商务英语3参考答案1

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、— Why did you choose our company?

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Please speak up a little bit.

B. I'm afraid I can't understand you.

C. Sorry, I didn't catch that. Would you say it again? 正确

答案：C

解析：本题考核“请求他人重复所说内容”的交际用语。对此情形，应先表达未听清所言及的事项，而后礼貌地提出再说一遍的请求。本题考核在工作面试中没有听清问题时如何“请求重复”，给出理由并用婉转的语言表达愿望才符合本语境的要求。选项A直接使用祈使句提出重复请求，语气稍显强硬，不够礼貌；选项B只表达了不理解所言，未提出任何请求；选项B给出理由并用婉转的语言表达愿望，故正确答案为C。

2、— You need to pay a visit to our important customers from Chamberlain Automation Systems Company in Washington.

— \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Sorry, can you repeat the name of the company?

B. Can't you repeat the name of the company?

C. What's the name of the company?

答案：A

解析：本题考核“请求他人重复所说内容”的交际用语。对此情形，应先表达未听清所言及的事项，而后礼貌地提出再说一遍的请求。选项B和C语气过强，不够婉转和礼貌；选项A表达未听清楚并提出请求，故正确答案为A。

3、Good manners may be varied \_\_\_\_\_\_\_\_cultural backgrounds.

A. since

B. because

C. due to

答案：C

解析：选项A是介词，意为“自……以来”，since作连词时才表示“既然、因为”，所以语义不符；B和C选项语义上均成立，但because后面应该接句子而非短语，故正确答案为C。

4、When talking to people within your company \_\_\_\_\_\_\_\_\_don’t speak your language, you may have to use English.

A. who

B. whom

C. whose

答案：A

译文：在公司里跟不懂你母语的人交流，你可能得使用英语。

考点：定语从句关系代词who的用法。

解析：本句中定语从句所修饰的是people, 引导定语从句的关系代词又要在定语从句中作主语，故正确答案为A。

正确答案是：who

6、I led and \_\_\_\_\_\_\_\_\_a sales team of 20 people.

A. suggested

B. motivated

C. moved

答案：B

译文：我带领并激励着一支20人的销售团队。

考点：动词motivate的用法。

解析：动词suggest表示“建议、提出”；motivate意为“激发、促使”；move意思是“使感动、使动心”。选项B最符合句意，故正确答案为B。

二、阅读理解（每题10分）

阅读下面的文章，根据文章内容给题目选择正确的答案。（每题10分）

　　In business, people have to deal in person with all kinds of people. When talking to people within your company who don't speak your language, you may have to use English; these people may be colleagues or co-workers – who may work with you in your own department, in another part of the building or in another branch. And you may also have to deal with people from outside the organization: clients, suppliers, visitors and members of the public. Moreover, these people may be friends or strangers – people of your own age, or people who are younger or older than you.

　　The relationship you have with a person determines the kind of language you use. For example, it's not appropriate to say 'Hi, how are you!' when meeting the Managing Director of a large company or to say'Good morning, it's a great pleasure to meet you'when being introduced to a person you'll be working closely with in the same team.

　　People usually form an impression of you from the way you speak and behave – not just from the way you do your work. People in different countries have different ideas of what sounds friendly, polite or sincere – and of what sounds rude or unfriendly! Good manners in your culture may be considered bad manners in another. Sometimes your body language, gestures and expressions may tell people more about you than the words you use.

6、The topic of the passage is \_\_\_\_\_\_\_\_\_\_.

A. self-image in business situation

B. the importance of appropriate choice of language

C. dealing with people in business

　　本题为推断题，要求判断文章话题。A选项在文章的第3段有所论及，因此只能是段落话题；B选项在2-3段中都有涉及，因此也只能是局部话题；通读全文可以看出C选项作为全文的话题最为合适，职场中难免要与各色人等打交道，语言得体和行为得体在人际交往中至关重要，故正确答案为C。

7、The language you use when talking with people in business is decided by \_\_\_\_\_\_\_\_\_.

A. your relationship with the particular person

B. yourself

C. your boss

　　本题为细节题。根据第2段中这句话The relationship you have with a person determines the kind of language you use.的信息判断，选项B和C不符合题意，故正确答案为A。

8、People usually form an impression of you from \_\_\_\_\_\_\_\_\_.

A. your way of doing jobs

B. your language and manners

C. your facial expressions

　　本题为细节题。根据第3段中这句话 People usually form an impression of you from the way you speak and behave – not just from the way you do your work.的信息可以看出，A和C选项只涉及原文的部分信息，不全面，因此正确答案为B。

9、Good manners in your culture may be considered bad manners in another. Good manners in this statement mean \_\_\_\_\_\_\_\_\_\_\_.

