancelled
- C、 share right
- D、 inform absent

答案： B

56、 — Well, Jessie, do you think you can really handle this task by yourself? It involves something bigger than any of us could' ve imagined. We' ve got only THREE days left, you know.

—

- A、 Who do you think I am? Huh? The pathetic and wretched Victorian guardians left behind by the Crusaders?
- B、 Yeah, I see. It' s really a huge task and to be frank, I' m without sort of a clue myself.
- C、 Who do you think you are? The Questioner from the Byzantine Church and the Sacred Shepard?
- D、 Yeah, I see. It' s just a small task that won' t bother at all.

答案： B

57、 — Nick and I are going to take a look at the power grid in Northern Coldbrook County. Make sure everything' s fine here.

— No worry. _____.

- A、 You will miss it
- B、 You understand everything
- C、 You' ve got my back
- D、 You will lose it

答案: C

58、 You cannot mix soda or coke with our drink. Normally, our product is _____ be mixed with soft drinks.

- A、 super fine to
- B、 basically fine to
- C、 not meant to
- D、 quite fine to

答案: C

59、 The man took away the dictionary but did not _____.

- A、 pay it
- B、 pay for it
- C、 cost it
- D、 spend it

答案: B

60、 You will be able to get the result if you follow these steps. However, if the steps involved are _____, for example, you make Step 3 before Step 2, you may encounter system failure immediately.

- A、 down
- B、 wrong
- C、 reversed
- D、 in order

答案: C

61、 She _____ receive the notes when she came into the office. So I don' t need to send another email to confirm with her.

- A、 already
- B、 happened to

C、 generally

D、 means to

答案： B

62、 Sir, if you place a ____ order, which means more than 120 PCS per crate and a minimum of 20 crates per shipment, we may consider giving you a 3% discount and return the Customs tax for you.

A、 small

B、 large

C、 bulk

D、 hulk

答案： C

63、 According to Senator Chuck Schumer,

A、 the Trump administration is yet to reach an agreement among the Democrats and Republicans.

B、 the Trump administration didn' t show the intention to agree with the negotiations between the Republicans and Democrats.

C、 the Trump administration has accepted the joint declarations from the Republicans and Democrats concerning the relief plan for pandemic-hit businesses across the country.

D、 the Trump administration is trying to make a divide between the Republicans and Democrats by deliberately consenting the negotiations between the Republicans and Democrats.

答案： C

64、 Lewis, I think the airlock has been compromised. We need to find another way to ___ the ship before it gets below the water.

A、 land on

B、 find

C、 move on to

D、 abort

答案： D

65、 You can choose to implement the protocol now or wait until the transferring procedure is over. _____, you will be able to enter the second phase as planned.

- A、 Either way
- B、 Both ways
- C、 Possibly
- D、 Usually

答案： A

66、 — Did you see the bulletin? Derek and Peter are no longer in Sales.

— Oh, yeah, I knew it. I heard they' ve been _____ to Production. It always needs people there, always.

- A、 discharged
- B、 fired
- C、 liked
- D、 transferred

答案： D

67、 My hobby is _____all kinds of coins.

- A、 to collect
- B、 collecting
- C、 to pick up
- D、 picking up

答案： A

68、 Ok, now let' s get down to business. We' ve got really a lot to _____ this afternoon. Any of you need to order a takeout?

- A、 get through
- B、 think about
- C、 go for
- D、 flash in

答案： A

69、How long may I _____ the history books?

- A、 keep
- B、 lend
- C、 borrow
- D、 return

答案： A

70、请根据括号的词提示填入其正确变体或近义词：

Sir, our company _____ (special) in the production and export of ceramic kitchenware, _____ (range) from fine cutlery to kitchen ornaments. We' ve been in this business for more than a _____ (ten years), and enjoys a good reputation in the industry.

答案： specializes; ranging; decade;

71、Selena, I need to go to the general consulate to ____ (new) my passport. If Mr. Rahasmoradi called, tell him our terms are not ____ (negotiation) in a really polite manner.

答案： renew; negotiable;

72、It has a special ____ (coat) on the handle so you can tell the difference ____ (immediate). At cold temperatures, the battery may exhaust ____ (fast) than usual but there is a ____ (supplement) power source and it can be triggered ____ (manual).

答案： coating; immediately; faster; supplementary; manually;

73、My computer' s become ____ (temperament) these days. ____ (Fortune), the data was backed up ____ (automation) to my iCloud. But I don' t know whether the data is ____ (access) now since the server is a bit ____ (overload) recently.

答案： temperamental; Fortunately; automatically; accessible; overloaded;

74、The new system will tremendously _____ (facility) the _____ (circulate) of corporate magazine. For a huge organization like Mendes-Houston Media, the power of paper media cannot be _____ (underestimation).

答案: facilitate; circulation; underestimated;

75、— Milton, I need three ____ (copy) of this catalog before 9 o' clock. And we are going to have the meeting at 10:30.

— Ok. Oh, boss, the ____ (Turkey) client, Ms. Celibutto, said her factory is no longer able to deliver the rest two ____ (batch) we ____ (require) in our last letter due to a ____ (mass) national strike in the territory. Shall I reply her this afternoon and ask if she has got any ____ (replace)?

— Well, you don' t have to bother with it now. We' ll discuss it after the meeting.

答案: copies; Turkish; batches; required; massive; replacement;

76、Regina, I' m afraid the R&D' s gonna need a few more days to ____ (final) the report before you go to England. They' re now working day and night to ____ (analysis) test data and ____ (simulation)diagnoses.

答案: finalize; analyze; simulate;

77、When negotiating the price, you are strongly recommended to stick to your price and do not comprise at any time.

答案: 错误

78、Some cultures don' t allow people to conduct body touch when they meet each other for the first time. So try to avoid these taboos when you conduct business with them.

答案: 正确

79、The best way to deal with a complaining customer is to hang up the phone and blacklist him or her after several calls.

答案: 错误

80、The Indians are religious and gods-worshipping. Unlike the Christians or Catholics who only dedicate themselves to the Jesus, Indians worship many gods. In India, you can touch a local boy or girl' s head or gently caress their heads to show your love for the kid.

答案: 错误

81、Most Thais believe in Buddhism. There are many Buddhist temples scattering in the country. But the government of Thailand is military biased and the country is also notorious for its corruption and regional chaos, even in peaceful times.

答案： 正确

82、The Chinese pay attention to filial piety and reverence. It would be considered rude to confront your parents in public, even if you are right sometimes.

答案： 正确

83、Muslims don' t eat pork, but they can drink wine. If you are dealing with an Indonesian or Malaysian client, you can take him or her to a local restaurant and order some wine for your business counterpart.

答案： 错误

84、In Saudi Arabia, before June 2018, women could drive like men, as long as they were wearing veil and had legit driving license.

答案： 错误

85、In the US, it is considered largely impolite to unpack a gift in front of your friend or business partner. It' s recommended that you unpack the gift when you return home.

答案： 错误

86、In your booth, if a customer approaches you, what you need to do is to walk to him or her and have a little nice chat. You don' t have to take the catalog with you since you don' t know whether the customer has the buying intention or not.

答案： 错误

87、In Japan, if you come across a boy or girl in bizzare costume or clad with some ornaments that you' ve never seen your whole life, don' t feel surprised. It might be just a cosplay costume, which is popular among the younger generation in the country.

答案： 正确

88、It' s hard to be befriended by an American since they basically regard true friendship as existing mostly within their intimate ones. So, even if you treat an American with sincerity and care as a friend after doing many years of business with him, they won' t treat you as the same.

答案： 错误

89、The British has kept a well-nurtured tradition in almost all aspects of social life. It is advisable to avoid looking at them or nod (if you agree) while talking to them.

答案： 错误

90、If you were doing business with an American client for the first time, make sure to pick up an expensive and well-packed gift as the souvenir for him or her to show your hospitality.

答案： 错误

91、If you discovered something wrong in the sales contract and that something happens to be crucial to your business, you' ll need to contact the other party to clarify your own terms and remedy the wronged term(s) before it' s too late.

答案： 正确

92、

He was reacted to the teacher' s questions immediately.

答案： 错误

解析：

react to 与 respond to 是同义短语，都是“对...做出反应”的意思，不能用于被动语态

应为：He reacted to the teacher' s questions immediately.

93、

答案：

94、

答案:

95、He is too old to _____ the name of that book.

- A、 pick up
- B、 think of
- C、 come up
- D、 fill in

答案: B

96、Father _____ the city of New York three days ago.

- A、 leave
- B、 left to
- C、 left off
- D、 left for

答案: D

97、Can you _____ who has lost the watch?

- A、 look for
- B、 look up
- C、 find
- D、 find out

答案: D

98、When he saw a ticket on the ground, he stopped _____.

- A、 to pick it up
- B、 pick it up
- C、 to pick up it
- D、 pick up it

答案: A

99、I don't know where Mr. White has gone. You'd better ask _____.

- A、 else somebody
- B、 other somebody
- C、 somebody else

D、 anybody else

答案： C

100、 He says that he will _____ to me in three days.

A、 return the money

B、 return back the money

C、 get the money back

D、 pay back the money

答案： D

101、 The film is very _____. Tom is very _____.

A、 exciting, excited

B、 excited, exciting

C、 exciting, exciting

D、 excited, excited

答案： A

102、 Tom _____ there for 10 months since he _____ back to his hometown.

A、 has lived, gets

B、 has lived, got

C、 lived, go

D、 lived, has got

答案： B

103、 _____ the weather will be like tomorrow, we'll go surfing.

A、 No matter how

B、 No matter what's

C、 No matter what

D、 No matter if

答案： C

104、 Someone is knocking at the door. It _____ my mother. It's time for her to be back.

- A、 can be
- B、 may not be
- C、 must be
- D、 mustn't be

答案： C

105、 _____ is one of the water sports.

- A、 Water-ski
- B、 Water-skiing
- C、 Water-sking
- D、 Watering-skiing

答案： B

106、 My postcard is still on the desk. Why _____ you _____ it ?

- A、 haven't , posted
- B、 didn't, post
- C、 wasn't posting
- D、 won't, post

答案： A

107、 The man _____ France will give us a talk _____ his country.

- A、 from, on
- B、 of, in
- C、 of, about
- D、 from, of

答案： A

108、 How long may I _____ the history books?

- A、 A. keep
- B、 B. lend
- C、 C. borrow
- D、 D. return

答案： A

109、Now her lost books are usually_____ the library.

- A、 A .returned
- B、 B .returned to
- C、 C. paid
- D、 D. paid to

答案： B

110、 She_____ an English teacher.

- A、 A. uses to
- B、 B. used to
- C、 C. use to be
- D、 D. used to be

答案： D

111、 One day the librarian _____ an idea.

- A、 A. came up
- B、 B. came with
- C、 C. came up with
- D、 D. came up to

答案： C

112、 My hobby is _____all kinds of coins.

- A、
A. to collect
- B、
B. collecting
- C、
C. to pick up
- D、
D. picking up

答案： A

113、 _____ he ever _____ abroad ? -No, never.

- A、 A. Did, go
- B、 B. Is, been
- C、 C. Has, been
- D、 D. Has, gone

答案： C

114、 English teachers often encourage the students _____ English aloud.

- A、 A. read
- B、 B. reading
- C、 C. to read
- D、 D. readed

答案： C

115、 counter trade

答案：

1.

对销贸易；抵偿贸易

2.

；

116、 bilateral trade

答案：

1.

双边贸易

2.

；

117、短语翻译

trade by commodities

答案:

商品贸易

;

118、visible trade

答案:

有形贸易

;

119、multilateral trade

答案:

1.

多边贸易

2.

;

120、triangle trade

答案:

1.

三角贸易

2.

;

121、processing trade

答案:

1.

来料加工贸易

2.

;

122、assembling trade

答案:

1.

来料装配贸易

2.

;

123、compensation trade

答案:

1.

补偿贸易

2.

;

124、barter trade

答案:

1.

易货贸易

2.

;

125、buy-back

答案:

1.

回购贸易

2.

;

126、counter purchase

答案:

1.

互购贸易

2.

;

127、invisible trade

答案:

1.

无形贸易

2.

;

128、leasing trade

答案:

租赁贸易

;

129、buy-back

答案:

1.

回购贸易

2.

130、这款新产品一问世就受到了消费者的好评。(upon)

答案:

1.

Upon launching into the market, this new product was warmly welcomed.

2.

(Upon launching into the market, this new product received immediate warm welcome.)

131、invisible trade

答案:

1.

无形贸易

2.

132、barter trade

答案:

1.

易货贸易

2.

133、现在着急也没有用，再过几天我们才能知道最后结果。(before)

答案:

1.

There is no need to worry. It is a few days before we know the final results.

2.

134、processing trade

答案：

1.

来料加工贸易

2.

135、counter trade

答案：

1.

对销贸易；抵偿贸易

2.

136、调查显示，比起这款最新上市的产品，大部分终端用户宁愿选择我们去年夏天推出的那款产品。（end user, have a preference of）

答案：

1.

According to the survey, the majority of our end users have a preference of our product launched last summer over this new one.

2.

137、您经常更换护发品的牌子吗？（brand）

答案：

Do you often change the brand of your hair care products?

138、您最希望护发产品有哪些功能：去屑，烫发后的护理，还是防脱发？
（treat dandruff, care after a perm, reduce hair loss）

答案：

What do you expect from your hair care products, to treat dandruff, to care after a perm, or to reduce hair loss?

139、visible trade

答案：

1.

有形贸易

2.

140、总经理决定在本季度末推出我们的最新产品。（launch）

答案：

1.

The general manager has decided to launch our new product at the end of this quarter.

2.

141、 If you leave your address, we will mail you our latest catalog and a sample of our products. (产品目录, 样品)

答案:

假如您愿意留下您的地址, 我们将给您寄送我们最新的产品目录及一份样品。

142、 The game' s novel design and user friendly interface have made it a runaway success. (界面友好, 一举成功)

答案:

这款游戏凭借其全新的设计和简单的界面一举成功

143、 回答完问卷之后, 请将问卷交回给我们的销售人员, 我们将有礼品赠送。 (hand back to, gift)

答案:

Upon finishing the questionnaires, please hand them back to our salespersons, and we will send you some gifts.

144、 assembling trade

答案:

来料装配贸易

145、 问卷必须在访谈之前设计好 (before)

答案:

The questionnaire should be designed before the interview.

146、 杰克是一名专业的销售人员。只要一开始工作, 他就会面带微笑 (once)

答案:

Jack is a professional salesman, and once at work, he would always wear a smile on his face.

147、How did you hear about our hair care products? (护发产品)

答案:

您是通过什么渠道了解到我们的护发产品的?

