

## 第一部分

# 中职英语学业水平测试 专项训练





## 一、职场情境中的听力

本项练习，为学生设计通用的职业场景，让学生以职业人身份进入情境。通过听音频获取信息，根据职场任务的要求处理信息，从而实现职场交流。本项练习包括听单句、听短对话、听长对话等完成职场任务的练习。

### 1. 听简单指令回应需求

1 You are a staff of the housekeeping department of Garden Hotel. Listen to 5 guests' requests and make responses to them. Each request will be read twice. 你是花园酒店客房部的工作人员。请听五位顾客的需求并做出回应。每位顾客的需求读两遍。

- (     ) 1. What should you send to the guest room?  
A. A bottle of shampoo  
B. A dryer  
C. A bar of soap
- (     ) 2. When can you clean the guest room?  
A. 10 am                      B. 1 pm                      C. 7 pm
- (     ) 3. Whom should you send to help the guest?  
A. The housekeeper  
B. The repairman  
C. The waitress
- (     ) 4. What should you do tomorrow morning?  
A. Send the breakfast to the guest room  
B. Collect the laundry  
C. Wake up the guest
- (     ) 5. What service should you offer to the guest?  
A. Laundry service  
B. A morning call  
C. Room cleaning service

**2** You are the secretary of Mr White. Listen to his 5 plans for next week and make responses to them. Each plan will be read twice. 你是怀特先生的秘书。请听怀特先生下周的工作计划并做出回应。每个计划读两遍。

- (     ) 1. What should you buy?  
A. A plane ticket     B. A train ticket     C. A bus ticket
- (     ) 2. What should you do?  
A. Book a meeting room at Apple Hotel  
B. Book a room at Spring Hotel  
C. Book a room at Friendship Hotel
- (     ) 3. What should you do?  
A. Reserve a meeting room on Monday afternoon  
B. Reserve a feast on Tuesday afternoon  
C. Reserve a meeting room on Tuesday afternoon
- (     ) 4. What should you inform Mr White's driver?  
A. Prepare for a trip to Xu Hui Hospital on Tuesday  
B. Drive Mr White to visit a patient on Wednesday  
C. Drive Mr White to see a doctor on Wednesday
- (     ) 5. What kind of restaurant should you book for Mr White?  
A. A Chinese Restaurant  
B. A Japanese Restaurant  
C. A Western Restaurant

**3** You are a salesman of ABC Sweeping Robot Store in a shopping mall. Listen to 5 customers' requests and make responses to them. Each request will be read twice. 你是ABC清扫机器人店的一名销售人员。请听五位顾客的需求并做出回应。每位顾客的需求读两遍。

- (     ) 1. What colour sweeping robot should you show to the customer?  
A. Black     B. Yellow     C. White
- (     ) 2. Which model should you introduce to the customer?  
A. Model 5     B. Model 6     C. Model 7
- (     ) 3. What should you give to the customer?  
A. A dictionary     B. A guide     C. A map

- ( ) 4. What should you tell the customer about the sweeping robot?  
A. We have white and black sweeping robots  
B. It may cost you 1,230 yuan  
C. We can send it directly to your home
- ( ) 5. What information should you ask the customer for?  
A. Her job            B. Her age            C. Her address

4 You are a receptionist at Garden Hotel. A guest is booking a meeting room. Listen to his requests and make responses to them. Each request will be read twice. 你是花园酒店的一名接待员。一名客人正在预订会议室。请听客人的要求并做出回应。每个要求读两遍。

- ( ) 1. Which meeting room should you recommend to the guest?  
A. Meeting room 102, available on Monday, Wednesday and Friday  
B. Meeting room 108, available on Monday afternoon  
C. Meeting room 110, available on Wednesday afternoon and Thursday
- ( ) 2. What should you prepare for the meeting?  
A. A colour screen  
B. A digital camera  
C. A digital touch screen
- ( ) 3. How many microphones should you prepare?  
A. One  
B. None  
C. One for each person
- ( ) 4. When should you arrange the dinner for the guests?  
A. 18:00  
B. 18:30  
C. 19:30
- ( ) 5. How could you ask the guest to confirm the information?  
A. By email  
B. By WeChat  
C. By cellphone