A. to behave politely

B. to behave lovely

C. to behave aggressively

本题为词义辨析题。good manners 是指礼貌行为，因此正确答案为A。

10、The message of the article is that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A. dealing with people successfully in business is not easy

B. clients with different cultural background is most challenging

C. language plays a very important role in setting up business relationship

　　本题为判断主旨题。A选项意为“职场中人际交往的成功实为不易”；B选项意为“应对不同文化背景的商务客户最具挑战性”；C选项意为“语言在构建商务关系中的作用至关重要”。可以看出，B的内容在第3段，C的内容2-3段都有提及，只有A能覆盖三段的内容，故正确答案为A。

正确答案是：dealing with people successfully in business is not easy

商务英语3参考答案2

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、— Thank you. I must say I have a great staff.

A. I'd like you to meet Joe Stevens. He's our sales team head. The Sales Department has more than 50 employees.

B. Please allow me to introduce my colleague to you. She is the Purchasing Manager.

C. It's a pleasure to meet you, Ben. So you're the one responsible for those outstanding sales figures I've seen.

正确答案是：It's a pleasure to meet you, Ben. So you're the one responsible for those outstanding sales figures I've seen.

2、— Kathy，I'd like you to meet Maggie Jacobs.

— , Maggie. You're doing a great job.

A. I'm pleased to meet you

B. It's great to see you again

C. I'm happy to meet you too

正确答案是：I'm pleased to meet you

3、Sometimes a situation will\_\_\_\_\_\_\_a direct style of management.

A. call up

B. call for

C. call on 不正确

正确答案是：call for

4、I didn't know you \_\_\_\_\_\_ a previous supplier.

A. were

B. be

C. are

正确答案是：were

5、They \_\_\_\_\_\_ over at great length the matter of how to increase the sale of your products last night.

A. talk

B. have talked

C. talked

正确答案是：talked

 二、阅读理解（每题10分）

阅读下面的文章，根据文章内容判断文章后的句子是正确（T）还是错误（F）。（每题10分）

Learning Business Skills through Junior Achievement

　　Junior Achievement is an international movement to educate young people about business and economics for the purpose of helping them prepare to succeed in a world economy.11 The organization is the largest of its kind.

　　Junior Achievement has gone through different stages in its development. 12 It was started by two business leaders, Horace Moses and Theodore Vail, and Senator Murray Crane in 1919 in Springfield, Massachusetts. The organization started with a small number of children aged ten to twelve. For more than 50 years, Junior Achievement programs met after school as a group of business clubs. But in 1975, Junior Achievement began to offer classes during school hours. Many more young people joined the organization once it began to teach business skills as part of the school day. In 2004, Junior Achievement Worldwide was formed.

　　The Junior Achievement programs teach about businesses, how they are organized, and how products are made and sold.13 The programs also teach about the American and world economies and business operations. Young people can learn how entrepreneurship works by operating their own companies. For instance, the students develop a product and sell shares in their company. They use the money to buy the materials they need to make their product, which they then sell. Finally, they return the profits to the people who bought shares in the company. It is reported that in the United States alone, there are more than 22,000 places that hold Junior Achievement events currently. According to Junior Achievement, about 287,000 volunteers support its programs around the world.

　　1. This passage is about Junior Achievement，an international movement to educate young people about businesses and economics.

　　2. Junior Achievement was started by two business leaders in Massachusetts.

　　3. Classes during school hours have been available in Junior Achievement for more than 60 years.

　　4. Junior Achievement has been worldwide since 1919.

　5. Volunteers of Junior Achievement teach about the American and world economies and business operations.

解析：

1. 这是一道主旨题。主旨题要求考生通读文章后，能对文章的大概框架作一个宏观把握，而这种把握，需要通过找出文章主题句或体现文章主题的句子或单词来完成，他们一般出现在文章首句或文章的前两段，而且多是概括性和结论性的语言。第一段概括地介绍国际青年成就组织性质、目的和规模；第二段讲述国际青年成就组织经历不同的发展阶段；第三段讲述国际青年成就组织项目教授的内容。第二段和第三段都是对国际青年成就组织进行具体介绍；第一段第一句是主题句；所以选T。.

2. 这是一道细节题。做好细节题，首先是要在原文找到相关信息。此题信息对应文章第二段第二句，即“国际青年成就组织是由两个商业领袖, 贺拉斯·摩西和西奥多·维尔及参议员默里·克莱恩1919年在马萨诸塞州斯普林菲尔德市启动的”，而“国际青年成就组织是由两个商业领袖在马萨诸塞州启动的”，信息不全面不准确，所以选F。

3. 这是一道推断题。在做此类题时，虽然在文章中不能直接找到答案，但是可以在文章中找到推测的依据进行合理严密的推断。如果是针对文章中的某个细节进行推断，就要先在文章中找到该细节所在的句子，在正确理解该句的基础上推断出未知的事实。从文章第二段第五句得知“在1975年国际青年成就组织开始在学校上课时间提供课程”，因而推断至今持续有40年，不到60年。据此我们可以做出判断，“国际青年成就组织可利用学校上课时间上课就已经超过60年”是错误的，所以选F。