148、compensation trade

答案:

1.

补偿贸易

2.

149、triangle trade

答案:

1.

三角贸易

2.

150、trust fund

答案:

1.

信托基金

2.

151、bilateral trade

答案：

1.

双边贸易

2.

152、为避免纠纷，在签字之前你应该进行法律咨询。（before）

答案：

1.

To avoid dispute, you ought to seek legal advice before signing.

2.

153、multilateral trade

答案：

1.

多边贸易

2.

154、Her son was a constant source of worry to her.

答案：

她的儿子总是让她很担心。

155、leasing trade

答案：

1.

租赁贸易

2.

156、 counter purchase

答案:

1.

互购贸易

2.

157、 This program can help you calculate how much tax you have to pay. (计算)

答案:

这款程序能够帮你计算你所需支付的税额。

158、翻译短语及句子 (30 题)

trade by commodities

答案:

1.

商品贸易

2.

159、 David was born _____.

A、 since twenty years ago

B、 for twenty years

- C、 twenty years ago
- D、 just over twenty years

答案： C

160、 Do you know where _____ from?

- A、 he come
- B、 he comes
- C、 did he come
- D、 does he came

答案： B

161、 When he was a child, he was always _____ out new ideas.

- A、 try
- B、 trying
- C、 taking
- D、 tried

答案： D

162、 Allan cut the big birthday cake _____ small pieces.

- A、 as
- B、 to
- C、 into
- D、 in

答案： C

163、 I have two pens. One is red, _____ is black.

- A、 other
- B、 another
- C、 the other
- D、 the others

答案： C

164、 Mike _____ his homework three hours ago.

- A、 finished

- B、 has finished
- C、 is finishing
- D、 is going to finish

答案： A

165、 Which of these do you think is ____ useful invention?

- A、 the more
- B、 the second more
- C、 most
- D、 the second most

答案： D

166、 Everybody is here _____ Jim Green.

- A、 as
- B、 with
- C、 on
- D、 except

答案： D

167、 Were you born _____ May 21,1974?

- A、 in
- B、 on
- C、 from
- D、 at

答案： B

168、 ____ have you been at this factory? --I've been here since 1993.

- A、 When
- B、 How long
- C、 What time
- D、 How often

答案： B

169、 I _____ maths and science.

- A、 interest
- B、 am interesting
- C、 am interested
- D、 am interested in

答案： C

170、 It's very kind ____ you _____lend your bike to me.

- A、 of, to
- B、 for, in
- C、 for, to
- D、 of, in

答案： A

171、 Linda will look after the children _____ we're away.

- A、 that
- B、 during
- C、 while
- D、 where

答案： C

172、 Our teacher saw us _____ on the desks and went out of the classroom.

- A、 to sit
- B、 sat
- C、 siting
- D、 sitting

答案： D

173、 We moved to London___ we could visit our friends more often.

- A、
even if
- B、

so that

C、

in case

D、

as if

答案： B

174、 You ___ have said that; now Grandma is really angry.

A、

shouldn't

B、

couldn't

C、

wouldn't

D、

needn't

答案： A

175、 The party has become deeply ___ about its prospects of winning the next election.

A、

obvious

B、

gorgeous

C、

thoughtless

D、

nervous

答案： D

176、 It was raining heavily and little Mary felt cold, so she stood ___ to her mother.

A、 close

B、 closely

C、 closed

D、 closing

答案： A

177、 ___ is often the case, one third of the workers have over fulfilled the production plan.

A、

What

B、

This

C、 That

D、

As

答案： D

178、 English and French are taught here. You can choose ___ you like.

A、 no matter which

B、

whichever

C、 no matter what

D、 whatever

答案： B

179、 We should practise ___ English with each other.

A、

to speak

B、

speak

C、 speaking

D、

speaks

答案： C

180、 Nobody knows the reason ___ he always refuses others' help

A、 which

B、 why

C、 when

D、 how

答案： B

181、 Billy has difficulty ___ the rest of the class.

A、

to keep up with

B、

to keep up

C、

keeping up with

D、

keeping on

答案： C

182、 To ___that you can get the diploma, you' d better not skip too many lasses

A、

promise

B、

guarantee

C、

ensure

D、

assure

答案： C

183、 ___the 7 :30 train from Paddington, I got to the office earlier that day.

A、

Caught

B、 To have caught

C、 To catch

D、

Having caught

答案： D

184、 I ___the instant coffee if it's all you' ve got.

A、

don't object to having

B、

don't object to have

C、

am not objecting to have

D、

am not objected to having

答案： A

185、 I like staying alone at home more than ___with her to the shopping mall

A、 to go

B、

going

C、

go

D、

being gone

答案： B

186、 When you stay in a foreign country for some time, you will get used to the local people's ___of life.

A、

rule

B、

manner

C、

way

D、

tradition

答案： C

187、 He was the first person ___passed the driving test

A、 whom

B、

that

C、 which

D、 where

答案： B

188、 It's a fine Chinese tradition that the young are___ to the elders.

A、

respectful

B、

respectable

C、 respective

D、 respected

答案： A

189、 Several novels by Mo Yan___ _ win into English so far.

A、

had been translated

B、

were translated

C、

are translated

D、

have been translated

答案： D

190、

We all believe that George is qualified ___ the job with his experience at the Dean's office for three academic years.

A、

for

B、

with

C、

at

D、

in

答案： A

191、 She decided to have a physical checkup as soon as she finished what she___

A、

did

B、

had done

C、

would do

D、

was doing

答案： D

192、 The government decided to ___ the expenses in office supplies.

A、

cut down

B、

cut off

C、

cut up

D、

cut in

答案： A

193、 I think it's high time we ___ strict measures to stop pollution.

A、

will take

B、 take

C、

took

D、 have taken

答案： C

194、 There is a nice-looking car there. Peter wonders ____

A、 it belongs to who

B、

whom does it belong to

C、

whom it belongs to

D、

who does it belong

答案： C

195、 The work seemed easy at first but it _____ to be quite difficult.

A、

broke out

B、 turned out

C、

worked out

D、

helped out

答案： B

196、 It's my great honor ____ to give a speech at the opening ceremony of the Art Festival.

A、

to invite

B、

inviting

C、

having invited

D、

to be invited

答案： D

197、 Either my parents or my elder brother___ going to water the garden

A、

are

B、 is

C、 has

D、 have

答案： B

198、 The hotel couldn't offer ___for all four of us.

A、

a large enough room

B、

a large room enough

C、

an enough large room

D、

a room enough large

答案： A

199、 The old man expects that his son will ___ the company when he retires.

A、

take to

B、

take out

C、

take off

D、 take over

答案： D

200、

Jane was unhappy because everyone went dancing ___ her.

A、 against

B、

besides

C、

for

D、 but

答案： D

201、 ___ the mountain climbers conquered the mountain in the end.

A、 As the difficulty was great

B、 Great as the difficulty was

C、

Great difficulty as it was

D、

The difficulty was great

答案： B

202、 No sooner had I locked the door ___ the telephone rang.

A、

when

B、

after

C、

than

D、

as

答案： C

203、 Granny looked for her book, but she couldn' t find it ____.

A、 somewhere

B、 everywhere

C、 anywhere

D、 nowhere

答案： C

204、

_____ he ever _____ abroad ? -No, never.

A、 Did, go

B、 Is, been

C、 Has, been

D、 Has, gone

答案： C

205、 One day the librarian _____ an idea.

A、 came up

B、 came with

C、 came up with

D、 came up to

答案： C

206、 How long may I _____ the history books?

A、 keep

B、 lend

C、 borrow

D、 return

答案： A

207、 If the first lot is good in _____, we' d like to _____ a substantial order _____ you.

A、 quality, pay, with

B、 quantity, pay, with

C、 quality, place, with

D、 quantity, place, from

答案： C

208、If that' s the case, there is hardly any need for further discussion. We might as well call the whole deal ____, and our negotiation will give ____ half-way.

- A、 of, up
- B、 over, up
- C、 off, up
- D、 off, in

答案: C

209、Since we have a good relation, please ____ us a favorable price.

- A、 provide
- B、 quote
- C、 give
- D、 send

答案: B

210、Since your products are ____ their superior quality and beautiful design, I want a ____ to have a look.

- A、 known for, simple
- B、 known that, sample
- C、 known about, simple
- D、 known for, sample

答案: D

211、I hope you can ____ us ____ some basic export counseling.

- A、 Provide, with
- B、 Provide, to
- C、 Offer, with
- D、 Offer, to

答案: A

212、We require payment for our exports by confirmed, payable by draft__ sight.

- A、 in

- B、 at
- C、 on
- D、 from

答案： B

213、 I ____ your products, let' s ____.

- A、 have accepted, conclude the business
- B、 have accept, conclude the business
- C、 haven' t accepted, conclude the deal
- D、 don' t have accepted, conclude the deal

答案： A

214、 If you are ____ a particular industry, you can sell products in that field.

- A、 family with
- B、 familiar with
- C、 strange with
- D、 strange to

答案： B

215、 We should try our best to ____ the demand of our consumers.

- A、 meet
- B、 reach
- C、 see
- D、 believe

答案： A

216、 I' m glad we have finally ____ the business, let' s ____ the contract.

- A、 concluded, apply
- B、 reached, sign
- C、 concluded, sign
- D、 arrived at, keep

答案： C

217、 _____ his father died of illness in 1980, he was only two years old.

A、

when

B、

while

答案： A

218、 He was on the point of leaving _____ someone knocked at the door.

A、

when

B、

while

答案： A

219、 _____ he finished his work, he took a short rest.

A、

when

B、

while

答案： A

220、 I've attended a course in the performing arts _____ I was in Beijing.

A、

when

B、

while

答案： AB

221、 _____ he was away at war, she sent scores of letters to him that he still keeps to this day.

A、

when

B、

while

答案： AB

222、 **Having been attacked by terrorists, _____.**

A、 doctors came to their rescue

B、 an emergency measure was taken

C、 the tall building collapsed

D、 warnings were given to tourists

答案： C

223、 _____ from other continents for millions of years, Australia has many plants and animals not found in any other country in the world.

A、 Being separated

- B、 Having separated
- C、 Having been separated
- D、 To be separated

答案： C

224、 The manager, _____ it clear that he didn't agree with us, left the meeting room.

- A、 who has made
- B、 having made
- C、 made
- D、 **making**

答案： B

225、 Oil prices have risen by 32% since the start of the year, _____ a record of 100 dollars a barrel.

- A、 have reached
- B、 reaching
- C、 to reach
- D、 to be reaching

答案： B

226、 _____ his letter, I decided to write to my father again.

- A、 Receiving not
- B、 Not receiving
- C、 Having not received
- D、 Not having received

答案： D

227、 _____ in the queue for half an hour, Tom suddenly realized that he had left his wallet at home.

- A、 To wait
- B、 Have waited
- C、 waiting
- D、 Having waited

答案： B

228、 **Having found her car stolen, _____.**

- A、 she hurried to a policeman for help
- B、 the area was searched thoroughly
- C、 it was looked for everywhere
- D、 a policeman was asked to help

答案： A

229、 **Some people' s greatest pleasure is _____**

- A、
fishing
- B、 to fish
- C、
to be fishing
- D、
being fish

答案： A

230、 **The chair looks rather hard, but in fact it is very comfortable to _____.**

- A、
sit
- B、
sit on

- C、 be seat
- D、 be sat on

答案： B

231、 I would rather starve to death than _____ for food.

A、
to beg

B、
begging

C、
begged

D、
beg

答案： D

232、 He seems _____ here for three years.

A、
to be living

B、 to have lived

C、 to have been lived

D、
to live

答案： B

233、 Having a trip abroad is certainly good for the old couple, but it remains _____ whether they will enjoy it.

A、

to see

B、

to be seen

C、

seeing

D、

see

答案： B

234、 The boy wanted to ride his bicycle in the street, but his mother told him _____.

A、

not to

B、

not to do

C、

not do it

D、

do not to

答案： A

235、 It was too late though, and I felt that the kindest thing I could do now would _____away.

A、

be walking

B、

to walk

C、

be walk

D、

be

答案： A

236、 Find words in the text which match the following meanings.

1. a general plan or set of plans intended to achieve something, especially over a long period _____
2. to become the friend of someone and treat them in a kind way _____
3. to spend time with other people socially, for example at a party _____
4. one of the owners of a business, who share the profits and losses _____

答案：

strategy

;

befriend

;

socialize

;

partner

;

237、My hobby is _____all kinds of coins.

A、 to collect

B、 collecting

C、 to pick up

D、 picking up

答案： A

238、Now her lost books are usually_____ the library.

A、 returned

B、 returned to

C、 paid

D、 paid to

答案： B

239、The man took away the dictionary but did not _____.

A、 pay it

B、 pay for it

C、 cost it

D、 spend it

答案： B

240、When did you _____the book to the library? -Yesterday
afternoon.

A、 borrow

- B、 lend
- C、 give
- D、 return

答案： D

241、 Granny looked for her book, but she couldn' t find it _____.

- A、 somewhere
- B、 everywhere
- C、 anywhere
- D、 nowhere

答案： C

242、 One day the librarian _____ an idea.

- A、 came up
- B、 came with
- C、 came up with
- D、 came up to

答案： C

243、 English teachers often encourage the students _____ English aloud.

- A、 read
- B、 reading
- C、 to read
- D、 readed

答案： C

244、 How long may I _____ the history books?

- A、 keep
- B、 lend
- C、 borrow
- D、 return

答案： A

245、_____he ever _____abroad ? -No, never.

- A、 Did, go
- B、 Is, been
- C、 Has, been
- D、 Has, gone

答案： C

246、 She_____ an English teacher.

- A、 uses to
- B、 used to
- C、 use to be
- D、 used to be

答案： D

247、 There _____ a park near our school since two years ago.

- A、 is
- B、 was
- C、 has been
- D、 will be

答案： C

248、 They've found a way to _____ that waste thing.

- A、 do
- B、 do with
- C、 throw
- D、 move away

答案： B

249、 Many students in our class _____ glasses over their eyes in class.

- A、 put on
- B、 dress
- C、 wear
- D、 get dressed

答案： C

250、 She has _____ finished her lunch, but she hasn't washed her bowls _____.

- A、 already, yet
- B、 just, already
- C、 already, just
- D、 just, yet

答案： A

251、 We have known each other _____ we were young.

- A、 for
- B、 since
- C、 after
- D、 before

答案： B

252、 Uncle Wang has been here _____ ten years ago.

- A、 for
- B、 since
- C、 in
- D、 at

答案： B

253、 Lucy is very free. Look, she _____ a model ship.