5 You are a staff of a gallery (画廊). You're receiving a group of visitors. Listen to 5 guests' requests and make responses to them. Each request will be read twice. 你是一家画廊的工作人员，正在接待一群参观者。请听参观者的需求并做出回应。每个需求读两遍。

- ( ) 1. What should you tell the guest?
- A. The location of the brochure stand
  - B. The location of the ticket office
  - C. The location of the exhibition hall
- ( ) 2. What information should you give the guest?
- A. Where the exhibition brochure is
  - B. Which exhibition hall he should go to
  - C. How much Leng Jun's works cost
- ( ) 3. What should you do for the guest?
- A. Introduce this painting to the guest
  - B. Check if this painting is for sale
  - C. Tell the guest who drew this painting
- ( ) 4. What should you tell the guest?
- A. Where the gallery bookstore is
  - B. Where the exhibition hall is
  - C. Where the gallery café is
- ( ) 5. What should you tell the guest?
- A. The way to the bus stop
  - B. The way to the library
  - C. The way to the parking lot

6 You are a teacher of Orange Tree Kindergarten. Your colleagues and you are planning a party for the kids. Listen to 5 colleagues' requests and make responses to them. Each request will be read twice. 你是桔子树幼儿园的教师。你和同事正在为孩子们筹备一次聚会。请听五位同事的需求并做出回应。每个需求读两遍。

- ( ) 1. What should you do with your colleagues after lunch?
- A. Draw some pictures

- B. Prepare some food
- C. Do paper cutting
- ( ) 2. What should you tell the chef to prepare?
  - A. Fruits
  - B. Snacks
  - C. Vegetables
- ( ) 3. What should you make with your colleagues?
  - A. Some food
  - B. Some masks
  - C. Some toys
- ( ) 4. What will you probably do?
  - A. Read emails
  - B. Write invitation cards
  - C. Take photos
- ( ) 5. What are you going to do?
  - A. Hang lanterns and balloons
  - B. Draw pictures and photos
  - C. Decorate lamps and flowers

**7** You are a shop assistant of a souvenir shop. Some foreigners want to buy some souvenirs. Listen to their requests and make a response to each one. Each request will be read twice. 你是一个纪念品商店的销售人员。几位外国顾客想要购买一些纪念品。请听他们的需求并做出回应。每个需求读两遍。

- ( ) 1. What will you recommend the customer to buy for his daughter?
  - A. Chinese Qipao
  - B. Stamps
  - C. Bing Dwen Dwen dolls
- ( ) 2. What will you introduce to the customer?
  - A. Chinese Qipao
  - B. Shuey Rhon Rhon doll
  - C. Beijing Roast Duck
- ( ) 3. Which counter should you take the customer to?
  - A. The doll counter
  - B. The express delivery counter
  - C. The clothes counter
- ( ) 4. How will you help the customer pay the bill?
  - A. By cellphone
  - B. In cash
  - C. By credit card

- ( ) 5. What should you do for the customer?
- A. Ask the customer what she wants to buy
  - B. Explain how to return the product
  - C. Introduce other gifts to the customer

**8** You are a staff of an automobile 4S store. Listen to 5 customers' requests and make a response to each one. Each request will be read twice. 你是一家汽车4S店的工作人员。请听五位顾客的需求并做出回应。每个需求读两遍。

