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三级秘书2007年5月国考真题(英语)

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职业技能鉴定国家题库

涉外秘书（国家职业资格三级）英语试卷

注 意 事 项

- 1、请按要求在试卷的标封处填写您的姓名、准考证号、身份证号和所在地区。
- 2、请仔细阅读各种题目的回答要求，并在规定的位置填写您的答案。
- 3、请保持卷面整洁，不要在试卷上作任何与答题无关的记号，也不得在标封区填写无关的内容。

	听力部分		笔试部分				总分	评分人
	I	II	I	II	III	IV		
得 分								
评分人								

得 分	
评分人	

A. Listening Test

【注意:本试卷听力部分录音在“秘书英语听力录音三级05”中】

I. Directions: Listen to the text about the meeting and choose the best answers for the questions. (5 questions, 2 marks for each question, 10 marks)

1. The saying probably take place _____.

- (A) in the meeting room
- (B) at restaurant
- (C) in the opening ceremony of company
- (D) in the office

2. Who should have presided over the meeting?_____.

- (A) The man
- (B) Mr. Hampton
- (C) Susan
- (D) Mr. Smith

3. Why will Susan make notes?_____.

- (A) Company will keep it
- (B) Mr. Hampton well get some information
- (C) Everyone will get a copy
- (D) The decision well be announced

4. Everyone will be allowed _____to speak.

- (A) 15 minutes
- (B) at least 15 minutes
- (C) 5 minutes
- (D) no more than 50 minutes

5. Which following statement is right? _____

- (A) Only Mr. Smith will speak

(B) Someone will speak

(C) Everyone except Mr. Smith will speak

(D) Everyone will speak

II. Directions: Listen to the dialogue and tell whether the following statements are True or False. Writ T for True and F for False in the brackets. (5 questions, 2 marks each question. 10 marks altogether)

1. [] The prices are given with agreement.

2. [] The man thinks the prices are too high.

3. [] The woman thinks that the cost of production has been raising in recent years.

4. [] The man will decide to order based on prices.

5. [] The man hopes that the prices can be reduced by 3 percent.

得 分	
评分人	

B. written test

I. Vocabulary and structure

Directions: For each of the following blanks, four choices are given. Choose the most appropriate one (1 mark each question, 20 questions, 20marks altogether)

1. The actual cost of the building was much higher than our original_____.

(A) consideration

(B) judgment

(C) estimate

(D) plan

2. The girls had so _____ in common that they soon became good

friends.

(A) little

(B) few

(C) much

(D) many

3. What's the matter with Harry?

I don't know, but he looks _____ this difficult math problem.

(A) that

(B) so that

(C) as

(D) as if

4. The boy spent half an hour _____ this difficult math problem.

(A) having worked on

(B) to work on

(C) on work

(D) working on

5. When I entered the living room, Mother didn't say anything, but I noticed a _____ look come over her face.

(A) surprise

(B) surprised

(C) surprising

(D) surprisingly

6. If you undertake this project you are bound to _____ many difficulties.

(A) encounter

(B) face with

(C) overcome

(D) handle

7. I suddenly realized that he was trying to _____ quarrelling with me.

(A) consider

(B) enjoy

(C) avoid

(D) prevent

8. The three hours I spent in the library _____ my old passion for reading.

(A) brought about

(B) brought over

(C) brought forth

(D) brought back

9. We _____ that the enemy would try to cross the river and seize the bridge.

(A) awaited

(B) forecast

(C) anticipated

(D) aware

10. The real trouble _____ their lack of confidence in their abilities.

(A) lies in

(B) lies on

(C) results in

(D) leads to

11. Many old age pensioners have no other source of income and pension levels are not adequate_____.

(A) living on

(B) to live on it

(C) to live on

(D) living on it

12. This popular sports car is now being _____ at the rate of a thousand a week.

(A) turned down

(B) turned out

(C) turned up

(D) turned on

13. By then our experiment had reached _____ stage.

(A) a profound

(B) a best

(C) a future

(D) a vital

15. Vicky, one of my doctoral students, had her dissertation _____ as soon as she finished _____ it.

(A) to be typed, to write

(B) typed, to write

(C) being typed, writing

(D) typed, writing

16. she hadn't seen Peter for weeks, _____ .

(A) nor she had telephoned

(B) nor she hadn't telephoned

(C) nor hadn't she telephoned

(D) nor had she telephoned

17. The patient we sent to hospital was _____ last night.

(A) operated with

(B) operated

(C) operated on

(D) operated at

18. He _____ when he was at high school but now he is famous all over the world.

(A) often played tennis

(B) did like tennis very much

(C) was not much of a tennis-player

(D) didn't think much of tennis

19. Einstein's theory of relativity seemed _____ when it was first introduced.

(A) unbelievable

(B) unaccountable

(C) impossible

(D) acceptable

20. Henry looked very much _____ when he was caught cheating in the biology exam.

(A) discouraged

(B) embarrassed

(C) disappointed

(D) bewildered

得分	
评分人	

II. Reading Comprehension

Section A

Directions: Read the following passage and to the multiple choice questions. (2 marks each, 10 marks altogether)

Here are a few examples of business customs in foreign lands that one should be cognizant of:

In Brazil, conversations can become very animated and involve physical contact and raised voices. Yet trying to dominate the conversation will meet with disapproval.