4. 这是一道细节题。细节题有时会有比较明显的信息，如专有名词和时间数字等。该题可以通过worldwide一词，在文章第二段最后一句话中专有名词Junior Achievement Worldwide定位找答案，worldwide 是“全世界的”, 表明国际青年成就组织成为世界组织。同时，这句还有一个时间数字2004，Junior Achievement Worldwide成立于2004年，而非1919年。所以选F。

5. 这是一道推断题。此题的信息对应第三段第一句、第二句和最后一句，国际青年成就组织项目讲授美国和世界经济及企业经营”，而“JA的项目都是靠志愿者支持的”，因此可以做出判断，即“国际青年成就组织的志愿者讲授美国和世界经济及企业经营”，所以选T。

商务英语3参考答案3

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、Additionally, make sure that your password is long enough to \_\_\_\_\_\_ easily being hacked.

A. prevent it from 正确

B. provide it with

C. do away with

答案：A

译文：此外，务必使你的密码足够长，从而避免轻易被盗取。

考点：prevent from的用法。

解析：动词词组prevent…from…意为“阻止……免受……”；provide with意为“向……提供……”；do away with意为“清除掉”；所以，答案是A。

正确答案是：prevent it from

2、The bank \_\_\_\_\_ grand door faces south is Bank of China.

A. that

B. which

C. whose

答案：C

译文：那个大门朝南的银行是中国银行。

解析：先行词the bank与定语从句的主语grand door之间是所属关系，所以关系代词需要选具有所属意义的关系词whose，答案是C。

正确答案是：whose

3、This will make\_\_\_\_\_\_ easier to transfer money and make loan payments online.

A. that

B. it

C. the thing

答案：B

译文：这就使得转账和在线付贷款更加容易。

考点：it作形式宾语。

解析：谓语动词make 的宾语是动词不定式短语“to transfer…”, 因为动词不定式短语较长，而宾语补足语easier仅仅是一个词，为避免句子头重脚轻，宾语的位置用it代替，it作形式宾语，所以答案是B。

正确答案是：it

4、Most banks have a section \_\_\_\_\_\_ you set up payees.

A. that

B. which

C. in which

答案：C

译文：大多数银行都有开启收款人业务的部门。

考点：介词+关系代词的用法。

解析：先行词section意为“部门”，“在部门中开启收款人业务”需要用介词in + 关系代词which引出定语从句；所以答案是C。

5、The only thing I have is this bill \_\_\_\_\_\_ the publisher’s name and address \_\_\_\_\_ it.

A. with…on

B. by…in

C. in…on

答案：A

译文：我只有这个帐单，上面有出版商的姓名和地址。

考点：with的复合结构作后置定语。

解析：介词with+名词+介词/形容词/分词可以构成一个复合结构，在此句中作bill 的后置定语，所以答案是A。

正确答案是：with…on

二、阅读理解（每题10分）

Choose the best item to complete the dialog.

Jenny comes to a bank to open an account. A clerk comes up to help her.

A. Then please just fill in this form with your name and address in capital letters.

B. I’m afraid I didn’t quite catch that.

C. I’d like to open an account.

D. Then you’d better open a current account.

E. We’ll contact you as soon as it comes.

Clerk: Good afternoon. Can I help you?

Jenny: Yes,

Clerk: A deposit account or a current account?

Jenny: Er, I’m not sure. You see, I have monthly remittances sent to me from the Canada Embassy and I’d like to have the money paid into an account.

Clerk:

 The bank will give you a check book and you can take money out when you need it.

Jenny: Fine. What do I have to do?

Clerk: Do you have any form of ID?

Jenny: Will my passport do?

Clerk: Sure.

Jenny: No problem... It’s done.

Clerk: And could you give me your signature here?

Jenny: Sorry?

Clerk: Please sign your name in the blank space below.

Jenny: I see. Now here you are.

Clerk: Thank you. It will take a few days for your check book to arrive.

 You can inform your embassy of your account number so that your money can be transferred directly.

Jenny: Thank you very much.

解析：

1. Jenny到银行开户，银行职员询问Jenny办什么业务，Jenny直接表达自己的意愿，要开银行账户，所以答案是C。

2. 上文银行职员询问要开那种账户，Jenny只是描述了自己需要的业务，银行职员提出专业的建议，所以答案是D。

3. 上文Jenny问护照可以吗？银行职员做肯定的回答，然后程序是填表格，所以答案是A。

4. 上文银行职员请Jenny签名，Jenny回答“Sorry?”，说明没有听懂对方的话，所以答案是B。

5. 业务办理结束，银行职员告知Jenny，只要办理成功，会与她尽快取得联系，所以答案是E。

商务英语3参考答案4

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、The newly-designed ad \_\_\_\_\_\_ brought about a higher click through rate by the end of next month.

