**交际与演讲英语考试宝典**

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| **“交际与演讲英语（Socializing and Presenting）课程终结考试试卷结构和内容** | | | | | | | | | |
| **部分** | **内容** | **内容** | **题型** | **材料** | **长度** | **考点** | **题量** | **分数** | **时间（分钟）** |
| **I** | **听力** | **听短对话** | **单项选择（四选一）** | **2段简短对话，截选自课内听力段子** | **每段对话为4-6个对话轮回** | **理解大意、具体信息、判断（时间、地点、事件、原因、人物关系等）** | **4** | **6** | **5** |
| **听短文/长对话** | **正误判断（正/误）/单项选择（四选一）** | **一篇短文或长对话，选自课内** | **总长度为150词左右** | **听力理解：理解大意、细节、捕捉关键词** | **6** | **9** | **10** |
| **II** | **词汇与课本理解** | **句子填空** | **选词填空** | **选自课内词汇表所学重点句型，词组，单词。** | **10个句子，每个句子长度在15-25字之间。** | **理解上下文句子意思，能正确运用重点词汇与词组。** | **10** | **10** | **10** |
| **完型填空** | **单选题（四选一）** | **选自或改编自课本的长对话或段落** | **总长度为150词左右** | **理解上下文的篇章意思，能正确运用重点词汇与词组。** | **10** | **10** | **10** |
| **阅读判断** | **正误判断（正/误）** | **选自课本对知识点的理解部分** | **5个句子，每个句子长度在15-25字之间。** | **理解特定情境下的礼仪和注意事项** | **5** | **5** | **5** |
| **III** | **写作** | **引导性写作** | **引导性写作** | **选自课外，主题和课本相关，难度和形式与平时作业相当。** | **80字左右** | **针对特定情境下的语境合理有效的反应** | **1** | **10** | **20** |
| **总计** | | | | | | | **36** | **50** | **60** |

**（2）重点复习单元：注意：听力和完形部分均出自课本。**

|  |  |  |
| --- | --- | --- |
| **考题部分** | **Presenting** | **Socializing** |
| I.听力 | **1-6单元中的主要对话内容** | |
| II.完形填空 |
| III.写作 | **U1，U3，U4,** | **U1，U6** |

**（3）重点复习单元**

**PRESENTING & Socializing**

**A句子填空**

1. Help someone, help! The laptop has \_\_\_\_\_\_\_\_\_\_and we can’t see the slides..

2. Then I’ll go on to speak about how we are \_\_\_\_\_\_\_\_\_ethnic minorities within the whole organization.

3. I appreciate your \_\_\_\_\_\_\_\_, but the conference will still go ahead

4. I’ve been asked to tell you about the new shift system the company’s planning to \_\_\_\_\_\_\_\_\_\_\_in all its European plants

5. Bernard is responsible for \_\_\_\_\_\_\_and maintaining the machinery in the plant.

6. All staff will be \_\_\_\_\_\_\_\_by their line manager once a year.

7. Given the fact that we have a highly\_\_\_\_\_\_product, I think we’re onto a winner.

8. I’ll look at the advantages of us using external agencies to help \_\_\_\_\_\_highly trained staff

9. This brings me the end of my talk. To \_\_\_\_\_\_\_, branding is more than just the logo

10. I’m here to talk about the \_\_\_\_\_of our latest product, the new PDMS.

11. But before I \_\_\_\_\_ over to Bernard, I’d like to say just a few words about health and safety during your visit.

12. By \_\_\_\_\_\_\_\_our complaints department, we could save 400,000 dollars a year.

13. I will use the slides and \_\_\_\_\_\_ to show you the graphs and pie charts.

14. Given the excellent pricing strategy and \_\_\_\_\_\_\_\_\_campaign, I think we are onto a winner.

15. We’ve got several pages on our company website being \_\_\_\_\_\_\_\_to advertise our new product.

16. I can understand your worries, Marina, but I can \_\_\_\_\_\_there’ll definitely not be any closures.

1. Let’s now look at \_\_\_\_\_\_and responsibilities for the team, so ... Kulvinder Thaker will be responsible for booking speakers and workshop leaders
2. We’d better design some product brochures with rich colours and attractive slogans to \_\_\_\_\_\_\_\_\_ to younger customers.
3. For the launch, we’ve got \_\_\_\_\_\_\_\_\_ being printed as I said-they are four color A4.
4. I am here today to put forward my \_\_\_\_\_\_\_ on the construction of the new plant.

21. Did you \_\_\_\_\_\_\_\_\_the end of your presentation?

22. If your presentation introduced action points, be sure to\_\_\_\_\_\_ them in the closing of part of the presentation

23. For the launch, we’ve got \_\_\_\_\_\_\_\_being printed as I speak – they’re four colour A4 and large, glossy ones.

24. In a presentation, you can \_\_\_\_\_\_the audience by asking them to guess how much work you outsource.

25. To sum up, rebranding our company will make us more \_\_\_\_\_\_.

26. Given the excellent pricing strategy and promotional\_\_\_\_\_\_\_, we will be able to establish ourselves in the market well.

