管理英语1 · 单元自测3（预备知识：Unit 3;10分）

您好，在完成本单元的学习后，请您完成以下练习题。本练习题满分100分，将按10%计入形考成绩。  
您可以反复练习多次，系统默认记录最高分。点击“提交所有答案并结束”按钮视为练习1次，每次练习无时间限制。  
中途退出，保存答案已作出选择的题目会自动保存答案，下次进入后可对做过的题目进行修改，并继续上次答题，不计入练习次数。

1. —                         
— I'm afraid not. But I'll be free this afternoon. 

单选题(10.0分)（难易度:中）

A. Do you have the time?  
  
B. Is there any vacancy in your company?  
  
C. Can you spare me a few minutes now?  
  
  
正确答案：C  
答案解释：暂无

2. —                        
— Nothing much.

单选题(10.0分)（难易度:中）

A. Is everything going well?  
  
B. What's up?  
  
C. Can I help you?  
  
  
正确答案：B  
答案解释：暂无

3. The work was done        her instructions.

单选题(10.0分)（难易度:中）

A. according to   
  
B. according with  
  
C. accordance with  
  
  
正确答案：A  
答案解释：暂无

4. Within the team, a work plan can tell each member what \_\_\_\_\_\_ and why.

单选题(10.0分)（难易度:中）

A. is being done  
  
B. has done  
  
C. has been done  
  
  
正确答案：A  
答案解释：暂无

5. Your goal is to publish a book and have \_\_\_\_\_ manuscript sent out to publishers by November 2016.

单选题(10.0分)（难易度:中）

A. a  
  
B. an  
  
C. the  
  
  
正确答案：C  
答案解释：暂无

6. 二、 阅读理解：阅读下面的短文，根据文章内容进行判断，正确写“T”错误写“F”   
   Whatever projects you do, you need to have a clear and accurate action plan. Here are a few ideas to make a good action plan.  
    First, know your goals. If you don't know where you're going, you're likely to end up anywhere, or even nowhere. The action plan should be specific, measurable, achievable, relevant and timed (SMART). It will take you toward the completion of that goal.  
    Next, list the necessary strategies that will be used to realize the goals. Be clear about very important events, and also any hidden difficulties you may meet. Break large tasks into smaller ones. Set deadlines for each task. Without clear deadlines, some tasks may never get completed.  
    Thirdly, follow your plan and don't stop until it's finished. Once your plan is made and shared with the team, the next step is simple: take daily action and make sure that everyone is doing their part.  
    Finally, change the date if you must, but never give up on the goals. Sometimes unexpected situations and events can appear and prevent you from finishing the tasks on time. If this happens, do not be discouraged – change your plan and continue working to meet your goals.  
   
 Whether you need to have a clear action plan depends on what kind of project you do.   1      
2. SMART stands for “suitable, measurable, achievable, relevant, timed”.   2      
3. When making an action plan, you'd better take possible difficulties into consideration.   3      
4. Don't change your plan even if some unexpected events happen.   4      
5. This passage is mainly about how to make a good action plan.   5   

完形填空题(50.0分)（难易度:中）

(1)

A. T  
B. F

(2)

A. T  
B. F

(3)

A. T  
B. F

(4)

A. T  
B. F

(5)

A. T  
B. F  
   
正确答案：(1) B(2) B(3) A(4) B(5) A  
答案解释：暂无