- A、 makes
- B、 made
- C、 has made
- D、 is making

答案： D

254、 The girl had a short rest and did her homework _____ she reached home.

- A、 after
- B、 before
- C、 when

D、 since

答案： C

255、 They _____ very busy last month.

A、 are

B、 were

C、 be

D、 have been

答案： B

256、 What do you think we should _____ improve our environment?

A、 do

B、 to

C、 do for

D、 do to

答案： D

257、 We find the book very _____.

A、 interest

B、 interesting

C、 interests

D、 interested

答案： B

258、 Who draw _____ Jack?

A、 so well as

B、 as well as

C、 so better than

D、 as good as

答案： B

259、 7. _____ his letter, I decided to write to my father again.

A、

Not having received

B、

Not receiving

C、 Having not received

D、

Receiving not

答案： A

260、 1. _____ in the queue for half an hour, Tom suddenly realized that he had left his wallet at home.

A、

To wait

B、

Have waited

C、

Having waited

D、

Waiting

答案： C

261、 6. _____ from other continents for millions of years, Australia has many plants and animals not found in any other country in the world.

- A、 Being separated
- B、 Having separated
- C、
Having been separated
- D、 To be separated

答案： C

262、 4. Having found her car stolen, _____.

- A、
a policeman was asked to help
- B、
the area was searched thoroughly
- C、
it was looked for everywhere
- D、
she hurried to a policeman for help

答案： D

263、 5. Oil prices have risen by 32% since the start of the year, _____ a record of 100 dollars a barrel.

- A、
have reached

B、

reaching

C、

to reach

D、 to be reaching

答案： B

264、 3. The manager, _____ it clear that he didn' t agree with us, left the meeting room.

A、

who has made

B、

having made

C、

made

D、

making

答案： B

265、 2. Having been attacked by terrorists, _____.

A、

doctors came to their rescue

B、

the tall building collapsed

C、

an emergency measure was taken

D、

warnings were given to tourists

答案： B

266、 Reading B 练习题

Task 2 Complete the sentences with the correct form of the phrases in the box.

stylish design	well-developed technique	sales volume
personalized service	sample inspection	experienced employees

1. _____ is to be conducted every half hour by our Quality Control Team.
2. The report in May revealed that the fall in _____ was due to a series of mistakes in the market plan.
3. We are trying to know the interests of the VIP guests in order to provide them with _____.
4. Now the company starts to take measures to avoid losing highly _____.
5. The new car mode soon became quite popular among young people for its light weight and _____.
6. The _____ can help to ensure the safety of the driver and passengers when the car is badly hit.

答案：

Sample inspection

;

sales volume

;

personalized services

;

experienced employees

;

stylish design

;

well-developed technique

;

267、语法题

Task 3 Translate the sentences by using the “v-ed” form of the words in brackets.

1. 网上购买的商品价格一般比商店里的低。

(buy) _____

2. 昨天会议上讨论的问题很难解决。

(discuss) _____

3. 大多数受邀参加聚会的艺术家都来自南非。

(invite) _____

4. 再给我几分钟时间，我就可以把它完成。

(give) _____

5. 在夜里，高楼顶上的灯光看起来像天上的星星。

(see) _____

答案：

Prices of goods bought online are usually lower than those of goods bought in stores.

;

The problem discussed yesterday at the meeting was very difficult to deal with.

;

Most of the artists invited to the party are from South Africa.

;

Given a few more minutes, I can finish it.

;

Seen in the dark night, lights on top of tall buildings look like stars in the sky.

;

268、Task 3 Translate the sentences. Key words and phrases are in brackets.

1. To deal with the changing environment, _____ (供应链的设计已得到很大的改进). (supply chain)

2. This development area _____ (致力于创造一个完美的投资环境). (be committed to)

3. _____ (这个新政策创造了一个双赢的机会) for the local government and foreign investors. (win-win)

4. The new CEO said he would _____ (坚持本土采购政策). (stick to, local sourcing)

5. _____ (不少公司建立了合作伙伴关系) since the trade fair.
(a number of, partnership)

答案:

text

;

text

;

text

;

text

;

text

;

269、Reading A 练习题

Task 2 Complete the sentences with the correct form of the words in Task 1.

1. Our national _____ are no worse than those foreign ones!
2. Our launch of the new cell phone was a success. We already have orders from seven _____ stores.
3. Several _____ of the school have voiced their opinions on the new project.
4. He is not sure whether it is right to move the company's _____ to Thailand.
5. The unsold _____ will be removed from the shelves in the supermarket by the end of this season.
6. He has _____ our restaurant with a variety of fruits and vegetables for five years.
7. Our path to success is to keep a close _____ with other factories.

8. The company is trying to _____ the material from manufacturers outside Japan.

答案:

brands

;

retail

;

executives

;

headquarters

;

merchandise

;

supplied

;

partnership

;

source

;

270、语法题

Task 1 Complete the sentences by using the “v-ing” form of words in the box.

Changes may be needed in some sentences.

wear do know stand play move

1. _____ her current address, I can't send her the Christmas card this year.
2. The police are seeking a man _____ a hooded top who robbed the store yesterday.
3. _____ all that work, Tim now goes to the boss' office to make a brief report.
4. Did you tell the children _____ there not to make any noise?
5. As the light turned green, I stood for a moment, _____, and asked myself what I was going to do.
6. The temple _____ on top of the hill was built in the Ming Dynasty.

答案:

Not knowing

;

wearing

;

Having done

;

playing

;

not moving

;

standing

;

271、

Reading B 练习题

Task 1 Replace the underlined words with the correct form of the words and phrases in the box.

manufacture export enhance grace conduct account for
--

1. How much is the service tip as part of the bill for the dinner? _____
2. The company is going to publicize its corporate culture and improve the quality of its employees. _____
3. The products of this company are sold to Europe in large quantity every year. _____
4. Dishwashers produced by this factory are of high quality. _____
5. During the summer vacation, they made a series of surveys on campus. _____
6. The stylish design has made the wine bottles and chocolate bars more attractive offered at the reception. _____

答案:

does...account for

;

enhance

;

manufactured

;

exported

;

has graced

;

conducted

;

272、Reading A 练习题

Task 1 Complete the words that match the meanings on the right. The first letters are already given.) (答案填写完整单词)

1. s_____ to find out where a product or basic material can be obtained.
2. e_____ a person given the responsibility to manage the affairs of an organization and the right to make important decisions
3. b_____ a type of product made by a particular company, that has a particular name or design
4. m_____ goods that are being sold
5. r_____ the sale of goods in shops to customers for their own use.
6. h_____ the main building or offices used by a large company or organization
7. p_____ a relationship between two people, organizations or countries working together in one or more projects
8. s_____ to provide people with something that they need or want

答案:

source

;

executive

;

brand

;

merchandise

;

retail

;

headquarters

;

partnership

;

supply

;

273、Writing

Write a memo according to the situation given below.

Situation: You are the secretary of Susan Zheng. Susan called you after she talked to Mr. Johansson. She asked you to write a memo under her name to the Sales Department staff, informing them to select 3 sets of Japanese tableware samples and send them to Mr. Johansson as soon as possible.

答案:

Memo

To: Sales Department

From: Susan Zheng

Date: January 17, 2014

Subject: Samples for Walmart

Please select 3 sets of our latest Japanese tableware samples and send them to Peter Johansson of Walmart ASAP.

274、 Everyone went to the zoo last Sunday _____ Jim.

- A、 but
- B、 not
- C、 except
- D、 besides

答案： C

275、 We should help her when she is _____.

- A、 in trouble
- B、 in a trouble
- C、 in the trouble
- D、 in troubles

答案： A

276、 If you miss so many lessons, you must fall behind _____ classmates.

- A、 another
- B、 the others
- C、 other
- D、 the other

答案： D

277、 The policeman kept the thief _____ for four hours.

- A、 standing
- B、 to stand
- C、 to sit
- D、 siting

答案： A

278、 I'm afraid _____ you may be late.

- A、 when

- B、 that
- C、 why
- D、 how

答案： B

279、 I _____ able to sing any song but this one.

- A、 may
- B、 can
- C、 am
- D、 would

答案： C

280、 What _____ just now?

- A、 was happened
- B、 were happened
- C、 happened
- D、 happens

答案： C

281、 _____ did Lin Tao say about Mount Emei?

- A、 What
- B、 How
- C、 When
- D、 Why

答案： A

282、 I have never seen _____ film before.

- A、 a so interesting
- B、 a such interesting
- C、 so a interesting
- D、 such an interesting

答案： D

283、 They _____ Hong Kong twice.

- A、 have gone to
- B、 have been to
- C、 have been in
- D、 have gone in

答案： B

284、 She says she can get to Tian'anmen from Wangfujing by bike _____ ten minutes.

- A、 after
- B、 in
- C、 before
- D、 about

答案： B

285、 I want to visit England _____.

- A、 if it possible
- B、 as soon possibleble
- C、 as soon as possible
- D、 if possible

答案： C

286、 He has not had a night _____ for two weeks, but he still feels _____.

- A、 off, happy
- B、 away, happily
- C、 off, happily
- D、 away, happy

答案： A

287、 Her teacher thinks _____ other.

- A、 high
- B、 highly
- C、 well
- D、 good

答案： B

288、 Bruce has lived here _____ last year.

- A、 /
- B、 for
- C、 before
- D、 since a

答案： D

289、 It makes him _____.

- A、 feel angrily
- B、 feel angry
- C、 to feel angry
- D、 feeling angry

答案： B

290、 Lei Feng is the _____ of all the people in China.

- A、
pride
- B、
proud
- C、
prideful
- D、
proudly

答案： A

291、 Have you finished your homework _____? ---No, not _____.

- A、 already, already

- B、 yet, yet
- C、 already, yet
- D、 yet, already

答案： B

292、 Look! Mrs. Green is talking _____the students of Class I on the ground.

- A、 among
- B、 in the middle of
- C、 between
- D、 at

答案： B

293、 Neither you or he _____ Hawaii before.

- A、 has gone to
- B、 have gone to
- C、 have been to
- D、 has been to

答案： D

294、 Xi'an is very famous _____Terra Cotta Warriors.

- A、 to
- B、 of
- C、 in
- D、 for

答案： D

295、 When you _____the street, you must look first.

- A、 across
- B、 go cross
- C、 cross
- D、 goes across

答案： C

296、 It's _____good food that we all like it very much.

- A、 so a
- B、 such a
- C、 so
- D、 such

答案： D

297、 The river near our village is about ____ long.

- A、 three-hundreds-metres
- B、 three-hundred-metre
- C、 three-hundred-metres
- D、 three hundred metres

答案： D

298、 1. Granny looked for her book, but she couldn' t find it ____.

- A、
A. somewhere
- B、
B. everywhere
- C、
C. anywhere
- D、
D. nowhere

答案： C

299、 The man took away the dictionary but did not ____.

- A、 A. pay it
- B、 B. pay for it
- C、 C. cost it
- D、 D. spend it

答案： B

300、 When did you _____the book to the library? -Yesterday afternoon.

- A、 A. borrow
- B、 B. lend
- C、 C. give
- D、 D. return

答案： D

301、 The little boy was _____with the big boy because he was _____words to him.

- A、 fond, speaking
- B、 angry, saying
- C、 angry, talking
- D、 friendly, telling

答案： B

302、 He says _____ he will be back soon.

- A、 when
- B、 what
- C、 that
- D、 where

答案： C

303、 Lucy, please don't play with fire. _____.

A、

How can you say like that?

B、

It's right.

C、

It doesn't matter.

D、

Sorry, I won't do it again.

答案： D

304、 If you don't get up early, you' ll ____ the bus.

A、 not miss

B、 miss

C、 catch

D、 lost

答案： B

305、 They went to London _____ just over five months.

A、 for

B、 since

C、 before

D、 when

答案： A

306、 We don't know If it _____. If it _____, we won' t go out for a walk.

A、 rains, will rain

B、 rains, rains

C、 will rain, will rain

D、 will rain, rains

答案： D

307、 He told a very ____ story about his life in America.

A、 live

B、 living

C、 lively

D、 life

答案： C

308、 It's difficult _____ your sound because the noise is too high.

- A、 to listen
- B、 to know
- C、 to learn
- D、 to hear

答案： D

309、 How long _____ it _____ to go there by train?

- A、 do, take
- B、 does, take
- C、 does, spend
- D、 does, play

答案： B

310、 A young man practised _____ English with Mr Green.

- A、 speak
- B、 speaking
- C、 to speak
- D、 speak in

答案： B

311、 When he saw a ticket on the ground, he stopped _____.

- A、 to pick it up
- B、 pick it up
- C、 to pick up it
- D、 pick up it

答案： A

312、 Tom _____ there for 10 months since he _____ back to his hometown.

- A、 has lived, gets
- B、 has lived, got

- C、 lived, go
- D、 lived, has got

答案: B

313、 The man ____France will give us a talk ____his country.

- A、 from, on
- B、 of, in
- C、 of, about
- D、 from, of

答案: A

314、 ____the weather will be like tomorrow, we II go surfing.

- A、 No matter how
- B、 No matter what's
- C、 No matter what
- D、 No matter if

答案: C

315、 Can you _____who has lost the watch?

- A、 look for
- B、 look up
- C、 find
- D、 find out

答案: D

316、 He says that he will _____to me in three days.

- A、 return the money
- B、 return back the money
- C、 get the money back
- D、 pay back the money

答案: D

317、 Father _____the city of New York three days ago.

- A、 leave

- B、 left to
- C、 left off
- D、 left for

答案： D

318、 The film is very _____. Tom is very _____.

- A、 exciting, excited
- B、 excited, exciting
- C、 exciting, exciting
- D、 excited, excited

答案： A

319、 My postcard is still on the desk. Why _____ you _____ it ?

- A、 haven't , posted
- B、 didn't, post
- C、 wasn't posting
- D、 won't, post

答案： A

320、 Someone is knocking at the door. It _____ my mother. It's time for her to be back.

- A、 can be
- B、 may not be
- C、 must be
- D、 mustn't be

答案： C

321、 _____ is one of the water sports.

- A、 Water-ski
- B、 Water-skiing
- C、 Water-sking
- D、 Watering-skiing

答案： B

322、 He is too old to _____the name of that book.

- A、 pick up
- B、 think of
- C、 come up
- D、 fill in

答案： B

323、 I don' t know where Mr. White has gone. You' d better ask _____.

- A、 else somebody
- B、 other somebody
- C、 somebody else
- D、 anybody else

答案： C

324、 **Waikiki is one of the best beaches _____ surfing in Honolulu.**

- A、 to
- B、 for
- C、 with
- D、 in

答案： B

325、 _____ will he be back? In a week.