In China, it's considered impolite to reply negatively. Answers like "we should discuss this further at another time" or "perhaps" are much better than a simple "no". The details can be worked out later. When giving gifts, avoid using white or green wrapping paper as those colors are considered to be inauspicious.

In Germany, it's customary to wait to be introduced someone new by a third party. People are uncomfortable when approached by complete strangers.

When dining with co-workers in Japan, always let the host pay for the meal. Be sure to never leave your chopsticks placed vertically in a bowl of rice as this is only done at funerals. The Irish are enthusiastic conversationalists who often indulge in criticism of themselves as a people and Ireland as a country. If you're involved in this type of conversation country will be roundly abused.

Even in "close" countries like Canada, there are some differences in the way business people interact. Luckily there are many training programs available to familiarize business travelers and career people with the ins and outs of doing business the international arena.

Questions:

1. Which of the following is true in Brazil? Conversations can be _____.
(A) very interesting with physical contact and raised voices

- (B) animated and anyone can dominate the conversation
 - (C) animated and everyone likes to control it
 - (D) very interesting yet people may disapprove to each other
2. In China, colors like white or green _____ .
- (A) may be used in any case
 - (B) are the colors people like very much
 - (C) are usually not used to wrap gifts
 - (D) are often used to wrap gifts for the foreigners
3. When having dinner, the Japanese people _____.
- (A) let their friends pay for the meal sometimes
 - (B) should not pay for the meal
 - (C) do not put their chopsticks on the bowls
 - (D) do not place their chopsticks vertically in a rice bowls
4. When involving in a conversation with the Irish people who are criticizing their own countries, _____.
- (A) just feel free to join in their criticism and they will feel you are closer to them
 - (B) never agree with what they are saying
 - (C) you should criticize your own country
 - (D) you should discuss together with them
5. Even in close countries like Canada _____.
- (A) people do business in the same way
 - (B) there are training programs
 - (C) there are differences in the way business people interact
 - (D) there are no differences between business people

Section B

Directions: Read the following passage and decide whether the statements are 'true' or 'false', write T for 'true' and F for 'false'. (2 marks for each, 10 marks altogether)

In some ways the employment interview is like a persuasive speech because the applicant (interviewee) seeks to persuade the employer (interviewer) to employ him or her. Several suggestions might prove helpful to the applicant as preparation is made for the actual interview.

A job applicant has the responsibility for ascertaining certain types of information prior to the interview. First, the applicant should know what kind of job he wants and how that job relates to his career objective. It is important that the applicant be able to state his reasons for wishing to work for a particular company. Second, the applicant should seek as much information as possible concerning the company. Relevant information for the applicant to locate includes such items as the location of the home and regional offices, the financial status of the company, plans for expansion, and company philosophy. Information about most major corporations is available in reference books and periodicals.

After gathering information concerning the company, the applicant is ready for the interview. The interviewer's first impression comes from the interviewee's appearance. For most interviews, appropriate dress for men is a conservative dark colored suit with a long sleeve white or light blue shirt and conservative tie. For women a conservative, tailored suit or dress is appropriate. Both men and women should have neat, conservative length hair.

Although hairstyle and dress are matters of personal taste, many personnel directors form initial impressions from these characteristics. For example, one recent college graduate, who felt himself qualified, interviewed for a public relations job. However, the personnel manager considered the young man's long hair, sloppy dress, and overly casual manner unsuited for this particular position.

Questions:

1. [] The employment interview is like a persuasive speech because the applicant wants to persuade the employer to employ him or her.
2. [] A job applicant should be able to find certain types of information prior to the interview.
3. [] In some cases, it is important that the applicant know his reasons for wishing to work for a particular company.
4. [] After gathering information concerning the location of company, the applicant is ready for the interview.
5. [] Although you may have different ideas about hairstyle and dress, many personnel directors form initial impressions from these characteristics.

得 分	
评分人	

III. Translation

Directions: Translate the following sentences into Chinese. (4marks each, 20marks altogether)

1. This is to notify members that the discussion on the working plan for the net year will be put off to next Tuesday, December 15th , at 9:30 a.m. , owing to the absence of certain commission members.
2. We'd like to clear up some points connected with the technical part of the contract.
3. While warnings are often necessary, it isn't clear that they actually protect the manufacturers and sellers if a customer is injured.

4. It's just the matter of the schedule, that is, if it is convenient of you right now.

5. We are really glad to see you se constructive in helping settle the problems as regards the signing of the contract.

得 分	
评分人	

IV. Writing

Directions: Below is a note provided for you to make a letter of consultation. (5 marks for the format of letter, the body of the letter is 15 marks, 20 marks altogether)

You are John Roberts, Marketing Director of ENB Co. You are going to write a letter to Damien Smith of WBC Co., 34, 23rd street, New York, NY 12009, USA. about the falling of the sales. Your address is ENB Co., 3 Guangzhou Road, Chaoyang District, Beijing. The writing time is Jan. 12th, 2007.

Your letter should include the following items:

1. Concerned that the sales in recent months have fallen
2. Ask about whether they are facing difficulties
3. Offer help
4. Ask for a detailed report on the situation
5. Ask for suggestions as to how to help in restoring sales

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