A. will 不正确

B. have

C. will have

答案：C

译文：到下月底，新设计的广告将会带来更高的点击率。

解析：本题考查将来完成时的表达方法。将来完成时指在将来的某个时间点之前要完成的动作，句中的时间状语by the end of next month 说明时间是将来，介词by表示“截止到某个时间点为止”，句中意为“截止到下个月末为止”，是用将来完成时的明显特征，所以答案是C。

3、We will have flown for 13 hours by the time we \_\_\_\_\_\_\_\_ to New York.

A. will get

B. get

C. have got

答案：A

译文：在到纽约之前，我们要飞13个小时。

解析：本题考查一般现在时在从句中表示将来的用法。在主句为将来时态的句子中，从句中可以用一般现在时表示将来的概念。所以答案是A。

正确答案是：will get

3、\_\_\_\_\_\_ your price be competitive and date of shipment acceptable, we intend to place a large order with you.

A. If

B. Should

C. If should

答案：B

译文：如你方的价格具有竞争力，装船日期可以接受，我们打算大量订货。

考点：情态动词should用在虚拟条件句中倒装的用法。

解析：这是一个省略了if的虚拟条件句。在虚拟条件句中，如果谓语动词是were或had，或有情态动词should，可将条件从句中的if省略，同时把were/had/should置于主语之前，倒装，所以答案是B。

4、Businesses can use free samples to build rapport and \_\_\_\_\_\_ customers \_\_\_\_\_\_ products or services.

A. engage…to…

B. engage…in…

C. engage…for…

答案：Ａ

译文：企业可使用免费样品和客户建立融洽的关系，并以此吸引他们对产品或服务的兴趣。

考点：engage…in…的用法。

解析：短语engage…in…表示“吸引”或“从事于某项事业”；engage…to…表示“与某人订婚”；engage…for…意为“允诺，保证”。Engage与不同介词搭配，意义不同，根据句义“使顾客对产品和服务感兴趣”，所以答案是B。

正确答案是：engage…to…

5、Moreover, reservations by credit card four weeks \_\_\_\_\_\_ guarantee availability of the room size required.

选择一项：

A. in advance

B. in addition

C. in agreement

答案：Ａ

译文：此外，用信用卡提前四个星期预订，可以确保所需空间。

考点：in advance的用法。

解析：介词短语in advance 表示“预先，事先”，four weeks in advance意为“提前四周”，句中reservations by credit card意为“用信用卡预订”，in addition 意为“另外，额外”；in agreement 意为“一致”，意思与句意不符。所以答案是Ａ。

正确答案是：in advance

二、阅读理解（每题10分）

阅读下面的文章，根据文章内容给题目选择正确的答案。

　　Hard sell and soft sell are important business terms and useful strategies for sales staff to know and understand. Both of them can work. The effect depends on the type of customers and the type of products.

　　A hard sell is a kind of more direct and forceful sales tactics. The sales person just keeps explaining how good the product is, why people should buy it and even how the prices might increase if the consumer walks off.

　　A soft sell is a different approach. The sales person tries to build trust with consumers. He doesn’t put pressure on them to buy things, just recommending a product and letting the consumers make their own decisions.

　　An example of soft sell is to distribute free samples to which customers often respond favorably. Businesses can use free samples to build rapport and engage customers in products or services. Recommending products between friends is a little bit like doing soft selling. People don't really care if someone else buys the product. They are just giving their honest opinions and trying to be helpful.

　　Humor in advertising is also used to attract the consumer's attention and get them interested in the products or services. Customers often resist hard sales tactics, thus making soft-selling much more effective for success

1. What's the topic and main idea of the passage?

A. Selling Strategy – Sales Staff

B. Sales Staff – What Sales Staff Should Know

C. Selling Strategy – Hard Sell and Soft Sell Strategies

2. Customers often \_\_\_\_\_\_\_\_\_ hard sales tactics, thus making soft-selling more effective for success.

A. resist

B. oppose

C. object

3. Examples of soft sell mentioned in the passage include \_\_\_\_\_\_\_\_\_\_.

A. telling customers how good a product is

B. recommending products among friends

C. putting pressure on customers to buy products

4. Making humorous advertisements is one of the approaches companies use to \_\_\_\_\_\_\_\_\_\_.

A. reduce selling costs

B. arouse people's interests

C. avoid the shortage of sales staff

5. According to the passage, \_\_\_\_\_\_\_\_\_\_.

A. soft sell is expensive

B. hard sell is rarely resisted by customers

C. soft sell is preferred by business companies

解析：

1.本题要求对短文的话题和中心思想做出判断。根据短文第一段的信息可以看出，短文的话题是hard sell and soft sell，短文要讨论的是这两种销售方法的具体内容。选项A和B均关注sales staff及其相关信息，并非短文要讨论的话题和主题。因此，正确答案为C。