- ( ) 1. What should you do?
- A. Change the engine oil
  - B. Change the colour of the car
  - C. Change the engine of the car
- ( ) 2. What should you check?
- A. The windows
  - B. The seats
  - C. The brake system
- ( ) 3. How should you answer the customer's question?
- A. How much the service will cost
  - B. How long you need to solve the problem
  - C. How far it is to your store
- ( ) 4. What should you do now?
- A. Tell the customer how much he should pay for the service
  - B. Introduce the beauty service to the customer
  - C. Ask the customer to read a book about the beauty service
- ( ) 5. What should you do to help the customer?
- A. Change the tyre
  - B. Send someone to help the customer
  - C. Check the car for the customer

## 2. 听简短对话选择信息

**1** You are a staff of ABC Nursing Home for the elderly. A man is calling to enquire about the service. Tick the right information according to the man's requests. Both the conversations and the questions will be read twice. 你是ABC敬老院的一名工作人员。一位男士打电话咨询养老服务。根据对方的需求，勾选



正确的信息。对话和问题读两遍。

- (     ) 1. A. Asking for help  
      B. Asking for some information  
      C. Asking to make a visit
- (     ) 2. A. The man's child  
      B. The man's 28-year-old brother  
      C. The man's 78-year-old mother
- (     ) 3. A. Assistance with meal  
      B. Medical care  
      C. 24-hour service
- (     ) 4. A. Bright and spacious  
      B. Small but safe  
      C. Comfortable but dark
- (     ) 5. A. Long-time service  
      B. Short-time service  
      C. Not mentioned

**2** You are a staff of Beijing subway station. A technician is telling you how to use a self-service ticket machine. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是北京地铁站的一名工作人员。一位技术人员正在给你讲解如何使用自助售票机购票。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. Press the yellow button  
      B. Press the black button  
      C. Press the red button
- (     ) 2. A. Enter the name of the departure station  
      B. Select the departure station  
      C. Select the departure and arrival stations
- (     ) 3. A. Select the departure and arrival stations  
      B. Select the transfer station  
      C. Select the departure station

- (     ) 4. A. Only in cash  
          B. Only by payment code  
          C. Either in cash or by payment code
- (     ) 5. A. Yes                    B. No                            C. Not sure

**3** You are a warehouse picker of Dongfang Logistics Company. You are helping your colleague deal with a delivery order. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是东方物流公司的仓库分拣员。你正在帮助你的工友处理一份送货单。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. This morning            B. Yesterday                  C. Last week
- (     ) 2. A. G3254891902            B. L5066645236                C. K5066851398
- (     ) 3. A. 374 kilograms            B. 369 kilograms                C. 315 kilograms
- (     ) 4. A. America                  B. Australia                    C. France
- (     ) 5. A. May 19                    B. May 22                        C. May 26

**4** You are a staff of Beijing subway station. A passenger is asking you how to get to the National Stadium. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是北京地铁站的一名工作人员。一位乘客正在向你询问如何坐地铁到国家体育馆。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. Line 1                    B. Line 2                        C. Line 8
- (     ) 2. A. Line 1                    B. Line 2                        C. Line 8
- (     ) 3. A. Guloudajie Station  
          B. Jianguomen Station  
          C. Yonghegong Station
- (     ) 4. A. About 10 minutes  
          B. About 20 minutes  
          C. About 30 minutes
- (     ) 5. A. In cash                    B. By credit card                C. By WeChat

5 You are a salesman of an automobile 4S store. A customer is enquiring about the electric car. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是一家汽车4S店的销售人员。一位顾客正在咨询电动汽车的情况。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. Ask for information about a petrol car  
B. Ask for information about an electric car  
C. Ask for information about a bicycle
- (     ) 2. A. 280 miles  
B. 300 miles  
C. 500 miles
- (     ) 3. A. 13 minutes  
B. 30 minutes  
C. 1 hour
- (     ) 4. A. Brown  
B. Grey  
C. Blue
- (     ) 5. A. Black  
B. White  
C. Brown

6 You are an elevator maintenance technician of Meixing Property Company. You are talking with a resident stuck in the elevator. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是美兴物业公司的电梯维修人员。你正与被困在电梯里的居民通话。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. Be stuck in the elevator  
B. Lost her way  
C. Lost her phone
- (     ) 2. A. Two  
B. Three  
C. Four