- A、 How long
- B、 How soon
- C、 How often
- D、 How many

答案： B

326、 **Then he slowed _____ as the wind became stronger and the waves higher.**

- A、
under

B、

below

C、

down

D、

slowly

答案： C

327、 I've never _____ him before.

A、 heard of

B、 hear from

C、 heard to

D、 hear of

答案： A

328、 As soon as he _____, he will write to me.

A、 arrives at

B、 arrives

C、 reaches

D、 gets

答案： B

329、 I have to do my homework for _____ every day.

A、 one and half hour

B、 one and a half hour

C、 one and half hours

D、 one and a half hours

答案： D

330、 How long has Jim ____ at this school?

A、 arrived

B、 come

C、 studied

D、 gone

答案： C

331、 They were very proud _____ their daughter.

A、

for

B、

of

C、

with

D、

about

答案： B

332、 The teacher is ____ with what we did.

A、 pleased

B、 please

C、 pleasure

D、 pleasant

答案： A

333、 All of us except him _____ to Beijing.

A、 have gone

B、 has gone

C、 have been

D、 has been

答案: C

334、 The little girl is afraid of ____ at night.

A、 go

B、 goes

C、 going

D、 went

答案: C

335、 The invitation for bids is publicized through proper media (newspaper, magazine, etc) to inform all prospective bidders is called ____.

A、 open bids

B、 selected bids

C、 limited competitive bids

D、 submission of bids

答案: A

336、 What preferential terms does our China provides to foreign enterprise?

A、 low taxation and low wages

B、 both A and C

C、 stable investment environment

D、 government control

答案: B

337、 We make you the following offer, subject to your reply ___ us not later than November 25.

A、

reach

B、
being reached

C、
reache

D、
reaching

答案： D

338、 We are glad that we have ___ an agreement on this matter.

A、 come

B、 reached

C、 got

D、 arrived

答案： B

339、 We should try our best to ____ the demand of our consumers.

A、 meet

B、 reach

C、 see

D、 believe

答案： A

340、 Which of the following is the general procedures of bidding?

1.

Publicizing the invitation for bids

2.

3.

submission of bids

4.

5.

preparation of bidding documents

6.

7.

preparation of bids

8.

9.

award

10.

6. opening and evaluation of bids

A、 4-2-3-1-5-6

B、

4-1-3-2-6-5

C、

3-1-4-2-6-5

D、

3-1-4-5-2-6

答案： C

341、 In ___ your letter of March 5, we are pleased to inform you that the L/C has been received.

A、

replying to

B、
replying for

C、
replied to

D、
replied for

答案： A

342、 Can you _____?

- A、 provide us 100 sets TV
- B、 offer us with 100 sets TV
- C、 provide us with 100 sets TV
- D、 offer 100 sets TV with us

答案： C

343、 Obviously it' s the shipping company that ____ to the loss though rough handling.

- A、 owing to
- B、 due to
- C、 contributes to
- D、 cause

答案： C

344、 If the L/C can' t be amended or changed, it is called ____ L/C.

- A、
clean

B、

irrevocable

C、

negotiable

D、

revocable

答案： B

345、 I' m _____ to trouble you.

A、 glad

B、 afraid

C、 fear

D、 sorry

答案： D

346、 I found _____ very difficult to learn maths well.

A、 what

B、 it

C、 that

D、 this

答案： B

347、 He asked who was _____ in your class.

A、 the oldest

B、 oldest

C、 older

D、 the older

答案： A

348、 The teacher told us _____ Exercise 1 in our exercise books.

- A、 do
- B、 to do
- C、 doing
- D、 does

答案： B

349、 “ _____ do you write to your parents ?” “ Once a month.”

- A、 How long
- B、 How much
- C、 How far
- D、 How often

答案： D

350、

It is good

A、

to teach a man to fish than to give a man a fish.

B、

to please all.

C、

to go up the hill than to run down.

D、

fishing in troubled water.

E、

crying over the spilt milk.

答案： D

351、

It is better

A、

to teach a man to fish than to give a man a fish.

B、

to please all.

C、

to go up the hill than to run down.

D、

fishing in troubled water.

E、

crying over the spilt milk.

答案： A

352、 wear do know stand play move

The temple _____ on top of the hill was built in the Ming Dynasty.

答案:

standing

;

353、

wear do know stand play move

The police are seeking a man _____ a hooded top who robbed the store yesterday.

答案:

wearing

;

354、 wear do know stand play move

Did you tell the children _____ there not to make any noise?

答案:

playing

;

355、

wear do know stand play move

_____ her current address, I can't send her the Christmas card this year.

答案:

Not knowing

;

356、wear do know stand play move

As the light turned green, I stood for a moment, _____, and asked myself what I was going to do.

答案:

not moving

;

357、wear do know stand play move

_____ all that work, Tim now goes to the boss' office to make a brief report.

答案:

Having done

;

358、I certainly enjoyed the tour to the company's headquarters.

It _____ (让我深入了解) the company that we will work with.

答案:

gave me an insight into

;

359、As the hospitality staff, you should remember to _____ (注意保持礼仪) because you are _____ (你们公司形象的体现).

答案:

maintain a sense of etiquette

;

a reflection of your company

;

360、The guests would be very delighted if they found that the cultural performance _____(是为他们量身定制的).

答案:

is tailored to them

;

361、Long-term business partners as well as _____(潜在客户)are the major targets of our _____(企业招待).

答案:

potential clients

;

corporate hospitality

;

362、Since different people have different tastes, _____(为一群人提供娱乐服务)can be very _____(棘手的).

答案:

entertaining a group of people

;

tricky

;

363、whoever wherever whatever however whenever whichever
_____ road you take to Rome, you will need to drive carefully.

答案:

Whichever

;

364、whoever wherever whatever however whenever whichever
_____ late it is, you must come to the party because it will be something fantastic.

答案:

However

;

365、whoever wherever whatever however whenever whichever
Do _____ you want to do; it is none of my business.

答案:

whatever

;

366、whoever wherever whatever however whenever whichever

You can come to our town _____ you want. You are always our honored guest.

答案:

whenever

;

367、whoever wherever whatever however whenever whichever

The films reflect the perspective of _____ is behind the camera.

答案:

whoever

;

368、whoever wherever whatever however whenever whichever

_____ we go, local people have always surprised us with creative and featured dishes.

答案:

Wherever

;

369、Rewrite the sentences by using “verb-ing” as the subject.

1. It is important to collect the customers’ data after the business trip.

2. It is no good writing to her. She never answers.

3. It is a waste of time persuading such a person to join us.

4. It takes about half an hour to travel from Beijing to Tianjin by the intercity railway.

5. It is dangerous using this method to measure the speed of light.

答案:

Collecting the customers' data after the business trip is important.

;

Writing to her is no good. She never answers.

;

Persuading such a person to join us is a waste of time.

;

Traveling from Beijing to Tianjin by the intercity railway takes about half an hour.

;

Using this method to measure the speed of light is dangerous.

;

370、Complete the sentences by using “when” or “while”. In some sentences, both can apply.

1. _____ his father died of illness in 1980, he was only two years old.

2. I've attended a course in the performing arts _____ I was in Beijing.

3. _____ he was away at war, she sent scores of letters to him that he still keeps to this day.

4. He was on the point of leaving _____ someone knocked at the door.

5. _____ he finished his work, he took a short rest.

答案:

When

;

when; while

;

When; While

;

when

;

When

;

371、Combine the two sentences into one by using “when” .

1. Jim called you. You were out of the office.

2. I finally arrived at the airport. The plane had already taken off.

3. He graduated from college. His family moved to England.

4. I'm on the phone. Please don't sing aloud.

5. It was at the beginning of 2009. He first met his wife.

6. She started to scream such angry word at me. I could do nothing but cry.

答案:

Jim called you when you were out of the office.

;

When I finally arrived at the airport, the plane had already taken off.

;

When he graduated from college, his family moved to England.

;

Please don't sing aloud when I'm on the phone.

;

It was at the beginning of 2009 when he first met his wife.

;

When she started to scream such angry words at me, I could do nothing but cry.

;

372、Complete the words and phrases that match the meanings on the right. The first letters are already given.

1. i _____ the bank that offers customers credit cards
2. q _____ to give the price
3. c _____ the process you go through when you arrive at a hotel
4. c _____ the person who owns a credit card
5. s _____ money that you have to pay in addition to the basic price of something
6. r _____ an amount of money that is paid or charged for the room in a hotel

答案:

issuing bank; issuing bank

;

quote; quote

;

check-in; check-in

;

card holder; card holder

;

surcharge; surcharge

;

rate; rate

;

373、A company can be organized in many different ways, depending on its goals.

答案:

根据发展目标的不同, 公司可以选择不同的组织结构。

;

374、If you are looking for a challenging situation to practice your English, just pick up the telephone.

答案:

如果你想找一个有挑战性的场景练习英语, 拿起电话吧。

;

375、Whether you are on your first or your hundredth business trip, it is good to be aware of what is considered to be appropriate conduct

答案:

无论你是第一次出差还是第一百次出差, 了解商务旅行中的恰当举止都十分必要。

;

376、During a discussion on US-Asian communication strategies, three Indian students from a graduate business communication class, a business owner, a manager, and an HR professional, were asked to suggest ways to help establish effective business relationships in India

答案:

三位就读于商务沟通研究生班的印度学生参加了一场关于美—亚交流策略的讨论, 他们分别是公司老板、经理和人力资源专员。大家要求他们就如何在印度建立良好的业务关系给出一些建议。

;

377、Over 95% of the merchandise in its stores in China is sourced locally.

答案:

沃尔玛在中国销售的商品中，超过 95%是来自中国本地的。

;

378、As we all know, a simple comment made during a routine meeting or a phone call could give you an insight into their hobbies and interests.

答案:

我们都知道，客户在一次例会或一通电话中一句简单的评论就能向你透露出他们的兴趣与爱好。

;

379、Corporate hospitality is typically defined as any event that benefits an organization by entertaining clients or prospective clients at the organization' s expense.

答案:

通常来讲，公司招待是指由公司出资招待客户或潜在客户，从而使公司获益的活动。

;

380、E-mail seemed like a godsend. It gave us control. We could choose when to read our e-mail, and when to respond—and whom to respond to.

答案:

电子邮件似乎是一个福音。它给了我们控制权。我们可以选择何时阅读和回复邮件，以及给哪些人回复。

;

381、A Divisional Structure divides the company according to the type of work, region or product.

答案:

在部门制结构下，公司部门根据工作种类、区域划分或产品类型进行划分

;

382、 Upholding a win-win philosophy, Walmart China is committed to providing assistance to local communities for sustainable development.

答案:

沃尔玛中国（公司）秉承双赢理念，致力于推动本地社区可持续发展。

;

383、Ensure you have appropriate clothes for whatever you may do, whether you are traveling or in a conference room.

答案:

无论是在旅行途中还是在参加会议时，你要确保在任何场合都着装得体。

;

384、The social networking sites where employees talk to their colleagues are sometimes open to the public and will also offer clues. It could be worth paying a visit.

答案:

有些公司员工的社交网站是对外开放的，也可能为你提供一些线索，值得访问一下。

;

385、In the 20th century, when telephone calls dominated our work lives, it was awful.

答案:

进入 20 世纪，电话主宰了我们的工作，这简直太糟糕了。

;

386、Once you' ve been invited for an interview for a job, spend some time searching for clues about the company' s culture.

答案:

得到面试通知后，你应花些时间搜索有关这家公司企业文化的信息。

;

387、However, the marketing department might include sales, advertising and promotions.

答案:

而市场营销部门则又可能包含销售、广告和推销工作。

;

388、Review the company' s website, e-magazines and any other materials accessible online.

答案:

你可以浏览该公司网页、电子杂志, 以及任何其他可获取的网络资源。

;

389、The business owner emphasized that developing a relationship prior to coming to the country would be beneficial.

答案:

那位公司老板则强调, 在去印度实地拜访之前, 建立联系尤为重要。

;

390、Business meeting are one of the most important ways for participants to communicate within a team or organization.

答案:

商务会议是团队或组织成员进行沟通最重要的方式之一。

;

391、Walmart' s sales in China have risen substantially over the past decade

答案:

过去 10 年, 沃尔玛在中国市场的销售额大幅增长。

;

392、 The agenda shows participants what they need to prepare for and what the goals of the meeting are.

答案:

议题列表告知与会者需要准备哪些东西以及会议的目的是什么。

;

393、prefer personal profession fix out interruption

She did not accept the invitation to the company's spring_____.

答案:

outing

;

394、prefer personal profession fix out interruption

_____,I find a going camping in the wilds more attractive to than spending the weekend in a high-class hotel.

答案:

Personally

;

395、prefer personal profession fix out interruption

I don't have any_____. I like every kind of food.

答案:

preference

;

396、prefer personal profession fix out interruption

Although most people think she is very serious and____, when being away from the office she is exactly the opposite.

答案:

professional

;

397、prefer personal profession fix out interruption

Everyone in the company has a(n)_____ salary, no matter how well he or she works,

It is not fair.

答案:

fixed

;

398、prefer personal profession fix out interruption

Sorry to_____. But there is an urgent call from America.

答案:

interrupt

;

399、1. commit to

2. long-distance/trunk call

3. emergency call

4. hot line

5. Yellow Pages

答案:

致力于

;

长途电话

;

紧急呼叫

;

热线

;

电话黄页

;

400、1. area code

2. hold on

3. hang up

4. The Customer Care Department

5. The Marketing Department

答案:

区号

;

别挂电话

;

挂断电话

;

客户服务部

;

市场部

;

401、1. The Board of Directors

2. The Public Relations Department

3. The Production Department

4. win-win

5. corporate culture

6. hang out

答案:

董事会

;

公关系部

;

生产部

;

双赢的

;

企业文化

;

逗留

;

402、1. 发卡银行

2. 有效期

3. 吸引

4. 总统套房

5. 人力资源专员

答案:

issuing bank

;

expiry date

;

appeal to

;

president suite

;

HR professional

;

403、1. 即时讯息

2. 逐渐废除

3. 解决，弄明白

4. 摆脱，去掉

5. 电子交流工具

答案：

instant messaging

;

phase out

;

figure out

;

get rid of

;

E-communication tools

;

404、1. 跑题

2. 紧扣主题答案

3. 做会议记录

4. 采取行动

5. 有效利用时间

答案:

drift; go off track

;

stick to the point

;

take minutes

;

take action

;

effective use of time

;

405、1. 通过逐渐练习提高，复习，重温

2. 常识

3. 预订房间

4. 娱乐活动

5. 服务费

答案:

brush up

;

common sense

;

reserve;book a hotel room

;

leisure activity

;

service charge

;

406、

Translate the sentences. Key words and phrases are in brackets.

