

管理英语1

一、交际用语

1、-Anything else I can do for you? () Thank you!

答案: That's all.

2、-Are you ready, folks? - () .

答案: Yes. I'm ready. I'll have the vegetable salad.

3、Can you copy these papers for me? - ()

答案: Ok. Just wait a moment please.

4、-Could you please give me a hand? - ()

答案: Sure, what is the matter?

5、-Dad, this is my roommate, Andrea. - ()

答案: I've heard so much about you.

6、-Do you have any plans for tomorrow morning? - ()

答案: No. I have nothing planned tomorrow.

7、-Do you mind if I smoke here? - () . You can go to smoke in the yard.

答案: You'd better not.

8、-Excuse me where is the post office? -Sorry I'm new here. - ()

答案: Thank you all the same.

9、-Excuse me, () could you please tell me what's the telephone number on my desk?

答案: Yes. it's 8633-278

10、-Excuse me where is the post office? -Sorry I'm new here. - ()

答案: Thank you all the same.

11、-Good morning, can I help you? - ()

答案: I'd like to borrow a book named Gone With the Wind from your library.

12、-Hello, I'd like to speak to Phil. -He's out to lunch now.

答案: Would you mind calling back later?

13、-Hello, I'm David Chen. Nice to meet you. - ()

答案: Nice to meet you too.

14、-Hello, I'd like to speak to Phil. -He's out to lunch now. ()

答案: Would you mind calling back later?

15、-Hello, I'm David Chen. Nice to meet you. - () .

答案: Nice to meet you too.

16、-Hello, this is John speaking. Could I speak to Mike?

答案: Hold the line, please. -

17、-Hello, This is Yang Lin speaking- ()

答案: This is Carol here.

18-Hello, I' d like to speak to Phil. -He' s out to lunch n w. ()

答案: Would you mind calling back later?

19、-Hello, I' m David Chen. Nice to meet you. - ()

答案: Nice to meet you, too.

20、-Hello. Could I speak to Mike? () I' ll get him to phone.

答案: Hold the line, please.

21、 Hello. Sky Travel Agency. May I help you? - ()?

答案: Yes. I' d like to make reservations to Beijing on the flight ZH8147 at 6:00 pm on December 19th.

22、-Hello, I' m David Chen. Nice to meet you. -

答案: Nice to meet you too.

23、-Hello, This is Yang Lin speaking. - ()

答案: This is Carol here.

24、— Hey, Derek, which do you think is harder to learn, marketing or designing? - ()

答案: Personally. I think designing is more difficult.

25、— Hey, You look so pale. What' s wrong? - ()

答案: I didn' t sleep well last night.

26、-Hey, Derek, which do you think is harder to learn, marketing or designing? - ()

答案: Personally, I think designing is more difficult.

27、— Hey, You look so pale. What' s wrong? -

答案: I didn' t sleep well last night

28、-Hi, I' m Melinda Smith, nice to meet you all here. — ().

答案: Nice to meet you, too

29、-Hi, Melinda. Can I make a brief introduction of the office work to you? - ().

答案: Thank you! It' s very kind of you

30、-Hi, I'm Melinda Smith, the new secretary. Nice to meet you here.

答案: I hope you' ll be happy working here. -Hi. I'm Mike Brown from the Training Center.

31、-I would like to make an appointment for the meeting. Which day would you prefer, Tuesday or Thursday?-()

答案: Well, either time will do.

32、-I'd like to apply for a library card. ?-()

答案: Fill out the application form first. please.

33、-I'd like to invite you for dinner on Saturday.-()

答案: Thank you for your kind invitation. I' ll be there on time.

34、-I' ve got the system running, but I can't open my file.-()

答案: Let me see if I can get it to work.

35、-It's rather cold in here. Do you mind if I close the window?-()

答案: No, go ahead.

36、-It's lovely. I have never been to such beautiful place like that.

答案: How about your trip?

37、-May I see your tickets, please?-().

答案: Sure

38、- May I speak to Tom? -I'm sorry. He isn't in the office now.

答案: Can I leave a message? Yes. of course.)

39、- May I use your bike for a moment?—

答案: By all means.

40、-Mom, must I finish my homework now? (needn't-No. you ().

答案: You may have supper first.

41、-My mother is retired. My father is a manager.

答案: What do your parents do

42、-Please give me a hand to print out the report, won't you?-()

答案: Of course I will.

43、-Sally, () Mary Brown. -Nice to meet you. I'm Sally Johnson, the Sales Manager.