2.本题为词义辨析题，考察对resist，oppose，object词汇的理解。这三个词都有抵制或反对的含义，resist通常指来“拒绝接受，抵制”，oppose通常指“反对（计划、制度、政策等）”，object指的是“不赞成某件事，反对”。因此，正确答案为A。

3.本题为细节题。本题考查的信息均出现在短文的第4段，本段只提到了两种促销的方法。因此，正确答案为B。

4.本题为细节题。本题考查信息出现在做后一段，选项A和C短文中未有提及，因此，正确答案是B。

5.本题为推理题。选项B与文中信息相反，选项A短文并未提及，短文最后一句话的含义与选项C最为接近，因此，正确答案为C。

商务英语3参考答案5

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、— Hello! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

— Hello, this is Michael from Tianjin Vanguard Trading Inc.

A. Who are you? 不正确

B. What are you?

C. Who is that?

答案：C

解析：本题考核“打电话”的交际用语。当询问对方是谁时，应当用who is that, who's speaking，而不用who are you，回答是this is XXX speaking，所以答案是C。

正确答案是：Who is that?

2、— What is your opinion for promotion of our products?

— .

A. Why don’t we try the online ads for our products?

B. Our main goal is to establish our brand name.

C. These buzz words will pop up when people search about beer.

答案：A

解析：本题考核 “提出建议”的交际用语。表达建议的时候，可以使用may I suggest, you had better, why don't you等来表达不同的口气，选项B、C没有正面所以回应问句，不符合语境。答案是A。

正确答案是：Why don’t we try the online ads for our products?

3、Too many debts in a company easily \_\_\_\_\_\_\_ bankruptcy.

A. result from

B. result on

C. result in

答案：C

译文：公司债务过多容易导致破产。

解析：动词词组result from意为“原因在于”；result in 意为“导致”；选项B是错误搭配，所以答案是C。

正确答案是：result in

4、We usually keep a large supply \_\_\_\_\_\_\_ stock.

A. at

B. on

C. in

答案：A

译文：我们通常现货供应充足。

解析：介词短语in stock是个固定搭配，意为“有现货”；选项B和C是错误搭配，所以答案是A。

正确答案是：at

They have signed the \_\_\_\_\_\_\_ to export textiles.

A. content

B. contract

C. contact

答案：B

译文：他们已签订了出口纺织品的合同。

解析：名词content意为“内容”；contract意为“合同”，contact 意为“接触”。句子的谓语动词是sign“签订”，宾语应为“合同”，所以答案是B。

正确答案是：contract

二、翻译（每题10分）

1. Based on that, we’ll decide whether to run full-page ads. A．以此为基础，我们再决定是否运作整版广告。

B．以此为基础，我们再决定是否经营整版广告。

C．以此为基础，我们再决定是否奔跑整版广告。

2. A sales department consists of many people who are based in different parts of the country or the world.

A．这个销售部由很多工作在全国乃至世界不同部分的人员组成。

B．一个销售部由很多工作在全国乃至世界各部门的人员组成。

C．销售部由很多工作在全国乃至世界各地的人员组成。

3. I look forward to hearing from you by return.

A．期待能得到您的回信。

B．期待能够轮流收到您的信。

C．期待能很快从您那儿听到并返回。

4. Although successful salespeople often have special talents and an outgoing personality, the skills they employ are used by us all.

A．虽然成功人士通常拥有特殊天赋和外出性格，但是他们开发的技能也被我们所用。

B．虽然成功人士通常拥有特殊天赋和开朗性格，但是他们运用的技能也被我们所用。

C．虽然成功人士通常拥有特殊天赋和活泼性格，但是他们雇佣的技能也被我们所用。

5. Export companies often have a separate export sales force, whose travel and accommodation expenses may be very high.

A．出口公司通常拥有分散的出口营销人员，谁的差旅费可能会很高。

B．出口公司通常拥有分开的出口营销力量，公司差旅费可能会很高。

C．出口公司通常拥有专门的出口营销人员，其差旅费可能会很高。

1.答案：A

解析：本题考察动词run的用法。动词run有“运作”、“经营”、“奔跑”等含义，在此句中意思是“运作”，所以答案是A。

2.答案：C

解析：本题考察冠词a和part用法。不定冠词a在此句中是泛指，英译汉时可以省略，不能翻译为“一个”；名词parts 虽然有“部分”的语义，但是与the country or the world连用时，意为“全国乃至全世界各地”，所以答案是C。

3.答案：A

解析：本题考察hear from和by return两个词组的用法。hear from意为“收到……的来信”，by return意为“信件、邮件等中的回复”，所以答案是A。

4.答案：B

解析：本题考察outgoing和employ的用法，形容词outgoing是“开朗的”意思，employ是“运用”的意思，所以答案是B。

5.答案：C

解析：本题考察whose引导的定语从句，whose表示定语从句的主语travel and accommodation expenses与先行词sales force之间的所属关系，separate是“专门的”意思，sales force是“营销人员”的意思，所以答案是C。

商务英语3参考答案6

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、— Don't hesitate to click on our website when you need us.