- (     ) 3. A. In 5 minutes  
           B. In 10 minutes  
           C. In 15 minutes
- (     ) 4. A. Press the phone button  
           B. Press the call button  
           C. Press the floor button
- (     ) 5. A. Be close to the door  
           B. Be away from the door  
           C. Anywhere they like

**7** You are a staff of the customer service department of Modern 3D Printer Company. A customer is calling to enquire about how to print a model. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是现代3D打印公司的客服人员。一位顾客打电话咨询3D打印流程。根据对话内容，勾选正确的信息。对话和问题读两遍。

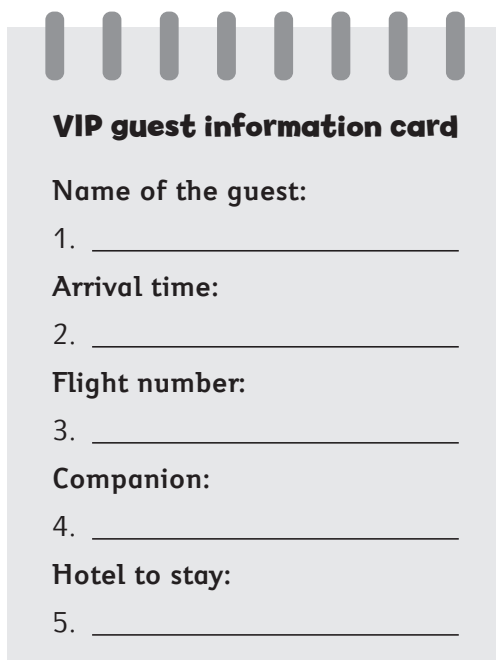
- (     ) 1. A. To buy a 3D printer  
           B. To ask how to use a 3D printer  
           C. To make a complaint about a 3D printer
- (     ) 2. A. Car models     B. Train models     C. Building models
- (     ) 3. A. PLA            B. Nylon            C. Metal
- (     ) 4. A. Brown          B. White            C. Black
- (     ) 5. A. Send an email  
           B. Make a phone call  
           C. Make a voice call on WeChat

**8** You are a technical supporter of a drone company. A customer is making a phone call to enquire about how to use a drone. Tick the right information according to your conversations. Both the conversations and the questions will be read twice. 你是一家无人机公司的技术支持人员。一位顾客电话咨询无人机的使用方法。根据对话内容，勾选正确的信息。对话和问题读两遍。

- (     ) 1. A. To buy an unmanned drone  
           B. To ask how to use an unmanned drone  
           C. To make a complaint about an unmanned drone
- (     ) 2. A. In his farmland  
           B. On an island  
           C. In a wetland
- (     ) 3. A. 1 hour  
           B. 12 minutes  
           C. 20 minutes
- (     ) 4. A. In the afternoon     B. At night             C. In the morning
- (     ) 5. A. 13834419806        B. 15833419806        C. 15833019860

### 3. 听长对话补全信息单

- 1 You are a business assistant of a company and are asked to pick up your foreign business partner at the airport tomorrow. Listen to the manager's introduction and make notes. The conversation will be read twice. 你是公司的商务助理。领导派你明天去机场接一位外国合作伙伴，请根据经理的介绍完成客人信息卡。对话读两遍。



**VIP guest information card**

**Name of the guest:**  
 1. \_\_\_\_\_

**Arrival time:**  
 2. \_\_\_\_\_

**Flight number:**  
 3. \_\_\_\_\_

**Companion:**  
 4. \_\_\_\_\_

**Hotel to stay:**  
 5. \_\_\_\_\_

- (     ) 1. A. Mr Black  
           B. Mr Brain  
           C. Mr Brown
- (     ) 2. A. 6:50 pm tomorrow  
           B. 6:15 pm tomorrow  
           C. 6:05 pm tomorrow
- (     ) 3. A. FA7805  
           B. FA7801  
           C. FA7810
- (     ) 4. A. His wife  
           B. His daughter  
           C. His son
- (     ) 5. A. Peony Hotel  
           B. Garden Hotel  
           C. Green Hotel