27. Use \_\_\_\_\_\_\_\_\_\_\_\_ or pie charts where appropriate: images can say more than words.

28. Can you hear me? No? There seems to be a problem with the \_\_\_\_\_\_\_\_\_\_\_

19. Though interrupted by the audience, the speaker \_\_\_\_\_\_\_\_\_politely but firmly, without getting sidetracked

30. Refer to each visual in your presentation and \_\_\_\_\_\_\_\_\_\_\_\_ to the part you are referring to.

31. Please feel free to \_\_\_\_\_\_\_\_ me at any stage.

32. It is important to keep \_\_\_\_\_\_ simple and clear and give a heading.

33. If you look at the second sheet, you can see various\_\_\_\_\_\_\_\_\_ that show the cost of the past year.

34. In order to let your audience know more clearly about what to do, it is very necessary to \_\_\_\_\_\_\_\_\_\_\_\_\_ action points at the end of your presentation.

**B. 阅读判断**

\_\_\_\_\_\_\_1. Slides and overhead projectors are used more often than OHTs nowadays.

\_\_\_\_\_\_ 2. Handouts should include information as detailed as possible in order to help readers understand what you are talking.

\_\_\_\_\_\_ 3. Be sure to divide action points into clear assignments for your audience so that they will know clearly what to do.

\_\_\_\_\_\_ 4. A speaker doesn’t need to tell audience how long his presentation will last except that when it will take more than two hours.

\_\_\_\_\_\_ 5. It is your choice to use formal or informal language in a presentation.

\_\_\_\_\_\_ 6. We can use many techniques for opening a presentation, such a surprising fact, a story and a question.

\_\_\_\_\_\_ 7. Handouts can be used for any size of audience and for any kind of presentation.

\_\_\_\_\_\_ 8. In a presentation, it is always acceptable to interrupt a speaker

\_\_\_\_\_\_ 9. If you are asked a challenging question, suggest discussing the issue immediately in the session.

\_\_\_\_\_\_ 10. Rising intonation suggest you are finishing what you are saying in a presentation.

\_\_\_\_\_\_ 11. Telling a joke can be a good way to keep the audience interested and you can use it for opening a presentation in all situations and all culture.

\_\_\_\_\_\_1 2. A laptop and projector are often considered for more formal presentations and for a large group of people, but they can be used in any situation.

\_\_\_\_\_\_ 13. The voice generally goes down at the end of a statement and up when asking a question.

\_\_\_\_\_\_ 14. To make a point clearly, say the same thing three times, or group ideas related to it into threes.

\_\_\_\_\_\_ 15. You’d better not use short forms such as I’d like or I’m in the presentation for it sounds more informal and not fluent.

\_\_\_\_\_\_ 16. Make a pause between topics so that your audience has time to reflect on what you said.

\_\_\_\_\_\_ 17. Full sentences in bullet lists keep the layout of a slide much clearer than key words.

\_\_\_\_\_\_ 18. While referring to visuals in your presentation, you need to expand the information given instead of reading your points word by word.

\_\_\_\_\_\_ 19. Answering questions during presentations is always better for involving audience than leaving them till the end.

\_\_\_\_\_\_ 20. Be sure to divide action points into clear assignments for your audience so that they will know clearly what to do.

**SOCIALIZING**

**A句子填空**

1. It’s not easy for us to have a face-to-face interview with the super star, so we'd better \_\_\_\_\_\_\_\_\_\_\_\_ the most of it.

2. The new measure aims \_\_\_\_\_\_\_\_\_\_\_shorten our working time and increase our working efficiency.

3. We are going to attend the business conference next week. Have you got everything \_\_\_\_\_\_\_\_\_\_up?

4. Due to the positive developments in American market, our sales have been \_\_\_\_\_\_\_\_\_up recently.

5. We plan to have a trip abroad this year when my husband can \_\_\_\_\_\_\_\_\_\_\_his annual leave.

6. Let’s go to a café nearby and we can talk about the new project \_\_\_\_\_\_\_\_\_\_\_a coffee.

7. Would you \_\_\_\_\_\_\_\_\_\_to join us for dinner?

8. We need to have a team meeting as soon as possible to \_\_\_\_\_\_\_\_\_\_\_out a few problems in the new project.

9. Don’t drink too much. You have a long day ahead \_\_\_\_\_\_\_\_\_\_\_\_you.

10. Thank you for \_\_\_\_\_\_\_\_\_\_back to me. I was calling about the arrangement of the meeting on Friday.

1. Currently I’m working for a trade company \_\_\_\_\_\_\_\_\_\_\_\_\_in Beijing.
2. I expected to \_\_\_\_\_\_\_\_\_\_\_my annual leave last month, but I had to give up the plan because of this project
3. We’re \_\_\_\_\_\_\_\_\_\_\_\_forward to a brighter future for both our companies.
4. Because of the economic crisis in most parts of the world, I strongly suggest that investors should wait and see how things\_\_\_\_\_\_\_\_\_\_\_out.
5. News that the famous singer was taken away by the police for drunk driving soon \_\_\_\_\_\_\_\_\_\_\_\_ around.
6. According to Professor Hu, his new book on parenting will be \_\_\_\_\_\_\_out by the end of the year.
7. It’s not easy for us to have a face-to-face interview with the president, so we'd better \_\_\_\_\_\_\_\_\_\_\_\_ the most of it.
8. My plan for the upcoming holiday is to \_\_\_\_\_\_\_\_more time with my family.
9. The gathering was \_\_\_\_\_\_\_\_\_\_\_\_off because of heavy fog.