答案: this is our new secretary

44、-Thank you for inviting me.

答案: Thank you for coming.

45、-This is Melinda speaking from Qiaoxiang Community Service Center.

答案: I'm calling for the arrangement of the visit next Monday.-Let me see. There will be some visits to our community library and learning center.

46、-Unbelievable! I have failed the driving test again!?

答案: Cheer up!—This is not the end of the world.

47、-We' ll have a charity book sale together with Menglin Publishing House next month. ()-Yes. I think the Music Square is large enough.?

答案: Could you give any suggestion on the location?

48、-What color would you like?-().

答案: I want the green one

49、-What time does the office open?

答案: I think it opens at 8.

50、-Why don't you come and join us for a dance?-().

答案: I can't, but thank you

51、-Will you show me how to use this software?

答案: Sure. You' ll master it in no time.

52、-Will you show me how to use this software?-()

答案: Sure. You' ll master it in no time.

53、-Would you like to go to the concert with us this evening?

答案: I'd love to, but I'm busy tonight.

54、-Would you mind helping me for a minute, Barbara?

答案: I'd be glad to.- What do you want me to do

55、-Would you mind helping me for a minute, Barbara?-(). What do you want me to do?

答案: I'd be glad to

56、-Wow, this place is amazing.

答案: Thank you.

57、-()What is the exact air fare? The round-trip air fare for a person is only \$18)

58、-() (What are your plans for summer vacation?-I'm not sure what I' ll do. I hope to watch TV and enjoy myself.)

59、-()。-My mother is retired. My father is a manager.

答案: What do your parents do

60、— () —I've called the maintenance worker.

答案: This copier needs repairing.

61、 () —It's my pleasure.

答案: Would you please fax the document for me?

62、- () -? Please accept my sincere regrets for not being able to join you.

答案: I'm iust wondering if you could come to join us.

63、— () —It takes about 3 hours.

答案: How long will the ioumey take)

64、— () —Nothing much

答案: What's up?

65、— () -Please call me Mary. That's my first name

答案: How shall I address you

66、— () ? -I'm afraid not. But I'll be free this afternoon.

答案: Can you spare me a few minutes now

67、- () ? -Please call me Mary. That's my first name.

答案: How shall I address you

68、—Excuse me, where is the post office? —Sorry I'm new here.

答案: Thank you all the same

1、 A good tour guide tells visitors () .

答案: what they couldn't miss during the trip

2、 A letter of invitation is () to invite people for a business event or personal occasion.

答案: written

3、 A secretary must () big pile of files and correspondence in office.

答案: deal with

4、 A well () iob description can answer a lot of questions from iob seekers.

答案: written

5、 After you are () with all these jobs, we wil discuss it.

答案: familiar

6、 Are you still looking () a job?

答案: for

7、 Can we () another worker to help Jimmy o find another solution

答案: assign

8、 Can you explain your arrangements()?

答案: in detail

9、 Charles regretted() the TV set last year. Th price has now come down.

答案: buying

10、 Children under fifteen are not permitted to see such kind of movies ()
bad for their menta development

答案: which is

11、 Copying files under Linux is similar () copying files under DOS.

答案: to

12、 Do not do anything () should go against his will.

答案: that

13、 Do you require a deposit (定金) to () a reservation

答案: confirm

14、 Do you understand () the teacher said?

答案: what

15、 Do you want to fly first or () class?

答案: economy

16、 Does David () ?

答案: like flying

17、 Don't be afraid () ask a lot of questions.22

答案: to

18、 Everyone in these schools () English well.

答案: speaks

19、 Everyone is very () to this boy.

答案: friendly

20、 Had you come five minutes earlier, you () the train to Beijing. But now
you missed it.

答案: would have caught

21、 Have you () to say to me?

答案: anything else

22、 He can () good English.

答案: speak

23、 He has been looking forward to () to England for a long time.

答案: going

24、 He has learned English and German. Now he is going to learn () language.

答案: another

25、 He published the journal () from 1991 to 2015.

答案: annually

26、 He said this would () companies from creating new jobs.

答案: prevent

27、 He () lunch in the canteen right now.

答案: is having

28、 Hello, everyone. I'd like to () to you our new secretary, Melinda Smith.

答案: introduce

29、 He () lunch in the canteen right now.

答案: is having

30、 How do I () the gym?

答案: get to

31、 I have an English class () a week.

答案: three times

32、 I have been looking forward to () from my parents.

答案: hearing

33、 I heard Lily () the song once.