— . Thank you.

A. Yeah, I can

B. Sure, I will

C. Of course, I know

答案：B

解析：本题考核“提出建议”的交际用语。Don't hesitate to意为“尽管、毫不犹豫”。第一说话人告诉对方，“如有需要，直接点击我们的网站”，听者应该说“我会的”以示礼貌；选项A答非所问；选项C的回答不太礼貌，所以答案是B。

正确答案是：Sure, I will

2、—

—We offer special services such as personal belongings, express, holiday pick-up and delivery services and so on.

 A. What kind of special services do you offer?

B. How would you offer your special services?

C. Why do you offer your special services?

答案：A

解析：本题考核“询问信息”的交际用语。答语应该是special services的内容，据此推断，第一说话人应该是问对方提供什么样的特殊服务，所以答案是A。

正确答案是：What kind of special services do you offer?

3、We work closely every large airline like Air China, Air France and American Airlines.

A. with

B. to

C. in

答案：A

译文：我们与各大航空公司紧密合作，如中国国际航空公司、法国航空公司以及美国航空公司。

解析：词组work closely with 意为“与……紧密合作”，选项B和C不符合句意，所以答案是A。

正确答案是：with

4、You can get the goods to your door so quickly nowadays.

A. deliver

B. delivering

C. delivered

答案：C

译文：如今，货物可以很快就送到门上。

解析：词组get sth. done表示“完成某事，让别人做某事”，采用的是动词的过去分词形式，所以答案是C。

正确答案是：delivered

5、The manager asked me I could finish my work before the weekend.

A. what

B. whether

C. which

答案：B

译文：经理问我是否能在周末前完成工作。

解析：本题考查whether引导的宾语从句的用法。三个选项都能引导宾语从句，连接词whether只起引导作用，意为“是否”；what和which除了有引导作用外，还可充当宾语从句的主语或宾语，但I could finish my work主谓宾齐全，不缺重要项，所以答案是B。

正确答案是：whether

二、翻译（每题10分）

1. After a commercial transaction is done, logistics will carry out the transfer of goods from the seller to the buyer for the lowest cost and in the most effective manner.回答不正确

A. 在完成商业交易后，物流将执行商品从卖方到买方的转移，为了最低成本和最高效率。

B. 在完成商业交易后，物流将以最低成本和最有效的方式将商品从卖方运输到买方。

C. 在完成商品交易后，物流将以最低费用和最有效的礼仪将商品从卖方转移到买方。

2. Goods are often in stagnation during the transfer process, which is called the storage of logistics.

A. 商品在流转过程中往往有处于停滞状态的时候，这被称为物流存储。

B. 转移过程中的商品往往静止不动，这被叫做物流储存。

C. 变化过程中的商品往往停滞不前，这被定义为物流储存。

3. Sometimes the distribution processing changes the packages of the goods.

A. 有时，分配过程会改变商品的包装形式。

B. 有时，分销流程会改变产品的包裹样式。

C. 有时，配送加工会改变商品的包装形态。

4. Information is important because it provides the facts that supply chain managers use to make decisions.

A. 信息很重要，因为它提供了事实，以便供应链管理者决策。

B. 信息很重要，因为它提供了供应链管理者用以决策的事实。

C. 信息很重要，因为供应链管理者可以利用它提供信息进行决策。

5. With the rapid economic growth in China, the logistics industry is expanding greatly.

A. 随着中国经济的快速发展，物流行业也极大发展。

B. 凭借迅速发展的中国经济，物流行业迅速扩大。

在中国，随着快速发展的经济，物流行业飞速延伸。

1.答案：B

解析：动词carry out 意为“执行”；名词transfer 意为“转移”，如果按字面意义直译，不符合汉语和物流术语的表述，可以译为“运输，传递”；名词manner在此句中作“方式”解，in the most effective manner意为“以最有效的方式”，所以答案是B。

2.答案：A

解析：短语in stagnation意为“处于停滞状态”；transfer process意为“流转过程”；the storage of logistics意为“物流存储”，所以答案是A。

3.答案：C

解析：短语distribution processing 意为“配送加工”；packages意为“包装”，所以答案是C。

4.答案：B

解析：连词that引导的是定语从句，修饰facts，在译成的汉语中，将定语从句放置先行词facts之前，译成“供供应链管理者决策的事实”，所以答案是B。

5.答案：A

解析：介词with引导的短语在句中作伴随状语，意为“随着中国经济的快速发展”；动词expand意为“扩大，发展”，所以答案是A。

商务英语3参考答案7

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、—

— For individual income tax, it is within the first 7 days

A. What do you mean by taxable services?

B. What is the deadline for tax declaration?

C. What do you think of the deadline for tax declaration?

答案：B

解析：本题考核“寻求解释”的交际用语。选项B的意思是“纳税申报的截止日期是什么时候”，选项A的意思是“纳税服务是指什么”，选项C的意思是“你认为纳税申报的截止日期如何”，故选择B。

正确答案是：What is the deadline for tax declaration?

