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浙江省 2009 年 1 月高等教育自学考试

专业英语试题

课程代码：00196

一、Choose the best answer for each question (15 points, 1 point for each item) 从下列各答题的四个选项中选出一个最佳答案，填在其答题的空格内。(每小题 1 分，共 15 分)

1. Which of the following is NOT one of the classical approaches in management? ()
 - A. scientific management
 - B. administrative management
 - C. public relation
 - D. bureaucracy
2. Planning includes the following components except ()
 - A. analyzing the situation
 - B. determining the goals
 - C. deciding the action
 - D. achieving the goals
3. The following add to managers' decision making difficulty except ()
 - A. ill-structured problems
 - B. risk involved
 - C. uncertainty
 - D. conflict
4. "Liquidation" as used in Lesson Four is closest in meaning to ()
 - A. bankruptcy
 - B. liquefaction
 - C. liquidity
 - D. payment
5. The word *charisma* is closest in meaning to ()

- A. character B. trait
C. charm D. personality
6. Which of the following is usually NOT a motivated behavior? ()
A. coming late to work B. sneezing
C. winning an incentive trip D. achieving production goals
7. Two-way communication is different from one-way communication in that it has the following characteristics except ()
A. easier B. more precise
C. fewer mistakes D. time consuming
8. The functions of the back of the house include the following except ()
A. food quality B. food safety
C. food sanitation D. food control
9. The following costs cannot be perfectly assigned to any one department except ()
A. general administrative expenses B. marketing expenses
C. maintenance costs D. depreciation
10. Travel agents are responsible for the following except ()
A. what they have promised the tourists
B. the professional level of their performance
C. taking care of tourists' interests
D. looking for tourists' interests
11. The fundamental goal of all the business firms in the long run is ()
A. shareholder wealth maximization B. customers' satisfaction
C. employment provision D. social welfare contribution
12. The word optimal is closest in meaning to ()
A. optimum B. excellent
C. wonderful D. appropriate
13. Economics is the study of ()
A. people's wealth or money B. the scarce resources
C. people's choices of scarce resources D. people's needs and wants
14. A market consists of the following except ()
A. people with needs and wants B. products satisfying the needs, wants
C. people willing and able to buy D. people of means
15. Which of the following does NOT belong to the four main types of research studies? ()
A. report B. description
C. exploration D. prediction

二、Cloze test (20 points, 2 points for each item) 下列短文中有十个空白, 每个空白有四个选项, 根据上下文要求选出最佳答案,并填写在其空白内。(每小题 2 分, 共 20 分)

Managers must deal 16 the ongoing, day-to-day complexities of organizations. True leaders manage effectively and 17 their attention to orchestrating change. While managers engage in planning and budgeting 18, leaders 19 the direction or 20 a vision for the firm. Management requires structuring the organization, staffing it with capable people, and monitoring activities; leadership goes beyond these functions 21 inspiring people to attain the vision. Great leaders keep people 22 on moving the organization 23 its ideal future,

24. them to overcome whatever 25. lie in the way.
16. A. for B. with C. by D. at
17. A. devote B. share C. support D. propose
18. A. places B. routines C. jobs D. profits
19. A. top B. issue C. prospect D. set
20. A. create B. influence C. work D. esteem
21. A. with B. for C. by D. on
22. A. achieved B. focused C. interested D. excited
23. A. toward B. reliable C. attainable D. available
24. A. do B. had C. try D. motivating
25. A. activate B. obstacles C. structure D. introduce

三、Reading comprehension (15 points, 3 points for each item) 阅读下列短文, 根据短文, 在每个答题所给的四个选项中选出一个最佳答案, 填写在其答题后的空格内。(每小题 3 分, 共 15 分)

Passage One

Managers face problems constantly. Some problems that require a decision are relatively simple; others seem overwhelming. Some demand immediate action, while others take months or even years to unfold.

