

# 2022 职业英语文秘英语考试试题与答案

## 一、[单选题] \*

I. 语法练习(共 20 分, 每小题 1 分。从下列各题的四个选项中选择一个最恰当的答案。)✓

1.The doctor said, we should clean our \_\_\_\_\_at least twice a day. [单选题] \*

A. tooth

B. tooths

C. teeths

D. teeth✓

2. There\_\_\_ some\_\_\_ in the river. [单选题] \*

A. is, fish

B. are, fishs

C. is, fishs

D. are, fish✓

3. Santa Claus chooses eight \_\_\_\_\_to pull his sleigh on the Eve of Christmas.

A. reindeers

B. reindeeres

C. reindeer✓

D. reindoor

4.The Department purchased \_\_\_\_\_to improve the working conditions for the workers. [单选题] \*

A. a new equipment

B. a new piece of equipment✓

C. new equipments

D. new pieces of equipments

5. I wonder why \_\_\_\_\_ are interested in action films. [单选题] \*

A. the people

B. people✓

C. peoples

D. the peoples

6. In fact, \_\_\_\_\_ one cause that leads to the problem. [单选题] \*

A. cattle is

B. cattle are✓

C. cattles are

D. the cattles are

7. Recent \_\_\_\_\_ show that women still get paid a lot less than men. [单选题] \*

A. studies

B. study✓

C. a study

D. studyes

8. Just search the Internet, you can get almost all the \_\_\_\_\_ you need. [单选题] \*

A. informations

B. information✓

C. picture

D. story

9. —What would you like to drink?

—I'd like to have an \_\_\_\_\_. [单选题] \*

A. ice tea

B. iced tea ✓

C. icing tea

D. tea

10. Try \_\_\_\_ salmon or one of the new sausages for breakfast. [单选题] \*

A. smoked ✓

B. smoking

C. smoke

D. smokes

11. He doesn't like the \_\_\_\_ meat. He'd like to have his meat cooked thoroughly. [单

选题] \*

A. half-cook

B. half-cooking

C. half-cooked ✓

D. half-cooks

12. She was in such a hurry that she ordered a \_\_\_\_ hamburger. [单选题] \*

A. good-doing

B. well-doing

C. good-done

D. well-done✓

13. The \_\_\_\_ children are eager to open their Christmas presents. [单选题] \*

A. excited✓

B. exciting

C. excite

D. excites

14. I'm going to have my letters \_\_\_\_\_ tomorrow if I've got them ready by then. [单

选题] \*

A. to type

B. type

C. typed✓

D. typing

15. You should eat more fresh vegetables instead of \_\_\_\_\_ food. [单选题] \*

A. can

B. canned✓

C. canning

D. caned

16. The newspaper \_\_\_\_\_ two people were killed in the accident. [单选题] \*

A. says✓

B. talks

C. calls

D. asks

17. I have never heard the song \_\_\_\_\_ in my school. [单选题] \*

A. sing

B. sung✓

C. singing

D. to sing

18. He was about to go to bed \_\_\_\_\_ the doorbell rang. [单选题] \*

A. while

B. as

C. before

D. when✓

19. \_\_\_\_\_ John was watching Tv, his wife was cooking. [单选题] \*

A. As

B. As soon as

C. While✓

D. Till

20. I finally realized that \_\_\_\_\_ I followed his advice, I would get into trouble. [单选

题] \*

A. every time✓

B. when

C. while

D. until

II. 语言功能 ( 共 10 分 , 每小题 1 分。从下列各题的四个选项中选择一个最恰当的答案。 )

[填空题]

---

21.If you want to give your colleague some help, what will you say? [单选题] \*

A. Nice to meet you.

B. I was wondering if you could do something for me ?

C. Give me a shout if you need anything.✓

D. Thank you.

22.If you want to praise your partner in the company, what will you say? [单选题] \*

A. We can give you 10% paid off.

B. Hope to see you again.

C. Can I give you a hand with your scarf?

D. Well done.✓

23.What will you say if you want to make a suggestion in the meeting? [单选题] \*

A. I' m sorry to hear that.

B. Of course. Welcome to join us.

C. Can I make a suggestion?✓

D. What can I do for you?

24.If you want Peter to help you, what can you say? [单选题] \*

A. Glad to meet you.

B. I was wondering if you could do something for me ? ✓

C. Can I make a suggestion?

D. Have a nice trip!.

25.If you want to check information in the warehouse, what can you say? [单选题]