2、— What is the criminal limit?

—

A. The amount exceeds 10% of the amount that he should declare.

B. My company has been fined.

C. It depends on different taxes.

答案：A

解析：本题考核 “表达百分比”的交际用语。选项A的意思是“数额超过应申报数额的10%”；选项B的意思是“我公司受罚”；选项C的意思是“这取决于不同的税种”；选项A解释了限额数量，故选择A。

正确答案是：The amount exceeds 10% of the amount that he should declare.

3、\_\_\_\_\_\_\_\_ you have said is very important to us.

A. What

B. That

C. Whose

答案：A

译文：您刚刚所言对我来说很重要。

解析：这三个连接代词都可以引导主语从句和宾语从句；但是what可在从句中作主语或宾语；that 只起引导作用，在从句中不担任成分；whose 在从句中作定语。此处是个主语从句，从句中缺少宾语，故选择A。

正确答案是：What

4、That can lead \_\_\_\_\_\_\_ a bigger personal income-tax bill.

A. to

B. on

C. in

答案：A

译文：这会导致个人所得税的增加。

解析：动词lead 与to连用，形成词组，意为“导致”，相当于result in，bring about；lead on意为“劝诱，带领”；lead in意为“引导”；所以答案是C。

正确答案是：to

5、If the case reaches the criminal limit, the taxpayer my be accused \_\_\_\_\_\_\_ criminal responsibilities.

A. at

B. on

C. of

答案：C

译文：如果达到犯罪标准，就会指控纳税人负担刑事责任。

解析：词组accuse sb. of sth.是固定搭配，介词一定要用of，意为“指控某人做了某事”，所以答案是C。

正确答案是：of

二、阅读理解（每题10分）

阅读下面的文章，根据文章内容给题目选择正确的答案。

　　No matter how small your business is and what industry you are in, your company has assets. From a computer to a processing plant, every single thing your company owns is an asset.

　　Assets can be in different forms. Some assets are physical, such as computers, filing cabinets, and delivery vans. Others are legally binding promises, such as accounts receivable, the money owed to your company. Still others seem to exist more on paper, for example, a year’s worth of insurance paid in advance. No matter what form it takes, anything with monetary value that your company owns counts as an asset.

　　Assets appear on your balance sheet, reporting the key financial statements at the end of each accounting period. Your assets will be split into different types to make analysis easier. The order in which you list them on the balance sheet typically matches the way they appear in your chart of accounts.

　　Assets do more than just show up on reports, though. They are the resources your company uses to produce revenue. Your business cannot bring in sales without assets. For product-based businesses, you can’t produce anything without proper assets. It’s true for service companies as well. At least, you have to have cash to pay your expenses and to help get the word out that your company exists. Service companies also need basic tools to provide service to customers: a hair stylist needs a chair, scissors, and styling tools; an accountant needs a computer and a lot of file cabinets. Assets are key factors for any business.

1. Which of the following is NOT physical asset?

A. Filing cabinets.

B. Accounts receivable.

C. Delivery vans.

2. According to the passage, where do the assets appear?

A. The balance sheet

B. The income statement

C. The cash flow

3. What do you think an accountant is responsible for?

A. An accountant is responsible for hair design.

B. An accountant is responsible for computer repair.

C. An accountant is responsible for bookkeeping.

4. According to the passage, which of the following is INCORRECT?

A. Every business has assets

B. Assets can be in different forms.

C. Every businesscan bring in sales without assets.

5. What is the passage discussing about?

A. Every business has assets.

B. Assets can be in different forms.

C. Assets appear on the balance sheet.

解析：

1. 这是一道推断题。从第二段来看，资产有各种形式，例如有形资产和无形资产，文件柜和送货车都属于有形资产，应收账款属于无形资产，所以选择B。

2. 这是一道细节题。从第三段的第一句话看，资产出现在资产负债表之中，所以选择A。

3. 这是一道词汇题。accountant是会计的意思，那么会计的职责之一就是记账，所以选择C。

4. 这是一道细节题。A是文章的题目，B是第二段第一句话的原话，从第四段第二句话your business cannot bring in sales without assets来看，C是错误的，所以选C。

5. 这是一道主旨题。本文介绍的是资产的基本情况，A是文章的题目，B是第二段的主题句，C是第三段的主题句，是所以选A。

商务英语3参考答案8

一、选择填空，从A、B、C三个选项中选出一个能填入空白处的最佳选项。（每题10分）

1、— What is it in particular you're interested in?

— .