**2** You are a travel agent of Youth Travel Agency. Mr Brain is enquiring about a summer package tour. Listen to his requests and take notes. The conversation will be read twice. 你是青年旅行社的工作人员。布莱恩先生正在咨询夏季跟团游，请根据他的需求完成其出游信息卡。对话读两遍。

<b>Travel information card</b>	
<b>Travelling days:</b>	1. _____
<b>Travelling city:</b>	2. _____
<b>Places of interest:</b>	3. _____
<b>Travel budget per person:</b>	4. _____
<b>Accommodation requirement:</b>	5. _____

- (     ) 1. A. 3 days  
           B. 4 days  
           C. 5 days

- ( ) 2. A. Beijing  
B. Chengdu  
C. Shanghai
- ( ) 3. A. 1—5 places of interest  
B. 2—8 places of interest  
C. 5—10 places of interest
- ( ) 4. A. No more than 2,400 yuan  
B. No more than 2,500 yuan  
C. No more than 2,600 yuan
- ( ) 5. A. A three-star hotel  
B. A convenient hotel  
C. A chain hotel

**3** You are a staff of a holiday resort. You are talking with your colleague about a fire safety meeting. Complete the memo below according to your conversation. The conversation will be read twice. 你是一个度假胜地的工作人员，正在与同事讨论有关防火安全会议的安排。根据对话内容，填写备忘录。对话读两遍。

**Memo**

**Meeting time:** 1. \_\_\_\_\_ on 2. \_\_\_\_\_ this week

**Meeting room:** 3. \_\_\_\_\_ meeting room

**Meeting contents:**

- How to prevent fire in the 4. \_\_\_\_\_
- How to use a 5. \_\_\_\_\_

- ( ) 1. A. 2 pm  
B. 3 pm  
C. 4 pm
- ( ) 2. A. Wednesday  
B. Tuesday  
C. Thursday

- ( ) 3. A. No. 2  
B. No. 3  
C. No. 4
- ( ) 4. A. dining hall  
B. conference building  
C. office building
- ( ) 5. A. fire hydrant  
B. fire extinguisher  
C. fire blanket

4 You are a secretary of ABC Company and are asked to prepare for the annual meeting. Listen to the manager's introduction and make notes. The conversation will be read twice. 你是ABC公司的一名秘书，正在准备公司的年会。请根据公司部门经理关于年会的安排，填写备忘录。对话读两遍。

<b>Memo</b>	
The annual meeting time:	1. _____
The number of people attending the meeting:	2. _____
The number of people staying overnight:	3. _____
Budget for the meal per person:	4. _____
Facility:	5. _____

- ( ) 1. A. 23 December    B. 13 December    C. 13 November
- ( ) 2. A. 150                B. 50                C. 15
- ( ) 3. A. 5                    B. 15                C. 50
- ( ) 4. A. 100 yuan          B. 120 yuan        C. 150 yuan
- ( ) 5. A. A computer  
B. A projector  
C. A digital touch screen



- 5 You are a staff of ABC Foreign Trade Clothing Company. You are calling a customer to confirm his order. Complete the order confirmation card according to your conversation. The conversation will be read twice. 你是ABC外贸服装公司的工作人员，正在电话确认一位客户的订单。请根据客户的信息，填写确认单。对话读两遍。

Order confirmation card	
Item:	1. _____
Number:	2. _____
Material:	3. _____
Payment:	Pay 4. _____ of the amount in advance
Delivery:	No more than 5. _____ days