1. Now everything is settled; let's get down to business.(开始认真干)

_____.

2. The manager is in a rather tricky situation. Can you help her out?(处境十分尴尬)

_____.

答案:

现在一切均已就绪，我们开始认真干活吧。

;

经理的处境十分尴尬。你能帮帮她吗？

;

407、Complete the sentences with the correct form of the phrases in the box.

get down to

pick up

get through

follow up with

small talk

happen to

1. Thank-you notes are a nice gesture, and I would always encourage candidates to _____ one after an interview.
2. Normally, many recruiters will begin an interview with some ____ .
3. The phone is ringing. Why don't you ____ it ____?
4. We'd better stop chatting and ____ business. Otherwise, I have to work overtime again this weekend.
5. Would you just stop talking and listen to me? We've got a lot to ____ today.
6. He's so efficient that he can record everything you buy, everything you look at and everything you ____ read.

答案:

follow up with

;

small talk

;

pick...up

;

get down to

;

get through

;

happen to

;

408、 Replace the underlined parts of the sentences with the correct form of the words in the box.

contact average tricky confirm indicate purpose

1. This fair involves many people, so it is very hard to deal with. _____
2. The usual level of salary of a foreigner working in this company is 20,000 RMB per month. _____
3. They have a lot of helpful people they know well in the banking industry.

4. The intention of holding this meeting is to find a way to solve this problem.

5. He kept looking around when talking to you, which showed indirectly that he was not interested in what you were saying. _____
6. You need to make sure of your reservation in person before January. _____

答案:

tricky

;

average

;

contacts

;

purpose

;

indicated

;

confirm

;

409、 be aware of; chargers; Reserve; consult; behave

1. Whether you are on your first or your hundredth business trip, it is good to what is considered to be appropriate conduct.
2. As a businessman or businesswoman, you need to know how to appropriately when representing your company.
3. ____ your flights or train tickets, hotel, and if necessary car rental in advance.
4. Before you leave, make sure to buy a guidebook or ____ someone who has recently traveled to your destination to learn about the culture and customs.
5. Don't forget to include _____ for electronic equipment.

答案:

be aware of

;

behave

;

Reserve

;

consult

;

chargers

;

410、outcomes; draft; beneficial; cement; step-by-step

1. In India, as in most Asian societies, an atmosphere of trust and knowledge about business partners is essential to successful ____.
2. The business owner emphasized that developing a relationship prior to coming to the country would be ____.
3. He recommended a _____ guide to developing relationships.
4. Send a ____ business proposal to your partners before meeting them.
5. Get together informally to _____ the relationship developed during the first meeting.

答案:

outcomes

;

beneficial

;

step-by-step

;

draft

;

cement

;

411、centralized body language accessible Upholding challenging

small talk clues first-hand suit greeting

determine	lies with	division	finance	confirm	brands	opportunities
suppliers	achieve	research				

- 1 Not being able to see the person you are talking to and therefore their ___ and expression can make chatting on the phone one of the most difficult forms of communication.
- 2 You are calling a business contact for a specific purpose, it could be thought rude to jump right into business without a little ___ first.
- 3 If you are making plans on the phone, be sure to ___ the details toward the end of the call.
- 4 Every phone call should begin with a polite ___ such as “How are you?” or “Nice to hear from you.”
- 5 If you are looking for a ___ situation to practice your English, just pick up the telephone.
- 6 For the smart job-seeker, ___ starts before the interview.
7. Review the company’s website, e-magazines and any other materials ___ online.
- 8 The social networking sites where employees talk to their colleagues are sometimes open to the public and will also offer ___.
- 9 You will go into the interview equipped with ___ information about the company and tips on how to react during the interview.
- 10 With all the information gathered, you should be able to decide whether the job will ___ you.
- 11 The structure of a company will ___ the ways in which it operates and performs.
- 12 An Entrepreneurial Structure is most common in small companies. The company structure is totally ___.
- 13 An automobile company with a divisional structure might have one ___ for sports cars, another for subcompact cars, and a third for sedans.
- 14 Each division is responsible for its products and has its own resources such as ___, marketing and equipment.

15 The strength of the Matrix Structure ___ the sharing of information and personnel.

16 Walmart has become one of the most recognized global ___.

17 Walmart had 370 units in 140 cities, and had created over 106,500 job ___ across China.

18 Walmart has established partnerships with nearly 20,000 ___ in China.

19 Walmart is on course to ___ even greater success in China.

20 ___ a win-win philosophy, Walmart China is committed to providing assistance to local communities for sustainable development.

答案:

body language

;

small talk

;

small talk

;

greeting

;

challenging

;

research

;

accessible

;

clues

;

first-hand

;

suit

;
determine
;
centralized
;
division
;
finance
;
lies with
;
brands
;
opportunities
;
suppliers
;
achieve
;
Upholding
;

412、 targets; tailored to; appeal to; routine; Corporate;

1. ____ hospitality is typically defined as any event that benefits an organization by entertaining clients or prospective clients at the organization's expense.
2. To entertain your ____ successfully, you will need to plan carefully and in detail.
3. As we all know, a simple comment made during a ____ meeting or a phone call could give you an insight into their hobbies and interests.

4. Make a note of it—they will be very impressed when you entertain them in a way that is _____ them.

5. That way you are more likely to find elements that will _____ all.

答案:

Corporate

;

targets

;

routine

;

tailored to

;

appeal to

;

413、 go off track; circulate; affirm; covered; reluctant

1. A list of the topics to be _____ during the course of a meeting can play a critical role in its success.

2. Meetings can easily _____ and end up without achieving any goals.

3. The minutes taker should write up the minutes and _____ them to all participants.

4. Participants should read the minutes carefully so that they will be able to _____ or correct what has been recorded and take actions accordingly before the next meeting.

5. Often employees are _____ to take time out to attend a _____ meeting because they feel it will be a waste of time.

答案:

covered

;

go off track

;

circulate

;

affirm

;

reluctant

;

414、 **dominated; charged; no wonder; compelled to; response**

1. In the 20th century, when telephone calls _____ our work lives, it was awful.
2. When we listened to our voicemail, we felt _____ respond.
3. Taking just a few minutes to think about a message often led to a more thoughtful than an immediate, half-baked phone reply.
4. Before e-mail, we had had to think, at least a little, before placing a phone call, not just because we would be _____ a few cents but because we knew we were going to interrupt the other person.
5. It's _____ that businesses are getting nervous.

答案:

dominated

;

compelled to

;

response

;

charged

;

no wonder

;

415、 ____ **the ability to change or be changed easily to suit a different situation.**

答案:

flexibility

;

416、 ___ to be divided or split into different parts or layers.

答案:

be separated into

;

417、 ___ arranged according to different ranks or positions.

答案:

Hierarchical

;

418、 ___ something that is done as a reaction to something that has happened or been said.

答案:

Response

;

419、 ___ the commercial or government activity of managing money, debt, credit and investment.

答案:

Finance

;

420、 ___ to organize a business or activity, or to carry out your business or activities in a particular way.

答案:

Operate

;

421、 ___ having the qualities that are needed to succeed as an entrepreneur.

答案:

Entrepreneurial

;

422、 Complete the sentences with the appropriate words in the

ban swamp response distracting immediate frequent figure
out

A: Have you heard that our company is going to 1. ___ E-mail?

B: Really? They should give a second thought on this matter.

A: Actually, I'm in favor of their decision because I'm 2. ___ by e-mails in my work time.

B: But, e-mail docs make things easier for I can choose when and to whom to give a(n)3. ___. ___ Phone calls and voicemails are more 4. ___ which always need 5. answer

A: But you can't avoid the 6. _____ incoming letters which interrupt your thoughts now and then.

B: That's just one aspect of this complicated matter. Personally, I think e-mail is still the most powerful tool in business communication. At least, it saves paper and money.

A: Well, you can hold your opinions. Maybe we have to 7. _____ what to do without e-mail.

答案:

ban

;

swamped

;

response

;

distracting

;

immediate

;

frequent

;

figure out

;

423、 Complete the sentences with the appropriate words in the box.

whoever wherever whatever however whenever whichever

1. Do ____ you want to do; it is none of my business.

2. The films reflect the perspective of ____ is behind the camera.
3. ____ road you take to Rome, you will need to drive carefully.
4. _____ we go, local people have always surprised us with creative and featured dishes.
5. ____ late it is, you must come to the party because it will be something fantastic.
6. You can come to our town ____ you want. You are always our honored guest.

答案:

whatever

;

whoever

;

Whichever

;

Wherever

;

However

;

whenever

;

424、 Find words or phrases in the text which match the following meanings.

1. to find the way to deal with a problem: _____.
2. causing to turn away from the original focus of attention or interest: _____.
3. appearing quite often: _____.
4. happening at once: _____.
5. suddenly to give someone too much for him or her to deal with: _____.

6. to say that something must not be done, seen, used, etc.: _____.

7. reply; answer: _____.

答案:

figure out

;

distracting

;

frequent

;

immediate

;

swamp

;

ban

;

response

;

425、get down to pick up get through follow up with happen
to small talk

Would you just stop talking and listen to me? We've got a lot to
_____ today.

答案:

get through

;

426、get down to pick up get through follow up with happen to small talk

The phone is ringing. Why don't you _____ it _____?

答案:

pick... up

;

427、 get down to pick up get through follow up with happen to small talk

Thank-you notes are a nice gesture, and I would always encourage candidates to _____one after an interview.

答案:

follow up with

;

428、 get down to pick up get through follow up with happen to small talk

We'd better stop chatting and _____ business. Otherwise, I have to work overtime again this weekend.

答案:

get down to

;

429、 get down to pick up get through follow up with happen to small talk

He's so efficient that he can record everything you buy, everything you look at and everything you _____ read.

答案:

happen to

;

430、 **get down to pick up get through follow up with happen to small talk**

Normally, many recruiters will begin an interview with some _____.

答案:

small talk

;

431、 Change the nouns and adjectives into verbs by adding suffixes in the box.

-ize -ify -en -ate

1. global _____

2. simple _____

3. passive _____

4. origin _____

5. weak _____

答案:

globalize

;

simplify

;

passivize

;

originate

;

weaken

;

432、 Complete the sentences with the correct form of the words in brackets.

1. Before playing the new game, _____ yourself with the rules. (familiar)
2. Can you _____ how big this company will be in ten years' time?
(visual)
3. Air pollution will directly _____ people's health. (threat)
4. I don't know whether we still need to improve the plan; our boss is going to _____ it tonight. (final)
5. All the files on the shelves are well _____ to make it easier to look things up. (class)
6. Earthquakes _____ far below the surface. (origin)
7. The bread will _____ if you pour some liquid on it. (soft)

答案:

familiarize

;

visualize

;

threaten

;

finalize

;

classified

;

originate

;

soften

;

433、___ the activity of deciding how to advertise a product, what price to charge for it etc. , or type of job in which you do this.

答案:

Marketing

;

434、 What do you think are the characteristics of meeting minutes?

答案:

The meeting minute should be ranked in a clear order, should be concise and should cover all the key points mentioned during the meeting.

;

435、 What you think should be included in corporate hospitality arrangements.

答案:

city trip guidance and souvenir preparation should be included in corporate hospitality arrangements.

;

transportation

;

Accommodation

;

436、What information is required in the online hotel reservation?

答案:

room type and quantity

;

date of check-in and checkout

;

payment

;

name of the customer and the contact information

;

437、What is the procedure of a successful business phone?

答案:

Greeting

;

Introducing yourself

;

Asking for the person you want to speak to

;

Making a small talk

;

Stating the main points of your call

;

Confirming the information if necessary

;

Closing the call by saying thanks or goodbye

;

438、 Please list some etiquette for E-communication

答案:

Be brief— “Never use two words when one will do.

;

Only label really important messages with “Urgent!”.

;

Reply promptly, preferably at time of receipt.

;

Avoid long sentences and paragraphs.

;

439、 In what aspects is a company’s culture reflected?

答案:

A company’s culture will be reflected in its dress code, business hours, office setup, employee benefits, hiring decisions, client satisfaction and every other aspect of operations.

;

440、Rewrite the sentences by using the “**either… or…**” structure.

1.You can use e-mail to stay in contact with your colleagues. You may also use instant messages.

_____.

2.You can give money to these poor families personally. It is also OK if you do it through a charity organization.

_____.

3.Maybe Lucas will accompany the General Manager abroad for negotiations. Maybe James will.

_____.

4.You can stay in the office preparing the papers if you don't want to visit the construction site.

_____.

5.You can choose to take a sightseeing tour in the city by tour bus. If not, you can choose to ride a bicycle.

_____.

答案:

You can use either e-mail or instant messages to stay in contact with your colleagues.

;

You can either give money to these poor families personally or do it through a charity organization.

;

Either Lucas or James will accompany the General Manager abroad for negotiations.

;

You can either visit the construction site or stay in the office preparing the papers.

;

You can choose to take a sightseeing tour in the city either by tour bus or by bicycle.

;

441、Complete the sentence with the correct form of the phrase on the line below

attendance apologies for absence matters for discussion
accommodation souvenir contact

1. All the people have come. There are no _____ .
2. I hope everyone could be honest and frank about the _____ today.
3. Mr. Kramer has spent about 20,000 yuan on his travel to China, most of which on _____ and flight.
4. If any problem, do _____ Tom at the first minute.
5. I am calling to ask for your _____ at the sales promotion meeting to be held next week.
6. Upon Bill's returning to the US after a business travel to China, we gave him a silk scarf as a(n) _____ .

答案:

apologies for absence

;

matters for discussion

;

accommodation

;

contact

;

Attendance

;

souvenir

;

442、Complete the sentences with the correct form of the words in brackets.

1. The light is on. Either he or his parents_____ (be) at home now.
2. I think either Jane or you_____ (have) the solution to the problem.
3. Either Paul or his classmates_____ (be) at the scene when the accident happened.
4. Either Professor Taylor or his students _____ (be) to attend the conference in Boston organized to discuss the issue of climate change.
5. Either you or the headmaster_____ (hand out) the prizes to these gifted students at the meeting.