Actually, managers often ignore problems. For several reasons, they avoid taking action. First, managers can't be sure how much time, energy, or trouble lies ahead once they start working on a problem. Second, getting involved is risky; tackling a problem but failing to solve it successfully can hurt the manager's track record. Third, because problems can be so perplexing, it is easier to procrastinate or to get busy with less demanding activities.

There are several characteristics of managerial decisions that contribute to their difficulty and pressure, such as lack of structure, involvement of risk, uncertainty, and conflict.

Well-structured problems have objectively correct answers; they can be solved by using simple rules or numerical computations. But managers typically face ill-structured problems — problems with no proven answers, at least not until some time in the future. Such problems may have a number of possible solutions, all of which have merits and drawbacks.

26. Managers often ignore problems because of the following except that ()
- A. failure in solving problems can hurt their track record
B. they are afraid of losing control
C. it is easier to put off the problem than to solve it
D. It is easier to engage in less demanding activities than to solve problems
27. What does the word *procrastinate* in the 2nd paragraph mean? ()
- A. delay B. determine
C. research D. tackle
28. The following add to managers' decision making difficulty except ()
- A. risk involved
B. well-structured problems
C. uncertainty due to lack of relevant information
D. confrontation between management and labor
29. Which of the following is NOT true of the well-structured problems ()
- A. they have the answers proven correct objectively
B. they can be easily dealt with by managers using relevant rules
C. they may have a number of possible solutions with merits and demerits

D. they can be solved by using numerical computation

30. The word *typically* in the last paragraph is closest in meaning to ()

- A. as often as not
B. symbolically
C. cheerfully
D. excitedly

四、 Word Spelling (20 points, 1 point for each item) 请将完整的单词写出。作为提示, 每个单词的意义, 词类及首字母均已给出。(每小题 1 分, 共 20 分)

1. A close, careful examination or study (n.) s _____
2. A chance of being injured or harmed; danger (n.) h _____
3. To turn something to one's advantage; benefit (v.) c _____
4. Easily influenced or affected (adj.) s _____
5. To prescribe with authority; impose (vt.) d _____
6. To present for others to see (vt.) e _____
7. To stimulate to action; motivate (vt.) i _____
8. To convert from code into plain text (vt.) d _____
9. Doubtfulness or uncertainty as regards interpretation (n.) a _____
10. Provision of food service (n.) c _____
11. To assist with a reminder; remind (vt.) p _____
12. To institute legal proceedings; bring suit (v.) s _____
13. An incident or event that is part of a progression or a large sequence (n.) e _____
14. To prevent the free movement, action, or progress of (n.) h _____
15. To depart, as from a norm, a purpose; stray (v.) d _____
16. Most favorable or desirable; optimum (adj.) o _____
17. Insufficiency of amount or supply; shortage (n.) s _____
18. A person recently married (n.) n _____
19. Frankness or sincerity of expression; openness (n.) c _____
20. An imperfection, often concealed, that impairs soundness (n.) f _____

五、 Translation from Chinese into English (15 points, 3 points for each item) .将下列各句译成英语,并写在各句下面的空行内。(每小题 3 分, 共 15 分)

1. 决策评估是有用的, 无论其反馈意见是正面的还是负面的。
2. 成为一个娴熟的沟通者对于一个优秀的管理者和团队领袖来说是非常必要的。
3. 像消费一样, 物品和服务的生产已经高度全球化了。
4. 在现代经济中, 能够生产的物品和服务在数量上是巨大的。
5. 在一个组织的环境中, 研究人员应该把管理者看作一位客户。

六、 Translation from English into Chinese (15 points, 3 points for each item) 将下列各句译成汉语, 并写在各句下面的空行内。(每小题 3 分, 共 15 分)

1. Management should ensure an equal division of work and responsibility between managers and workers.
2. As with any plan, formulating the appropriate strategy is not enough.
3. Understanding why people do the things they do on the job is not an easy task for manager.
4. Room rental is a hotel's main business and its major source of profit.
5. A devaluation of the peso in Mexico usually increases the number of foreign visitors, at least for a short period of time.