- (     ) 1. A. Pants  
          B. Overcoats  
          C. Jackets
- (     ) 2. A. 120 pieces  
          B. 200 pieces  
          C. 220 pieces
- (     ) 3. A. Leather  
          B. Silk  
          C. Cashmere
- (     ) 4. A. 40%  
          B. 14%  
          C. 45%
- (     ) 5. A. 10  
          B. 7  
          C. 5

- 6 You are a new staff of ABC Factory. Now your master is explaining the safety precautions in the factory. Listen carefully and take notes. The conversation will be read twice. 你是ABC工厂的一名新职工。你的师傅正给你讲解工厂的安全防范措施。请听师傅介绍并做好记录。对话读两遍。

**Safety precautions**

**Before entering a workshop:**  
1. \_\_\_\_\_

**After entering a workshop:**

- 2. \_\_\_\_\_
- Pay attention to every 3. \_\_\_\_\_ anywhere and anytime
- Don't 4. \_\_\_\_\_ today

**If one gets hurt:**  
5. \_\_\_\_\_

- (     ) 1. A. Follow safety rules  
      B. Learn safety working methods  
      C. Follow safety rules and learn safety working methods
- (     ) 2. A. Smoke in factory  
      B. Wear a protective cap  
      C. Don't smoke in factory and do wear a protective cap
- (     ) 3. A. worker  
      B. warning label  
      C. machine
- (     ) 4. A. operate the machine  
      B. check the machine  
      C. touch the machine
- (     ) 5. A. Report to the supervisor  
      B. Report to the worker  
      C. Report to the hospital

- 7 You are the administrative assistant of the company. The head of your department asks you to write a three-day travel plan for the customer. Listen carefully and take notes. The conversation will be read twice. 你是公司行政助理。部门领导让你为客户起草一份三日的出行计划。请听对话，完成出行计划单。对话读两遍。

**A three-day travel plan**

**The first day:**  
Arrival time: At 1. \_\_\_\_\_ next Wednesday  
Morning: Go to the hotel  
Noon: Have lunch in the hotel  
Afternoon: 2. \_\_\_\_\_

**The second day:**  
Morning: 3. \_\_\_\_\_  
Noon: Try some Chinese food  
Evening: 4. \_\_\_\_\_

**The third day:**  
Morning: 5. \_\_\_\_\_  
Noon: Try some Chinese food  
Afternoon: Free activities

- (     ) 1. A. 6 am                      B. 7 am                      C. 8 am
- (     ) 2. A. Visit the Temple of Heaven  
          B. Visit the Forbidden City  
          C. Visit the Bird's Nest
- (     ) 3. A. Visit a garden  
          B. Visit the Forbidden City  
          C. Visit the Great wall
- (     ) 4. A. Enjoy the Peking Opera  
          B. Enjoy a talk show  
          C. Enjoy a film

- ( ) 5. A. Go to the Summer Palace  
 B. Go to the Tian'anmen Square  
 C. Go to the Wangfujing Street

8 You are a staff of ABC Company. Listen to the conversation between technicians and take notes for making the guide book of the DJI drone. The conversation will be read twice. 你是ABC公司的员工。请听技术人员关于无人机操作的对话，记录无人机使用的关键信息。对话读两遍。

**How to operate DJI drones**

**Firstly:** Download 1. \_\_\_\_\_

**Secondly:** Install 2. \_\_\_\_\_

**Thirdly:** Show the 3. \_\_\_\_\_ procedure of the remote controller

**Fourthly:** Show the installation of 4. \_\_\_\_\_

**Lastly:** Click 5. \_\_\_\_\_ and long press the popup window

- ( ) 1. A. Air Fly app  
 B. D Fly app  
 C. DJI Fly app
- ( ) 2. A. the drone  
 B. the remote controller  
 C. the blade
- ( ) 3. A. disconnection      B. connection      C. installation
- ( ) 4. A. the battery      B. the engine      C. the blade
- ( ) 5. A. the take-off button  
 B. the put-off button  
 C. the get-off button