答案:

are

;

have

;

were

;

are

;

will hand out

;

443、Replace the underlined parts of the sentences with the correct form of the words and phrases in the box.

gather observe react

respect hang out fit into

1. Not all young people make response to the events in the same way. _____
2. Your job is to watch closely the fish and note their sleeping habits. _____
3. We interviewed them and selected three that we thought would be accepted by our company quickly. _____
4. The child must be taught to value the importance of the truth and to tell the truth. _____
5. I don't want to see my son spend time with these boys. They are nothing but party animals. _____
6. Thousands of people got together here on New Year's Eve. _____

答案:

react

;

observe

;

fit into

;

respect

;

hang out

;

gathered

;

444、 Complete the sentences by using “as well” or “as well as”

1. They play all kinds of instruments and sing _____.
2. Tom, _____ Jane and Rose, is going to the farm on foot.
3. They travel at full speed by day and by night _____.
4. We expect her to do the housework _____ look after the children.
5. Your sister has gone to the cinema. You might _____ go there.

答案:

as well

;

as well as

;

as well

;

as well as

;

as well

;

445、 Rewrite the sentences by using “as well as” .

1. He grows some roses, and he grows some carnations as well.

2. You can receive your bills online, and you can also pay your bills online.

3. They ate a seven-course meal, and they also drank three glasses of beer.

4. After walking for 3 hours, we were very tired, and moreover, we were very hungry.

答案:

He grows some roses as well as some carnations.

;

You can pay as well as receive your bills online.

;

They drank three glasses of beer as well as ate a seven-course meal.

;

After walking for 3 hours, we were very hungry as well as tired.

;

446、Change the form of the words in the box with “-er” or “-ee”, and complete the sentences with them.

interview	train	address	exam	employ
-----------	-------	---------	------	--------

1. Two _____ were given very low scores. The _____ said they had to take a make-up exam.
2. Any _____ will speak to a dozen of _____ in different areas of this company which he or she would like to work in.
3. Mr. Thompson’s first job at BBC was a(n) _____ journalist, and now he is the most experienced _____ in journalism.
4. Please make sure the _____ receives this mail himself. This is very important.
5. The _____, the Western Airline, will cover all the medical expenses for its _____.

答案:

examinees

;

examiner

;

interviewee

;

interviewers

;

trainee

;

trainer

;

addressee

;

employer

;

employees

;

447、Rewrite the sentences by using “the more..., the more...” structure.

1. Read more books, and you will get more knowledge.

_____.

2. If there is a greater population in a locality, there will be a greater need for water, transportation and disposal of refuse.

_____.

3. Paul gets better and better at diving after he practices more.

_____.

4. It will be less likely that he is able to answer the questions when they get more difficult.

_____.

5. My life became more and more peaceful as I moved further and further away from the city center.

_____.

答案:

The more books you read, the more knowledge you will get.

;

The greater the population there is in a locality, the greater the need there will be for water, transportation and disposal of refuse.

;

The more Paul practices diving, the better he gets at it.

;

The more difficult the questions get, the less likely he is able to answer them.

;

The farther away from the city center I moved, the more peaceful my life became.

;

448、Rewrite the sentences by using “it” as the formal subject.

1. To finish the task in such a short time is impossible.

_____.

2. To have a break for a year after graduation from high school is quite common these days for young people in many countries.

_____.

3. The Project Manager emphasizes that maintaining effective communication is critical for her team.

_____.

4. Jane, the founder of our organization, cannot manage to attend the annual meeting. It is really a pity!

_____.

5. Making cold calls could be very embarrassing and inefficient.

_____.

答案:

It' s impossible to finish the task in such a short time.

;

It is quite common these days for young people in many countries to have a break for a year after graduation from high school.

;

The Project Manager emphasizes that it is critical for her team to maintain effective communication.

;

It is really a pity that Jane, the founder of our organization, cannot manage to attend the annual meeting.

;

It could be very embarrassing and inefficient making cold calls.

;

449、 How did you hear about our hair care products? (护发产品)

答案:

您是通过什么渠道了解到我们的护发产品的?

450、为避免纠纷，在签字之前你应该进行法律咨询。(before)

答案:

To avoid dispute, you ought to seek legal advice before signing.

451、 If you leave your address, we will mail you our latest catalog and a sample of our products. (产品目录，样品)

答案:

假如您愿意留下您的地址，我们将给您寄送我们最新的产品目录及一份样品。

452、 Her son was a constant source of worry to her.

答案:

她的儿子总是让她很担心。

453、 This program can help you calculate how much tax you have to pay. (计算)

答案:

这款程序能够帮你计算你所需支付的税额。

454、 回答完问卷之后， 请将问卷交回给我们的销售人员， 我们将有礼品赠送。 (hand back to, gift)

答案:

Upon finishing the questionnaires, please hand them back to our salespersons, and we will send you some gifts.

455、 现在着急也没有用， 再过几天我们才能知道最后结果。 (before)

答案:

There is no need to worry. It is a few days before we know the final results.

456、 总经理决定在本季度末推出我们的最新产品。 (launch)

答案:

The general manager has decided to launch our new product at the end of this quarter.

457、 The game's novel design and user friendly interface have made it a runaway success. (界面友好， 一举成功)

答案:

这款游戏凭借其全新的设计和简单的界面一举成功。

458、 您最希望护发产品有哪些功能： 去屑， 烫发后的护理， 还是防脱发？ (treat dandruff, care after a perm, reduce hair loss)

答案:

What do you expect from your hair care products, to treat dandruff, to care after a perm, or to reduce hair loss?

459、您经常更换护发品的牌子吗？（brand）

答案：

Do you often change the brand of your hair care products?

460、问卷必须在访谈之前设计好（before）

答案：

The questionnaire should be designed before the interview.

461、杰克是一名专业的销售人员。只要一开始工作，他就会面带微笑（once）

答案：

Jack is a professional salesman, and once at work, he would always wear a smile on his face.

462、这款新产品一问世就受到了消费者的好评。（upon）

答案：

Upon launching into the market, this new product was warmly welcomed. (Upon launching into the market, this new product received immediate warm welcome.)

463、调查显示，比起这款最新上市的产品，大部分终端用户宁愿选择我们去年夏天推出的那款产品。（end user, have a preference of）

答案：

According to the survey, the majority of our end users have a preference of our product launched last summer over this new one.

464、 The interest rates have seesawed between 10 and 15 per cent.

答案:

利率一直在 10%到 15%之间不断波动。

465、 我们公司的特色是价廉物美， 交货及时。 (feature, delivery)

答案:

Our company features high quality, low price and prompt delivery.

466、 As he ran out, he forgot to have his shoes on.

答案:

他跑出去时， 忘记了穿鞋子。

467、 The cars on display in the hall were priced down with the most expensive in front. (展示)

答案:

大厅里展示的汽车按照价格从高到低排列， 最贵的排在最前。

468、

一旦坐到谈判桌前， 他就变得斗志昂扬。 (negotiation table, fighting cock)

答案:

Every time when he sits down at the negotiation table, he feels like a fighting cock.

469、 Don't lose time in posting this letter.

答案:

赶快把这封信寄出去。

470、 Rockets have found application for the exploration of the universe.

答案:

火箭已经用来探索宇宙。

**471、有些人认为电视广告投入巨大，网络广告则相对便宜，效果更好。
(substantially,rewarding)**

答案:

Some people think TV commercials cost substantially while on-line advertisements are cheaper and more rewarding.

472、She listened to me with her rounded eyes.

答案:

她睁大双眼，听我说话。

473、The computer is of high sensibility.

答案:

这台计算机具有很高的灵敏度。

474、Investigation led us to the foregoing conclusion.

答案:

经过调查，我们得出了上述结论。

475、When was China's first man-made earth satellite launched?

答案:

中国的第一颗人造卫星是什么时候发射的？

476、It is illegal for public officials to solicit gifts or money in exchange for favors. (索要)

答案:

公务员通过索要礼物或钱财作为交换，从而为他人提供便利/好处是违法的。

477、The courage escaped from me at the moment.

答案：

那一刻我突然失去了勇气。

478、只要你想聊天任何时候都可以给我打电话。（chat）

答案：

Any time you feel like a chat/chatting, just call me.

479、The headquarters are looking forward to the newly-built assembly line.

答案：

总部期盼着参观新建的流水线。

480、Should NGO engage with the business world? (非政府组织)

答案：

非政府组织应否与商界合作？

481、The minutes slipped by quickly.

答案：

时间一分钟一分钟地溜过去了。

482、He was thin and haggard and he looked miserable.

答案：

他瘦弱憔悴，看上去一副可怜相。

483、The package number and quantity are identical with each other.

答案:

包装号和数量每一个都完全相同。

484、Our terms of payment are by irrevocable L/C payable by sight draft against presentation of shipping document.

答案:

我们的支付方式是见票即付型的即期不可撤销信用证付款。

485、There is a wide variety of samples in our exhibition hall.

答案:

我们的展览厅有各种各样的样品。

486、If you keep your advanced technology, good quality and reliable after-sales service, your dream of becoming a market leader will come true.

答案:

如果你保持先进的技术, 好的质量和值得信赖的售后服务的话, 你成为市场领头人的梦想就会实现。

487、The February consignment of canned goods arrived at the destination rather dented and our users refused to pay for it.

答案:

二月份所送听装货物到达目的地后相当有凹痕, 因此我们的用户拒绝支付。

488、Counter offer should express regret at the offeree's inability to accept the offer.

答案:

还盘应该表达出受盘人不能接受报盘的遗憾。

489、 The huge increase in oil prices in the 1970s cast a cloud over the development plans of many developing nations.

答案:

20 世纪 70 年代石油价格猛涨，给许多发展中国家的经济发展计划投下一抹阴影。

490、 We should learn how to analyze and solve problems.

答案:

我们应该学会如何分析问题和解决问题。

491、 All the wit and learning in the economic circle will be present at the seminar.

答案:

经济界的所有专家学者将出席这次研讨会。

492、 In the kingdom of blind men the one-eyed man is king.

答案:

山中无老虎，猴子称大王

493、 Do you see any green in my eye?

答案:

你以为我是好欺骗的吗?

494、 The terms of the contract must be clear, definite, certain and complete.

答案:

合同条款必须表述清楚、意思明确、语气肯定、内容完整。

495、 Smoking is not allowed in the warehouse.

答案:

仓库重地，不准吸烟。

496、 A government report targets earnings from industry at US \$ 200 billion by 2008.

答案:

政府的一份报告提出一个目标：到 2008 年，要使工业收入达到 2000 亿美元。

497、 Children were excluded from getting in the building.

答案:

孩子不许进入这幢楼房。

498、 Every life has its roses and thorns.

答案:

每个人的生活都有苦有甜。

499、 The newly established company opened an account in HSBC.

答案:

这个新成立的公司 在汇丰银行 开立了账户。

500、 He monitored the project from start to finish. (从头到尾)

答案:

他从头到尾都在监控这个项目。

501、 Shoe designers are trying to diversify their designs to satisfy customers' varied demands. (满足.....的需求)

答案:

鞋界设计师们尝试设计出多样化产品以满足顾客的不同需求。

502、 He gets a 10% commission on everything he sells.

答案:

他每卖一件商品得百分之十的佣金。

503、 Improved energy efficiency is vital to low-carbon economy. (提高能效)

答案:

提高效能对于发展低碳经济至关重要。

504、 这是一件浪费时间的差事。 (time, consume)

答案:

It is a time-consuming commission.

505、 你喜欢那个圆脸的女孩吗? (round, face)

答案:

Do you like the round-faced girl?

506、 但是我感觉一些很可怕的事情就要发生了。 (on its way)

答案:

But I feel like something terrifying is on its way, you know?

507、 Over there was light and the hint of warmth. (暖意)

答案:

那儿有一束光亮，透露着一丝暖意。

508、你打算把这种产品销售给哪一个目标群体? (target group)

答案:

Which target group do you plane to sell the product to?

509、校园里到处都是常绿的树木。(ever, green)

答案:

There are ever-green trees everywhere on campus.

510、洗了蒸汽浴,我觉得整个人焕然一新。(sauna, new man)

答案:

I feel like a new man after taking a sauna.

511、

You must cultivate good manners and behave like a gentleman. (培养)

答案:

你必须要培养良好的习惯,行为举止要像个绅士。

512、我申请到了一个一年的课程。(one, year)

答案:

I have applied a one-year course.

513、生活就是做你真心喜欢做的事,即使那些事对别人来说也许没有任何意义。(make sense)

答案:

Life is about doing what you truly feel like doing, even if it doesn't make any sense to others.

514、 **The question is whom we should rely on in the negotiation. (依靠)**

答案:

问题就是我们在谈判中可以依靠谁。

515、我只是觉得自己毫无长进。(make progress)

答案:

I just don't feel like I am making any progress.

516、

I now feel inclined to believe that he did not know the truth before the accident.
(倾向于)

答案:

我倾向于相信他在事故之前并不了解真相。

517、除了这种五米长的电线，你们还生产其他产品吗？(five, meter)

答案:

Do you manufacture any other products except this five-meter-long electric wire?

518、她给了我们食物和衣服，没有要求任何回报。(in return)

答案:

She gives us food and clothes in return for nothing.

519、triangle trade

答案:

三角贸易

520、buy-back

答案:

回购贸易

521、leasing trade

答案:

租赁贸易

522、counter trade

答案:

对销贸易; 抵偿贸易

523、invisible trade

答案:

无形贸易

524、barter trade

答案:

易货贸易

525、multilateral trade

答案:

多边贸易

526、bilateral trade

答案:

双边贸易

527、visible trade

答案:

有形贸易

528、counter purchase

答案：

互购贸易

529、trade by commodities

答案：

商品贸易

530、processing trade

答案：

来料加工贸易

531、assembling trade

答案：

来料装配贸易

532、compensation trade

答案：

补偿贸易

533、trust fund

答案：

信托基金

534、我们的历史老师生病了，今天来上课的是一位代课老师。

(substitute)

答案：

Because our history teacher is sick, we have a substitute today.

535、**During the few days when I was away on business trip, I took the opportunity to visit some of the most famous local scenic spots.** (出差)

答案：

我出差那几天，顺便去参观了一些当地最有名的景点。

536、毫无疑问，他是一名合格的管理者，有着良好的沟通技巧和优秀的管理能力。(qualified, management ability)

答案：

There is no doubt that he is a qualified leader with good communication skills and excellent management skills.

537、**I am not sure where the excel register of assets is, but Peter probably knows; you can ask him on Friday.**(资产登记表)

答案：

我不太肯定资产登记表在哪里，不过彼特应该知道，你可以星期五问一下他。

538、史密斯虽然受过良好的训练，但由于缺乏冲劲和自律，所以一直没有成功。(drive, self-discipline)

答案：

Mr. Smith is well-trained but he won't succeed because he lacks drive and self-discipline.