答案: sing

34、 I like the working atmosphere here. It's very ().

答案: friendly

35、 I like the working () here.

答案: atmosphere

36、 I think () is impolite to call people by their first names.

答案: it

37、 I usually go to the office () train.

答案: b

38、 I will give you() to finish it.

答案: two weeks' time

39、 I'd like to book a table for ten under the name of Jordan()7 p.m. ()
December 24th.

答案: at, on

40、 I'd love to have a break, but I can't () the time now.

答案: spare

41、 I'm looking forward to () you.

答案: seeing

42、 I'm looking forward to() together with you.

答案: working

43、 I'm() to do anything at your word.

答案: ready

44、 I' ll make a list of all the documents on this file() make it more clearly.

答案: in order to

45、 I'm a deputy manager. I () an IT company.

答案: work for

46、 I'm afraid I won't be available then. I()a friend off at five this afternoon.

答案: will be seeing

47、 I'm looking forward to () together with you.

答案: working

48、 If there are changes, don't forget() the related persons know.

答案: to let

49、 If you have any questions here, please tell us. We' ll all be() to help
you.

答案: ready

50、 Isn't it impolite to call people by their first names?"The underlined
word is the same word class as().

答案: interesting

51、 It is very important for us to finda()between work life and home life.

答案: balance

- 52、 It may be helpful to set your watch just two minutes ()?
答案: ahead
- 53、 It was on the beach() Miss White found the kid lying dead.
答案: that
- 54、 It will take us () hour to get there.
答案: an
- 55、 It's high time that he settled down in the country and ()a new life.
答案: started
- 56、 I'm looking forward to() together with you.
答案: working
- 57、 Jack() to see you. He' ll be here soon.
答案: is coming
- 58、 Keeping eye contact makes the other person() welcome and comfortable.
答案: feel
- 59、 Mary has been a secretary in this company()she graduated from Beijing University.
答案: since
- 60、 Mike() his colleagues when the phone rang.
答案: was talking with
- 61、 Most tour companies() advance payment when a booking is made.
答案: insist on
- 62、 Mr. White () short stories, but he()a TV play these days.
答案: writes. is writing
- 63、 Neither John () his father was able to wake up early enough to catch the morning train.
答案: nor
- 64、 Neither John() his father was able to wake up early enough to catch the morning train.
答案: nor
- 65、 Nowadays office work can be done by hand() very fast speed.
答案: at
- 66、 On our() we were told that our rooms had not been reserved.

答案: arrival

67、 On their arrival, you should() the following points.

答案: pay attention to

68、 People here usually() each other by their first names instead of family names.

答案: call

69、 Please hand() your homework in time.

答案: in

70、 Please pay () to what was discussed yesterday.

答案: attention

71、 Please see the suggestions below to () that your files are not lost.

答案: make sure

72、 Professor Smith promised to look () my paper, that is, to read it carefully before the defense.

答案: fover

73、 Professor Smith promised to look() my paper, that is, to read it carefully.

答案: over

74、 Scientists have made great contributions()development of our human beings.

答案: to

75、 See the bottom of this page for details of how to apply () this job.

答案: for

76、 She doesn't have the funds to () her design.

答案: carry out

77、 She felt very tired and was glad to off()him.

答案: lean on

78、 She hasn't the funds to () her design.

答案: carry out

79、 She kept on() although she was tired.

答案: working

80、 She wants a job where().

答案: her management skills can be put to good use

81、 Smile a lot and be() friendly as possible to everyone you meet.

答案: as

82、 Such office software is popular () the executive secretaries.

答案: with

83、 The bus came after they() for about half.

答案: had been waiting

84、 The company hosted a(n) () for their new staff.

答案: reception

85、 The environmentalists and wild goats' () on the vast grasslands was a good indication of the better environment.

答案: attendance

86、 The Foreign Language Department is on()second floor.

答案: the

87、 The manager will not() us to use his car.

答案: allow

88、 The next train () the station at 11 o' clock.

答案: leaves

89、 The question never () in discussion.

答案: came up

90、 The secretary has a lot of things to take up in the office since she() away for quite a few days.

答案: has been

91、 The teacher showed the students () the laboratory.

答案: around

92、 The Two parties made it clear that they would not () the invitation unless the Centre reduced its tax component.

答案: accept

93、 The work was done() her instructions.

答案: according to

94、 They were successful()a communication satellite.

答案: in launching

95、 This book gives some useful () on how to save money.

答案: tips

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