A. Your kitchenware, I suppose. 正确

B. We have placed the order.

C. The kitchenware will be exported to the UK.

答案：A

解析：本题考核“询问信息”的交际用语。第一说话人询问“贵方对什么产品更感兴趣？” 答语应该是给出具体感兴趣的产品。选项A为“贵方的厨房用具”，选项B为“我方已下订单”；选项C为“厨房用具将出口到英国”；故选择A。

正确答案是：Your kitchenware, I suppose.

2、— What about the commission?

—

A. It’s a general practice everywhere else.

B. Of course, I’d give you our lowest quotation.

C. I’m afraid you have to tell me, first, how large your order is going to be.

答案：C

解析：本题考核“询问佣金”的交际用语。第一说话人询问“佣金怎样？”答语可能是关于佣金的比例、多少等。选项A为“这是各个地方的惯例”；选项B为“当然，我方可以给贵方最低的报价”；选项B为“恐怕贵方需要告知你们订单的数量”；选项C“依据订单数量支付佣金”符合交易惯例；故选择C。

正确答案是：I’m afraid you have to tell me, first, how large your order is going to be.

3、A letter of \_\_\_\_\_\_\_\_ is a document issued by a financial institution.

A. credit

B. complaint

C. inquiry

答案：A

译文：信用证是指由金融机构签发的票据。

解析：词组letter of credit意为“信用证”；letter of complaint意为“投诉信”；letter of inquiry意为“询价信”；根据语境，由金融机构签发的应该是信用证，所以答案是A。

正确答案是：credit

4、International trade gives consumers and countries the opportunity to \_\_\_\_\_\_\_\_ goods and services not available in their own countries.

A. expose to

B. be exposing to

C. be exposed to

答案：C

译文：国际贸易提供给消费者和国家以机会，能够接触到本国所没有的商品和服务。

解析：动词expose 用于被动结构需和介词to 搭配使用，be exposed to意为“接触，暴露于……”，所以答案是C。

正确答案是：be exposed to

5、Of course, I’d give you our lowest \_\_\_\_\_\_\_\_.

A. quota

B. quantity

C. quotation

答案：C

译文：当然，我方会给贵方最低报价。

解析：名词quota意为“配额”；quantity意为“数量”；quotation 意为“报价”；在询价或谈判环节，卖方会提供相关报价，故选择C。

正确答案是：quotation

二、阅读理解（每题10分）

阅读下面的文章，根据文章内容判断文章后的句子是正确（T）还是错误（F）。（每题10分）

　　International trade is the exchange of goods and services between countries. It gives consumers and countries the opportunity to be exposed to goods and services not available in their own countries. Almost every kind of product can be found on the international market: food, clothes, spare parts, oil, jewelry, wine, stocks, currencies and water. Services are also traded: tourism, banking, consulting and transportation. A product that is sold to the global market is an export, and a product that is bought from the global market is an import.

　　International trade can benefit us a lot. Trading globally allows us to expand our markets for both goods and services that otherwise may not have been available to us. If you walk into a supermarket and are able to buy Indonesian bananas, Brazilian coffee and a bottle of French wine, you are experiencing the effects of international trade.

　　International trade brings us both advantages and disadvantages. For instance, international trade may also make the world economy easily affected by factors like prices, supply and demand, as well as global events. Political change in Asia, for example, could result in an increase in the cost of labor, thereby increasing the manufacturing costs for an American sneaker company based in Malaysia, which would then result in an increase in the price that you have to pay to buy the tennis shoes at your local mall. A decrease in the cost of labor, on the other hand, would result in you having to pay less for your new shoes.

1. International trade exchanges goods and services between different countries and regions.

2. Every kind of goods and services can be found on the global market.

3. A product that is bought from the global market is an export. 4. International trade may easily affect world economy. 5. Political change in one country has nothing to do with international trade.

解析：

1. 这是一道细节题。从第一段international trade is the exchange of goods and services between countries这句话可以看出，“国际贸易是指不同国家之间商品和服务的交换“，所以选择T。

2. 这是一道推断题。从第一段almost every kind of product can be found on the international market这句话可以看出，“几乎每种产品都可以在国际市场上找到”，但是隐含的意思是，并不是所有的产品（比如文物等）都可以在国际市场上找到的，所以选择F。

3. 这是一道细节题。从第一段a product that is sold to the global market is an export, and a product that is bought from the global market is an import这句话可以看出，“销售到国际市场的产品是出口品，从国际市场采购的产品是进口品”，所以选择F。

4. 这是一道细节题。从第三段international trade may also make the world economy easily affected这句话可以看出，“国际贸易也容易使世界经济受到影响”，所以选择T。

5. 这是一道推断题。从第三段political change in Asia, for example, could result in an increase in the cost of labor, thereby increasing the manufacturing costs for an American sneaker company based in Malaysia, which would then result in an increase in the price that you have to pay to buy the tennis shoes at your local mall这句话可以推断出，“某个国家的政治变化会影响该国乃至其他国家的贸易发展，进而影响国际贸易”，所以选择F。