539、 On-the-job training takes place in a normal working situation, which is also called “learning by doing.” (在职培训)

答案:

在职培训在正常的工作情况下进行, 也被称作“从实践中学习”。

540、 One other thing I forgot to say that needs to be done is a monthly finance report. (月度财务报告)

答案:

我忘了提及我们还需要做一份月度财务报表。

541、 Generally speaking, short-term contracts increase costs and staff turnover. (流动率)

答案:

一般说来, 短期合同会增加费用和员工的流动率。

542、 我设法弄到了两张招聘会的入场券, 你可以和同学一起去。(acquire, job fair)

答案:

I managed to acquire two admission tickets for the job fair so you can go with your classmate.

543、 21 号我会到你的办公室跟你详细交流如何更新财务报表的事情。(update, financial statement)

答案:

I will talk to you in detail how to update the financial statement in your office on 21st.

544、 Rosa 用的不是那个软件, 而且很明显, 他所使用的账目的格式和类别跟你也有所不同。(inconsistent)

答案:

Rosa wasn't using that software and obviously, the format and type of accounts he was using was inconsistent with yours.

545、 Always bear in mind that comprehensive and systematic new-employee orientation qualifies you to practice as an engineer. (全面的, 新人培训)

答案:

总是要牢记全面、系统的新人培训能使你有资格当一名工程师。

546、 A Senior Sales Representative has to work closely with the sales team to ensure revenue goals. (销售目标)

答案:

高级销售代表应与销售团队紧密合作从而确保完成销售目标。

547、 The duties of this post require frequent business travel.

(频繁的)

答案:

这个职位的职责需要频繁出差。

548、 Due to the lack of labor, the project will be completed several weeks behind schedule. (人力短缺, 比原计划晚)

答案:

由于人力短缺, 工程将比原计划晚几周完成。

549、这种药能保证你睡个好觉。（ensure）

答案：

This medicine will ensure you a good night's sleep.

550、全球化是一把双刃剑，所有身在其中的人都要同时考虑到其有利和有弊的一面。（double-edged sword）

答案：

Globalization is a double-edged sword. All involved must take into account (consider)both its advantages and disadvantages (merits and demerits).

551、**The union is particularly concerned at the sourcing of products abroad.**

答案：

该联盟尤其关注海外的产品货源。

552、**Together they travel the world, sourcing clothes for the small, privately owned company.**

答案：

他们一道走遍世界各地，为那家私营小公司寻觅服装货源。

553、**We don't plan any big changes in our sourcing. We are not sure how is it going to sort out yet, says Bill Wertz for Wal-Mart.**

答案：

沃尔玛的比尔·沃茨说：“我们不打算对进货渠道做出任何重大改变。因为我们目前还不确定政府将做出何种决定。”

554、经过谈判，货物的价格又降低了5%。（negotiate）

答案:

After negotiation, that 5% will come off the price of goods.

555、 We have been unable to trace the source of the infection.

答案:

我们还没有找到传染源

556、 我们能将这个箱子船运至上海吗? (ship)

答案:

Can we ship the box to Shanghai?

557、 日本从英国进口纺织材料。 (import, textile materials)

答案:

Japan imports textile materials from Britain.

558、 And, just in case U.S. clients do fret about sourcing sensitive work overseas in a time of strife, India's top software makers have already established major centers in the U.S. to supplement operations back in Bangalore and Hyderabad.

答案:

而且, 印度最大的一些软件公司已经在美国建立了大型软件中心, 使远在班加罗尔和海得拉巴的软件公司可以在美国就近开发软件, 以防万一美国客户真的担心在冲突时期把敏感项目拿到国外去做。

23. 沃尔玛的比尔·沃茨说: “我们不打算对进货渠道做出任何重大改变。因为我们目前还不确定政府将做出何种决定。”

559、 We approach the end of the year with the economy slowing and little sign of cheer. (经济迟滞)

答案:

在经济停滞且没有好转迹象的情况下，我们将迎来年末。

560、请您把订单传真或邮寄过来好吗？（order）

答案:

Can you please send us your order by fax or by mail?

561、The article quoted a senior source at the UN.

答案:

该文章援引了联合国一位资深人士的话。

562、你们为何不从中国再多采购些原材料呢？（source... from）

答案:

Why don't you source more raw materials from China?

563、这个工厂每月生产 5000 件产品，每个单价是 5 美元。

(unit price)

答案:

This factory produces 5,000 products each month, and the unit price is 5 dollars.

564、她的信不在我手边，但我记得她在信中所说的话。

答案:

I don't have her letter at hand but I can remember what she said in it.

565、这些货物质量一般，但价格也还合理。（average quality, reasonable）

答案：

The goods are of average quality. However the price is reasonable.

566、**At the same time, the restructuring of companies has given rise to a vocabulary of change in such terms as re – engineering , down-sizing and out-sourcing.**

答案：

同时，公司的重构促生了许多关于变革的术语，例如“再造(re-engineering)”“小型化(down-sizing)”和“外购(out-sourcing, 又译外部支援)”。

567、**A garden was the source of inspiration for the painting.**

答案：

花园是这幅画灵感的来源。

568、**I would appreciate it if you would turn the music down.**

(不胜感激)

答案：

如果你能把音乐的声音调小，我将不胜感激。

569、**Once the top-secret transaction contracts were safely locked up in the safe, he had no more worries about their security.**

答案：

当这些绝密贸易成交合同安全地锁在保险柜里，他就不再担心资料的安全了。

570、**The beneficiary of the L/C is to be Haier Group, Qingdao.**

答案:

信用证的受益人为青岛海尔集团。

571、 They cannot obtain any credit at all in the trade because of their dishonesty.

答案:

他们不诚实的行为使他们的生意信誉荡然无存。

572、 We have received your fax reminder dated today. The remittance from our bank to yours was made yesterday and you should be able to confirm receipt in your account today.

答案:

我们已经收到贵方的传真收款单。汇款已于昨日从我方银行汇入贵方银行，贵公司应在今日的银行账户上确认收到汇款。

573、 We should advise you to get in touch with the manufacturer for your required goods.

答案:

建议你方与厂家取得联系，洽购所需商品。

574、 This a.c. has always been a cash cow for our company .

答案:

这种空调一直是我们公司的摇钱树。

575、 Fostering teamwork is creating a work culture that values collaboration.
(培养，团队合作)

答案:

培养团队精神就是创造一种重视团队合作的工作文化。

576、 The Bank of Paraguay will instruct its agent bank in the United Arab Emirates to establish a letter of credit. Price: US\$20 per yard, C.I.F., C. 5%, Abu Dhabi. Payment: by confirmed, irrevocable L/C payable by draft at sight to be opened 30 days before the time of shipment.

答案:

巴拉圭银行将通知其在阿联酋的代理银行出具信用证。价格为：成本、保险加运费到阿布扎比，每码 20 美元，包括 5% 的佣金。付款方式为：使用保兑的、不可撤销的即期信用证支付。信用证应于装运期前 30 天开出。

577、 Credit cards like VISA, Master Card, Diners Club and American Express have been extremely accepted all over the world.

答案:

诸如维萨、万事达、大来、美国运通这样的信用卡在世界各地都得到普遍使用。

578、 They have opened the credit with the HSBC in Paris covering for their order for 10,000 plasmas.

答案:

他们已从巴黎汇丰银行开立了有关支付 1 万台大背投液晶电视机的信用证。

579、 I like my assistant director to be fairly hands-off and also behind me when I am in trouble.(不干涉的)

答案:

我希望我的助理主任不随意干涉我的工作，而当我遇到困难，他又能支持我。

580、 As a means of satisfying needs, exchange has much in its favor. People do not have to prey on others or depend on donations. Nor must they possess the skills to produce every necessity. They can concentrate on making things they are good at making and trading them for needed items made by others. Thus,

exchange allows a society to produce much more than it would with any alternative system.

答案:

作为满足欲望和需求的方式之一，交换具有诸多优点：人们不必占他人便宜或者依赖他人，不必具有生产每种必需品的技术，因而他们可以专心生产所擅长的物品，然后用以换回由他人生产的自己所需要的物品。这样一来，交换就使整个社会能够生产出更多的东西。

581、Greece and Spain have been hit harder than other European countries and the United States of America during the economic recession in recent years. Some other developing countries, such as China and India, have also been partly insulated.

答案:

希腊和西班牙在近年来的经济危机中受到的经济影响要比其他欧洲国家和美国大。经济衰退至今只在一定程度上也影响到了诸如中国和印度等一些发展中国家。

582、这位艺术家有几管绿色颜料，但都没怎么用，几乎是全新的。（tube, paint）

答案:

The artist has several tubes of green paint, which are rarely used and almost brand new.

583、资金不足是这次事故的主要原因。（lack of）

答案:

Lack of enough funds was a major problem of this accident.

584、我们应该学会以目标为导向，为达到目标而工作。（goal-oriented）

答案:

We should learn to be goal-oriented and work to achieve the ends.

585、他没有给我们承诺，我们也没指望他会那样做。

答案：

He did not give the promises, and we neither expected his doing that.

586、**There are many problems to be dealt with when starting a new business.**

(解决)

答案：

开展一项新业务时，有许多困难需要解决。

587、小公司在经济不景气期间蒙受了经济损失。(suffer, recession)

答案：

Small companies suffered from serious financial losses in recession.

588、这是一次我们俩都永生难忘的经历。

答案：

This is the experience that neither of us will forget.

589、**Internal recruitment is characterized by simplicity, speediness and low cost.**

(具有.....的特点)

答案：

内部招聘具有简易、快捷和成本低的特点。

590、我盼望着你明年能来广州看我。(look forward to)

答案：

I'm looking forward to your visiting me in Guangzhou next year.

591、经理建议我们尽快和客户取得联系，解决好客户的问题（contact）

答案：

The manager suggested that we should contact the customers as soon as possible to solve their problems.

592、Brenda was encouraged to seek counseling for her drinking problem. (寻求)

答案：

人们鼓励布伦达为其饮酒问题寻求咨询帮助。

593、我们应主动打推销电话以扩大我们的客户基础。（take the initiative, cold calls）

答案：

We should take the initiative to expand our customer base through cold calls.

594、希望你们能按时完成这项工程。（be expected to）

答案：

You are expected to finish the project on schedule.

595、His competence is recognized and rewarded with promotion.

(得到承认)

答案：

他的能力得到了承认并因此得到了提拔。

596、An external recruitment strategy is one in which the HR Department will systematically search for people to fill specific positions. (特定职位，寻找相匹配的人才)

答案：

外部招聘是指人力资源部门系统地物色人才以满足某些特定岗位需求的招聘策略。

597、registered capital

答案：

注册资金

598、运输单据

答案：

shipping document

599、attract investment

答案：

引资

600、保险单

答案：

insurance policy

601、inquiry and offer

答案：

询价与报价

602、lodge a claim

答案：

提出索赔

603、外汇

答案:

foreign exchange

604、投标

答案:

submission of bid

605、non-firm offer

答案:

保险费

606、询价表

答案:

inquiry sheet

607、break the contract

答案:

违反合同

608、贸易条款

答案:

terms and conditions

609、试订单

答案:

trial order

610、comet to terms

答案:

达成协议

611、invitation for bids

答案:

招标

612、盈亏

答案:

profits and losses

613、sight draft

答案:

即期票据

614、支付方式

答案:

terms of payment

615、远期汇票

答案:

time draft

616、import and export

答案:

进口与出口

617、multilateral trade

答案：

多边贸易

618、trust fund

答案：

信托基金

619、compensation trade

答案：

补偿贸易

620、counter purchase

答案：

互购贸易

621、buy-back

答案：

回购贸易

622、visible trade

答案：

有形贸易

623、leasing trade

答案:

租赁贸易

624、 processing trade

答案:

来料加工贸易

625、 triangle trade

答案:

三角贸易

626、 invisible trade

答案:

无形贸易

627、 barter trade

答案:

易货贸易

628、 counter trade

答案:

对销贸易; 抵偿贸易

629、 assembling trade

答案:

来料装配贸易

630、trade by commodities

答案:

商品贸易

631、bilateral trade

答案:

双边贸易

632、All that is in the past, so there is no point blaming him anymore. (无益)

答案:

一切皆已成为过去，现在责备他毫无益处。

633、The gear of this bicycle must be regularly lubricated. (加油润滑)

答案:

此自行车的齿轮必须定期加油润滑。

634、The total sales expense has reached \$10 million this year, which is over budget. (超出预算)

答案:

今年的销售总支出已经达到 1000 万美元，大大超出预算。

635、2014 年，G&D 公司的毛利润达到 5,000 万美元，是近十年来的最佳业绩。(gross profit)

答案:

The gross profit of G & D Company reached \$ 50 million in 2014, which is the best record in the recent 10 years.

636、约翰决定等他们找到接替自己的人就立刻退休。(replacement)

答案:

John decided that he would retire as soon as they could find his replacement.

637、The performance evaluation report indicates that Jackson has accomplished his goal.(业绩评估报告)

答案:

业绩评估报告表明杰克逊已经完成他的目标。

638、我们看了两所房子，但都不是我们真正想要的。

答案:

We have previewed two houses but neither of them can satisfy us.

639、该设备既不精密又不安全。

答案:

The equipment is neither precise nor safe.

640、Our rules dictate that all the players must take the drug test and we cannot bend the rules even for Darren.(药检, 破例)

答案:

规定要求: 所有选手必须参加药检, 即便是 Darren 我们也不能破。

641、尽管公司指派了新的销售经理, 但今年的销售额仍然低于近五年的平均水平。(below the average)

答案:

Although the company appointed a new sales manager, the sales volume this year is still below the average of the recent five years.

642、这家国有企业的利润在逐年减少。(state, own)

答案:

The profit of the state-owned company is yearly decreased.

643、我从没学过游泳，他们也没有。

答案:

I have never studied swimming, neither have they.

644、近年来，个人笔记本电脑的销量呈稳步上升趋势。(upward trend)

答案:

In recent years, the sales of PC are in the upward trend.

645、经理前天心情不好，为了点小事就突然发怒了。(flare up)

答案:

The manager flared up at the least thing the day before yesterday because he was in bad mood.

646、看，他真是个举止粗鲁的人。(ill, manner)

答案:

Look, he is really ill-mannered.

647、If that' s the case, there is hardly any need for further discussion.

答案:

如果是那样的话，就没有进一步讨论的必要了。

648、Don' t forget to send us the price list for our references.

答案:

不要忘了给我们价格表以供参考。

649、I' m glad that we' ve come to an agreement on price.

答案:

很高兴我们就价格达成协议。

650、By take advantage of new market opportunities, you may succeed easily.

答案:

通过利用新的市场机会，你将很容易取得成功。

651、China' s policy of opening to the outside world provides the broadest prospects for overseas investors.

答案:

中国的对外开放政策给海外投资者提供了最广阔的前景。

652、There is a wide variety of samples in our exhibition hall.