\*

A. I just want to check what was sent to Cocoline Ltd ? ✓

B. Is there anything I can do for you?

C. Can I make a suggestion?

D. What can I do for you?

26.If you have to make a apologize to a client, what will you say? [单选题] \*

A. I can' t help you.

B. You must have my word that we will sort this out.✓

C. Can I make a suggestion?

D. well done.

27.If you don' t agree Tom' s opinion, what will you say? [单选题] \*

A. I can' t help you.

B. Sorry to bother you. I' m not so sure about that.✓

C. No, you are wrong.

D. Timekeeping is important to me.

28. If someone is doing overtime, what can you say to him? [单选题] \*

A. You are putting in the hours.✓

B. I' m not so sure about that.

C. Have a nice day!

D. Can I make a suggestion?

29. What can we say when we have an interview? [单选题] \*

A. Would you like to do lunch?

B. I' m not so sure about that.

C. Timekeeping is important to me.✓

D. Could I have it within ten minutes please?

30. What can we say if we are late for a meeting? [单选题] \*

A. sorry, I' m late.✓

B. I' m a little nervous.

C. Anything I can do for you?

D. What' s the matter?

## 二、词汇与翻译

1. Right hand man [单选题] \*

A 安排商务行程

B 崩溃

C 多面手

D 展现积极的形象

E 快速有效地完成任务

F 口头或书面指示

G 得力助手✓

H 操作电脑软件

2. Jack of all trades [单选题] \*



- A 安排商务行程
- B 崩溃
- C 多面手✓
- D 展现积极的形象
- E 快速有效地完成任务
- F 口头或书面指示
- G 得力助手
- H 操作电脑软件

3. Fall apart [单选题] \*

- A 安排商务行程
- B 崩溃✓
- C 多面手
- D 展现积极的形象
- E 快速有效地完成任务
- F 口头或书面指示
- G 得力助手
- H 操作电脑软件

4. Oral or written directions [单选题] \*

- A 安排商务行程
- B 崩溃
- C 多面手
- D 展现积极的形象

E 快速有效地完成任务

F 口头或书面指示✓

G 得力助手

H 操作电脑软件

5. Arrange business itineraries [单选题] \*

A 安排商务行程✓

B 崩溃

C 多面手

D 展现积极的形象

E 快速有效地完成任务

F 口头或书面指示

G 得力助手

H 操作电脑软件

6. Operate computer software [单选题] \*

A 安排商务行程

B 崩溃

C 多面手

D 展现积极的形象

E 快速有效地完成任务

F 口头或书面指示

G 得力助手

H 操作电脑软件✓

7. Present a positive image [单选题] \*

- A 安排商务行程
- B 崩溃
- C 多面手
- D 展现积极的形象✓
- E 快速有效地完成任务
- F 口头或书面指示
- G 得力助手
- H 操作电脑软件

8. Perform tasks quickly and efficiently. [单选题] \*

- A 安排商务行程
- B 崩溃
- C 多面手
- D 展现积极的形象
- E 快速有效地完成任务✓
- F 口头或书面指示
- G 得力助手
- H 操作电脑软件

9. 扫描仪 [单选题] \*

- I photocopier
- J printer
- K paper shredder

L scanner✓

M multifunction integrated machine

N overhead projector

O answering machine

P video conference system

10. 投影仪 [单选题] \*

I photocopier

J printer

K paper shredder

L scanner

M multifunction integrated machine

N overhead projector✓

O answering machine

P video conference system

11. 复印机 [单选题] \*

I photocopier✓

J printer

K paper shredder

L scanner

M multifunction integrated machine

N overhead projector

O answering machine

P video conference system

12. 碎纸机 [单选题] \*

I photocopier

J printer

K paper shredder ✓

L scanner

M multifunction integrated machine

N overhead projector

O answering machine

P video conference system

13. 打印机 [单选题] \*

I photocopier

J printer ✓

K paper shredder

L scanner

M multifunction integrated machine

N overhead projector

O answering machine

P video conference system

14. 录音电话机 [单选题] \*

I photocopier

J printer

K paper shredder

L scanner

M multifunction integrated machine

N overhead projector

O answering machine ✓

P video conference system

15. 多功能一体机 [单选题] \*

I photocopier

J printer

K paper shredder

L scanner

M multifunction integrated machine ✓

N overhead projector

O answering machine

P video conference system

16. 视频会议系统 [单选题] \*

I photocopier

J printer

K paper shredder

L scanner

M multifunction integrated machine

N overhead projector

O answering machine

P video conference system✓

17. Save a lot of time [单选题] \*

Q 记住

R 保存所有文件

S 使用缩略图

T 节省许多时间✓

U 处理文件

V 根据日期整理文件

18. Keep in mind [单选题] \*

Q 记住✓

R 保存所有文件

S 使用缩略图

T 节省许多时间

U 处理文件

V 根据日期整理文件

19. Use thumbnails [单选题] \*

Q 记住

R 保存所有文件

S 使用缩略图✓

T 节省许多时间

U 处理文件

V 根据日期整理文件

20. Keep all the files [单选题] \*

Q 记住

R 保存所有文件✓

S 使用缩略图

T 节省许多时间

U 处理文件

V 根据日期整理文件

21. Handle documents [单选题] \*

Q 记住

R 保存所有文件

S 使用缩略图

T 节省许多时间

U 处理文件✓

V 根据日期整理文件

22. Organize documents by date [单选题] \*

Q 记住

R 保存所有文件

S 使用缩略图

T 节省许多时间

U 处理文件

V 根据日期整理文件✓



以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：<https://d.book118.com/516044234240010043>