20 It’s my first time in Chengdu. Would you \_\_\_\_\_\_\_\_\_\_\_\_\_a nice restaurant for me?

21. Because of the debt crisis in some European countries, I strongly suggest that investors should wait and see how things\_\_\_\_\_\_\_\_\_\_\_out.

22. Severe pains from lung cancer made him unable to continue his work and the company was\_\_\_\_\_\_\_\_\_\_\_\_over by his son.

23. It’s my first time in Beijing. Would you \_\_\_\_\_\_\_\_\_\_\_\_\_a nice restaurant for me?

24. Professor Yu is planning to \_\_\_\_\_\_\_\_\_out a new book on how to teach kids Chinese classic literature by the end of the year.

25. News that the film star was caught by the police for taking drugs soon \_\_\_\_\_\_\_\_\_\_\_\_ around.

26. How he wants to \_\_\_\_\_\_\_\_\_\_\_\_some time with his family without being disturbed by work.

27. The meeting has been \_\_\_\_\_\_\_\_\_\_\_\_off because of heavy rain.

28. We’re \_\_\_\_\_\_\_\_\_\_\_\_forward to a brighter future for both our companies.

29. I work in a trade company \_\_\_\_\_\_\_\_\_\_\_\_\_in Nanjing.

30. I’ve got to run. Otherwise, I might get \_\_\_\_\_\_\_\_\_\_\_up in traffic.

31. The deadline is drawing near, and we have to speed\_\_\_\_\_\_\_\_\_\_our production. Otherwise, we may lose this important client.

32. I wonder if what I’ve outlined is in\_\_\_\_\_\_\_\_\_\_\_\_with your plan.

33. Now he is working for a company based\_\_\_\_\_\_\_\_\_\_\_\_\_Hong Kong.

34. The new book he just\_\_\_\_\_\_\_\_\_\_\_\_out last month is getting more and more popular in market.

35. By the way, the dinner is \_\_\_\_\_\_\_\_\_\_me. You only need to worry about how to enjoy yourselves.

36. Time is a great healer. People will forget the unhappiness\_\_\_\_\_\_\_\_\_\_\_time.

37. Do you \_\_\_\_\_\_\_\_\_\_\_\_\_like a movie tonight? I’ve got two tickets.

38. This hotel may be an ideal choice for tourists in terms \_\_\_\_\_\_\_\_\_price and room service quality.

39. If I had a ten-day holiday, I’d rather \_\_\_\_\_\_\_\_\_\_\_some quality time with my family.

40. I’ve got to run now. I don’t want to be \_\_\_\_\_\_\_\_\_\_\_\_up in traffic.

**B. 阅读判断**

\_\_\_\_\_1. At the end of a meeting, it’s a common practice for people to summarize what they’ve discussed at the meeting and also make follow-up plans.

\_\_\_\_\_2. We have to respect the cultural differences if we want to achieve success in socializing.

\_\_\_\_\_3. If we want to refuse others’ invitations, we can simply say no without explaining reasons.

\_\_\_\_\_4. When we almost finish making an arrangement with someone, it’s totally unnecessary to confirm the details about the arrangement, since he/she has been listening all the time.

\_\_\_\_\_5. When we are not certain whether someone is married or not, a good choice is to use “partner” to refer to their husband, wife, boyfriend, or girlfriend.

\_\_\_\_\_6. When we are not certain whether someone is married or not, a good choice is to use “partner” to refer to their husband, wife, boyfriend, or girlfriend.

\_\_\_\_\_7. If we want to decline an invitation, we can simply say no without giving reasons.

\_\_\_\_\_8. When we almost finish making an arrangement with someone, it’s totally unnecessary to confirm the details about the arrangement.

\_\_\_\_\_9. We should be culturally sensitive if we want to achieve success in socializing.

\_\_\_\_\_10. At the end of a meeting, it’s best for us to summarize what we’ve discussed at the meeting and also make follow-up plans.

\_\_\_\_\_11. If we are not interested in an invitation, we can simply say no without an explanation.

\_\_\_\_\_12. A cold call is calling someone without telling him or her beforehand, usually to sell something.

\_\_\_\_\_13. Before we finish a meeting, we should summarize what we’ve discussed at the meeting and also make follow-up plans.

\_\_\_\_\_14. When meeting people for the first time, we’d better call them by their first name to show our friendliness.

\_\_\_\_\_15. “Ms” is a title for both single and married women.

**(4)复习资源**

* + - * 1. **平台上的模拟卷**
        2. **163 网易邮箱的网盘中课本电子版和mp3.**