答案:

我们的展览厅有各种各样的样品。

653、Finally both sides meet each other halfway, and the business is concluded successfully.

答案:

最终双方各让一步，成功成交。

654、Our terms of payment are by irrevocable L/C, payable by sight draft.

答案:

我们通过即期不可撤销信用证的方式付款。

655、 Express the offerees' s thanks to the offerer for the offer.

答案:

收盘人要就收到的报盘对报盘人进行感谢。

656、 You should express hopes of mutual beneficial cooperation.

答案:

你应当表达互利合作的希望。

657、 Write a brief self-introduction including your age, education such as your major, your interests , work experience during vacation, etc.

答案:

omitted

658、 How to make an acceptance letter?

答案:

- 1 express pleasure at receiving the order
- 2 add a favorable comment on the goods ordered
- 3 include an assurance of prompt and careful attention
- 4 draw attention to other products likely to be of interest
- 5 hope for further orders

659、 How do you enquire effectively?

答案:

- 1 a brief mention of how you obtained your potential seller' s name

2 some information of the demand in your area for the goods your are inquiring about

3 details of what you would like your potential seller to send to you

4 a closing sentence to round off the inquiry

660、销售宣传品

答案:

sales literature

661、利用

答案:

take advantage of

662、进口与出口

答案:

import and export

663、meet each other halfway

答案:

各让一步

664、time draft

答案:

远期汇票

665、即期票据

答案:

sight draft

666、conclude a deal

答案:

成交

667、询价与报价

答案:

inquiry and offer

668、invest in

答案:

投资

669、joint venture

答案:

合资企业

670、foreign exchange

答案:

外汇

671、订购

答案:

place an order with

672、trial order

答案:

试订单

673、shipping document

答案：

运输单据

674、虚盘

答案：

non-firm offer

675、terms of payment

答案：

支付方式

676、关税

答案：

customs duties

677、inquiry sheet

答案：

询价表

678、做出让步

答案：

make concession

679、引资

答案:

attract investment

680、 Write a memo according to the following situation.

Write a memo for the General Manager about a director meeting on January 10th. The general manager should make known to all heads of department the decisions made in this meeting, which are:

- (1) 春节放假时间为 2008 年 2 月 5 日至 2 月 20 日。
- (2) 发放奖金, 奖金将于 2007 年年底发;
- (3) 销售人员奖金将根据 2007 年年底前的销售额而定;

答案:

141. To: All Heads of Department Subject: Bonus and Spring Festival Vacation

From: General Manager Date: January 10th, 2008

At the director meeting on January 10th, the following decisions were made:

- 1.The Spring Vacation is from Feb. 5th to Feb. 20th.
- 2.The bonus will be paid at the end of 2007
- 3.The bonus for all sales staff is based on sales figures to 31 December, 2007.

681、 Write a reservation letter according to the following situation.

你是上海国际贸易公司的秘书, 你想为国际贸易公司的客户威尔逊先生预订一个带浴室的双人房间。如果可能的话, 要朝花园的房间。日期是从 3 月 2 日到 3 月 7 日, 包括这两天。 并希望酒店能写封信确认预订。

1.预定日期: 2008 年 2 月 25 日

2.酒店的地址信息: 泰国曼谷马里大街 (Marne Street) 的格兰德大酒店 (Grand Hotel)

3.你公司的地址信息是: 中国上海中山路 1 2 8 号, 上海国际贸易公司

答案:

Shanghai International Trading Corporation

Zhongshan Road
Shanghai, China.
February 25th, 2008
The Manager
Grand Hotel, Marne Street
Bangkok, Thailand

Dear Sir,

I'd like to book a room for Mr. Wilson of the International Trading Corp. He plans to stay in your hotel for six nights, from the 2nd of March to the 7th of May, inclusive. Have you got a double room with bath? Overlooking the park, if possible?

In addition, please kindly to send us a confirmation of the reservation.

Hoping to have an early reply.

Yours faithfully,

Joan

682、 Write a memo to the staff according to the following situation .

(1) 致: 公司全体职员

(2) Helen, 办公室秘书

(3) 2007年11月1日

(4) 事由: 年度秋游。 今年的秋游安排在11月11日星期六进行。我们将在这一天游览长城。上午7:30公司班车将从公司大楼门口出发。可以带亲属或朋友, 愿意参加秋游者请最迟在11月7日(星期二)来办公室报名登记。

答案:

To: All Company Staff Subject: Annual Autumn Outing

From: Office Secretary, Helen Date: November 1st, 2007

This year's autumn outing has been arranged for Saturday 11th, November. We shall be visiting the Great Wall. The Company Bus will leave from the Gate of our Building at 7:30. You can bring your friends and relatives.

Please come to the office and register before November 7th. I hope the weather will be good and that the outing will prove successful and enjoyable.

683、What's the difference between firm offer and non-firm offer?

答案:

firm offer has validity, non-firm offer has one sentence: this offer subjects to your final confirmation.

684、How do you make a satisfactory offer?

答案:

- 1 an expression of thanks for the inquiry
- 2 all the information requested
- 3 the period for which the offer is valid if it is a firm offer; Otherwise, a remark indicating that the offer is a non-firm offer.
- 4 favorable comments on the commodity
- 5 an expression of encouraging the inquirer to place orders

685、Ladies and gentlemen:

(谢谢大家给我这个机会在此特别的场合介绍我自己). I am Philip Lee, executive manager of the sales department of Beijing Import and Export Company.

(在我接管销售部的三年时间里) , the sales of our products have grown dramatically and I am really proud of my department and staff. Some people sometimes ask me what is the secret of such tremendous growth, and I always answer: "harmony in the department." Harmony in the department seems to have emerged as a result of mutual trust and respect between myself and my staff.

Well, (能有此机会向你们讲话我深感荣幸) , and _____

(我希望这次聚会能有助于永远保持我们之间的融洽关系) . Thank you.

答案:

略

686、Ladies and gentlemen:

_____. (我们有幸请
到英国著名教授 Robert 先生来为我们举行讲座) Mr. Robert is director of the ABC
Research Institute, England, and has made some important discoveries in the field of
laser research.

Mr. Robert _____ (将向我们讲解) the industrial application of
lasers of various types, but he will touch on some theoretical aspects as well. ____
_____ (讲座大约一个半小时) , and
(之后还会进行讨论) .

_____ (听众代表可借此机会和 Robert 先生见面) . _
_____ (如果听讲过程中大
家有什么问题) , _____ (请写在一张纸条上) and
(由我传递) . _____
_____ (现在我请主讲人上讲台) .

答案:

略

687、Directions: You are about to write a Business Leave Note of
about 60 words.

Please describe this information clearly.

1) the reason you ask for the leave

2) the time and how long you will leave

答案:

Aug. 22nd

Secretary Li,

I 'm sorry to apply for ten days' leave from the Aug. 23rd to sep., 3rd instantly, as the time is urgent. My father now in the hospital is badly ill and I have to take care of him for a few days, for I' m the only child in my family. I will show you the telegram about my father' s illness to support my application. I promise I will do my best to catch the missed lessons on after I come back. Wish for your allowance.

Yours respectfully

×××

688、146. (1) 致: John Smith

(2) 来自: Lucy, 办公室秘书

(3) 写信日期: 2010年5月6日

(4) 事由:为感谢您及贵公司对我们长期以来的支持与厚爱, 我们将在光华大酒店25楼空中酒廊举办商务客户答谢会, 尽情期待您的光临!

时间:

地点:

联系人:

联系电话:

市场销售部

年 月 日

And write a reply letter to the invitation card.

答案:

Thanks for you and your company supports our hotel as always. We are going to arrange a cocktail party just for you at our newly decorated Sky Lounge on 25th floor, we are looking forward your coming.

689、 Write an invitation card according to the following situation.

(1) 致: Peter Smith

(2) 来自: Helen, 办公室秘书

(3) 写信日期: 2008 年 1 月 21 日

(4) 事由: 邀请某公司营销部经理 Peter Smith 前往我公司会议室举行一场关于市场营销的讲座, 讲座时间拟定于 2008 年 2 月 1 日上午 8: 00-10: 00。

答案:

Jan.21, Monday

Dear Peter,

We would like to invite you to give a speech on Marketing, which will be held at the conference room in our company from 8:00-10:00 on Feb. 1, 2008.

We look forward to hearing from you soon, and hope that you will be able to attend.

Yours faithfully,

Helen

690、 You are an assistant, and supposed to organize a board meeting which all the board members will attend. The following jobs will be done at the meeting:

Discussing the draft of the annual report of the GM for the year of 2012;

Setting the target sales figures for the year 2013;

Upgrading the office computer network in the head office.

Thirty minutes should be left for any other business.

Finally, you should decide the date, time and place of the next meeting.

答案:

略

691、 Mrs. Rose,

Mr. Jack called you but _____(你不在). He has a conference this afternoon and he wants you to _____(在会上演讲). In addition, he hopes that you will be well prepared for the event.

Lucy

答案:

141. you weren' t in make a speech

692、unprecedented sales

答案:

空前销售

693、valid period

答案:

有效期限

694、upset price

答案:

开拍价格; 最低价格; 起拍价格

695、unprecedented rise

答案:

空前涨价

696、validity

答案:

有效期

697、unit cost

答案:

单位成本

698、 unendorsed check

答案:

未经背书的支票

699、 usual discount

答案:

普通折扣

700、 unilateral trade

答案:

单边贸易

701、 unload cargo

答案:

卸货

702、 unsuccessful bidder

答案:

未得标商人

703、 unused balance of letter of credit

答案:

信用证未用余额

704、unskilled labor

答案:

不熟练工人

705、unreasonable prices

答案:

不合理的价格

706、uniform prices

答案:

固定价格

707、with average

答案:

全损之外担保分损

708、weight tons

答案:

重量吨

709、weekly reports

答案:

周报

710、weight list

答案:

重量单

711、with particular average

答案:

单独海损赔偿

712、wear and tear

答案:

日久耗损

713、wholesale price

答案:

批发价

714、wholesale business

答案:

批发业

715、well-assorted goods

答案:

各色俱全的货物

716、weights and measures

答案:

度量衡

717、wholesale goods

答案:

批发货

718、with recourse

答案：

有追索权

719、wholesale merchant

答案：

批发商

720、wharf (pier, quay)

答案：

码头

721、wholesale dealers

答案：

批发商

722、a while back

答案：

不久以前

723、and how

答案：

的确

724、a matter of time

答案:

时间问题

725、a change of pace

答案:

节奏变换

726、allergic to

答案:

对……过敏

727、after all

答案:

到底

728、a phone call away

答案:

一个电话之远

729、at sb's service

答案:

愿为某人服务

730、all along

答案:

一直

731、without recourse

答案:

无追索权

732、anything but

答案:

绝对不

733、without return

答案:

不可退货

734、account for

答案:

解释

735、around the clock

答案:

24 小时不停

736、a far cry from

答案:

相距甚远

737、unfilled orders

答案:

未发货的订单

738、unfavorable balance of trade

答案:

贸易逆差

739、unfinished work

答案:

未完成的工作

740、uniform customs and practice for documentary credits

答案:

押汇信用证统一惯用实务；跟单信用证统一惯例

741、irrevocable letter of credit

答案:

不可转让信用证

742、unconfirmed credit

答案:

未确认信用证

743、unclean B/L

答案:

有债务提单

744、uncontrollable costs

答案:

不能控制的成本

745、 unconfirmed letter of credit

答案:

未确认信用证

746、 ultimate consumer

答案:

最后消费者

747、 type sample

答案:

标准样品

748、 favorable trade balance

答案:

贸易顺差

749、 trust receipt

答案:

信托收据

750、 unearned income

答案:

未获利润

751、unconditional delivery

答案：

无条件交款

752、come down

答案：

雨、雪下起来

753、break new ground

答案：

有了新的突破

754、between you and me

答案：

你我之间；保密

755、be cut out for

答案：

天生合适

756、come in first in the race

答案：

比赛第一名

757、cut it out

答案：

闭嘴

758、benefit concert

答案：

慈善音乐会

759、call for

答案：

打电话找；预报

760、bite off more than one can chew

答案：

贪多嚼不烂

761、busy signal

答案：

占线

762、cost somebody an arm and a leg

答案：

花了某人很多钱

763、call it a day

答案：

就此结束

764、come what may

答案:

不管怎样

765、cash the check

答案:

兑现支票

766、clear off

答案:

收拾; 整理

767、vice-general manager

答案:

副总经理

768、volume (space) tons

答案:

容积吨; 体积吨

769、voyage policy

答案:

航程保单

770、voyage charter

答案:

论次计租轮

771、warehouse certificate

答案:

仓库凭单

772、ventilated compartment

答案:

通风舱

773、warehouse warrant

答案:

仓单

774、variable cost

答案:

可变成本

775、verbal (oral) contract

答案:

口头契约

776、value of import

答案:

输入价值

777、valuable merchandise

答案:

贵重品

778、water stain

答案:

水渍

779、variable expenses

答案:

可变费用

780、warehouse receipt

答案:

仓单, 存货, 仓库收据

781、warehouse to warehouse clause

答案:

仓库到仓库的保险条款

782、get on one's nerve

答案:

招惹某人神经了

783、fill in for

答案:

代替

784、food for thought

答案:

令人思考的东西

785、 get a lot out of something

答案:

从……学到很多

786、 dirt cheap

答案:

非常便宜

787、 do without

答案:

没有……也行

788、 drive somebody up the wall

答案:

让某人发疯

789、 department chair

答案:

系主任

790、 down jacket

答案:

羽绒服

791、 fill a prescription

答案:

按处方抓药

792、for nothing

答案:

免费

793、get at

答案:

想说

794、get of on the wrong foot

答案:

开始事情就做错了

795、get away with

答案:

对……摆脱惩罚

796、fall back on

答案:

依赖

797、get going

答案:

赶紧行动

798、do with

答案:

用……凑合

799、from top to bottom

答案:

从上到下

800、dog tired

答案:

特别累

801、be cut out for

答案:

天生适合

802、be hard up for

答案:

缺少某事物; 需要某事物

803、be head and shoulders above

答案:

好许多

804、be absorbed in

答案:

全神贯注于……

805、 at home with

答案:

对……很熟悉

806、 be in the dark

答案:

蒙在鼓里

807、 be stuck

答案:

卡住了

808、 be burned up

答案:

生气

809、 be addicted to

答案:

对……上瘾

810、 be attached to

答案:

对……有感情

811、 as far as I know

答案:

就我所知

812、back out

答案：

退出

813、back up

答案：

累积，支持

814、be bound for

答案：

到……地方

815、be (feel) myself

答案：

找到自我