Unit 1 Quiz · Receiving Visitors · 姓名_____ 学号_____

A=只读一遍 B=读两遍 C=填空 D=问答

A · Listen and choose (only once)

1. What does the woman ask the man to do?

   A. Write a report B. Book a flight C. Attend a meeting D. Meet an engineer

2. Where does the dialogue probably take place?

   A. In the man's office B. In the woman's office C. At the airport D. In a restaurant

3. What does the woman think of her journey?

   A. Good B. Bad C. Better than last time D. Worse than last time

4. How long has the man been waiting?

   A. Quite a long time B. Not long C. Not sure D. Not mentioned

5. When is the meeting?

   A. This morning B. This afternoon C. The next morning D. The next afternoon

B · Listen and choose (twice)

1. Where does the conversation most probably take place?

   A. At the airport B. At the hotel C. At Ms. Clark's office D. At Mr. Cooper's office

2. Which of the following is true?

   A. The man and the woman have met before B. The man had an hour's delay C. The man got to the office in his own car D. This is the woman's first visit to Sydney

3. What can we learn from the conversation?

   A. The man and the woman are complete strangers B. The man and the woman have met each other in London before C. The woman has just arrived in London D. The man is now doing a new project

4. How is the project going?

   A. It is going well B. It is becoming difficult C. It has been transferred to another department D. It has been finished

5. What is the weather like in London?

   A. Fine and warm B. Clear and beautiful C. Rainy and cloudy D. Cold and windy

C · Listen and fill in the blanks (twice)

OK, let's start with greeting customs. First of all, I'm sure you know that in the United States and in most Western countries, greetings often (1)_____ some sort of touching, such as a handshake, a hug, or a kiss if people know each other very well. On the other hand, people from (2)_____ don't usually feel as comfortable touching in public. Although handshakes between business people are common, many Japanese prefer (3)_____, while people from Thailand normally hold their hands together in a kind of (4)_____. So imagine how embarrassing it would be if an American was invited to someone's home in Japan or Thailand and she tried to (5)_____!

D · Listen and answer (twice, no more than 3 words)

1. What do you represent as a secretary? _____.

2. Who greets the visitors in large companies? _____.

3. What information should be obtained about the visitor? The name of the visitor, _____, the nature of his visit, and the person he wishes to see.

4. What will the secretary do if it is the first visit? Going to the receptionist area and _____ to your office.

5. What should secretaries in small companies do? They may also serve as the receptionist of _____ to the company and seeing that they are directed to the proper persons.