

# Unit 1 Workplace Manners



## 知识梳理

### 重点单词

- |                                 |  |
|---------------------------------|--|
| (1) _____ (v.) 道歉               | (2) attentively ( <i>adv.</i> ) _____    |
| (3) _____ (n.) 毯子               | (4) cancellation ( <i>n.</i> ) _____     |
| (5) _____ ( <i>adj.</i> ) 愉快的   | (6) colleague ( <i>n.</i> ) _____        |
| (7) _____ (n.) 评论               | (8) determine ( <i>v.</i> ) _____        |
| (9) _____ (n.) 失礼               | (10) feedback ( <i>n.</i> ) _____        |
| (11) _____ ( <i>adv.</i> ) 真诚地  | (12) greet ( <i>v.</i> ) _____           |
| (13) _____ (v.) 处理              | (14) helpful ( <i>adj.</i> ) _____       |
| (15) _____ (v.) 表明              | (16) interrupt ( <i>v.</i> ) _____       |
| (17) _____ (v.) 保持              | (18) manners ( <i>n.</i> ) _____         |
| (19) _____ (n.) 基调; 语气          | (20) notice ( <i>v.</i> ) _____          |
| (21) _____ (n.) 护照              | (22) pillow ( <i>n.</i> ) _____          |
| (23) _____ (v.) 放置              | (24) positive ( <i>adj.</i> ) _____      |
| (25) _____ (v.) 推荐              | (26) scale ( <i>n.</i> ) _____           |
| (27) _____ (n.) 时间表             | (28) set ( <i>adj.</i> ) _____           |
| (29) _____ (n.) 解决方案            | (30) stopover ( <i>n.</i> ) _____        |
| (31) _____ ( <i>adj.</i> ) 及时的  | (32) tip ( <i>n.</i> ) _____             |
| (33) _____ (n.) 语气              | (34) tray ( <i>n.</i> ) _____            |
| (35) _____ ( <i>adj.</i> ) 有价值的 | (36) valued ( <i>adj.</i> ) _____        |
| (37) _____ ( <i>adv.</i> ) 口头地  | (38) well-prepared ( <i>adj.</i> ) _____ |



重点短语

- (1) \_\_\_\_\_ 在前台
- (2) flight attendant \_\_\_\_\_ (3) \_\_\_\_\_ 在天平上
- (4) have a stopover \_\_\_\_\_ (5) \_\_\_\_\_ 登机牌
- (6) carry-on luggage \_\_\_\_\_ (7) \_\_\_\_\_ 矿泉水
- (8) security check \_\_\_\_\_ (9) \_\_\_\_\_ ... \_\_\_\_\_ ... 把……带到……
- (10) take a deep breath \_\_\_\_\_ (11) \_\_\_\_\_ 冷静
- (12) make sure \_\_\_\_\_
- (13) \_\_\_\_\_ ... \_\_\_\_\_ ... 因为……而感谢……
- (14) in face of \_\_\_\_\_
- (15) \_\_\_\_\_ ... \_\_\_\_\_ ... 向……推荐……
- (16) in a friendly tone \_\_\_\_\_ (17) \_\_\_\_\_ ... \_\_\_\_\_ 用……方式
- (18) eye contact \_\_\_\_\_ (19) \_\_\_\_\_ 投诉;抱怨
- (20) share... with... \_\_\_\_\_ (21) \_\_\_\_\_ 对……做出评价
- (22) shout at \_\_\_\_\_
- (23) \_\_\_\_\_ 挑……的毛病
- (24) focus on \_\_\_\_\_ (25) \_\_\_\_\_ 登记
- (26) look after \_\_\_\_\_ (27) \_\_\_\_\_ 听起来像

重点句型

- (1) A receptionist works \_\_\_\_\_ in a hotel. 接待员在酒店前台工作。
- (2) A \_\_\_\_\_ works on a plane. 空乘人员在飞机上工作。
- (3) Where \_\_\_\_\_ you \_\_\_\_\_ to today? 你今天要飞往哪里?
- (4) Excuse me, I \_\_\_\_\_ in Chicago—do I need to \_\_\_\_\_ my luggage there? 对不起,我要在芝加哥转机——我需要在那里取我的行李吗?
- (5) \_\_\_\_\_, I put my carry-on luggage flat on the belt and small objects in the trays. 安检的时候,我把随身行李平放到传送带上,把小件物品放在托盘里。
- (6) Before you speak with the customer, \_\_\_\_\_ to \_\_\_\_\_ . 在与客户交谈之前,深呼吸,让自己冷静下来。





- (7) After understanding the problem, you should apologize before saying anything else and \_\_\_\_\_ to find a timely solution. 了解问题后,你应该先道歉,然后再说其他的话,并确保及时找到解决方案。
- (8) Making customers feel appreciated, even \_\_\_\_\_ cancellation, determines whether they will \_\_\_\_\_ you \_\_\_\_\_ friends and colleagues. 即使面临订单取消,也要让客户感到满意,这决定了他们是否会向朋友和同事推荐你。
- (9) Welcome and greet customers with a smile and \_\_\_\_\_. 面带微笑欢迎客户,并进行眼神交流。
- (10) You \_\_\_\_\_ your personal stories \_\_\_\_\_ coworkers while you are working. 你在工作时与同事分享你的个人经历。
- (11) Don't \_\_\_\_\_ customers or \_\_\_\_\_ them when they \_\_\_\_\_. 当客户投诉时,不要对他们大喊大叫或找他们的毛病。



## 课后巩固提高

### Part A 基础巩固

#### I. 单词拼写

1. She \_\_\_\_\_ (迎接) us with a smile.
2. They \_\_\_\_\_ (决定) to start early.
3. Luckily, nothing \_\_\_\_\_ (有价值的) was stolen.
4. If you \_\_\_\_\_ (注意到) something or someone, you will become aware of them.
5. We \_\_\_\_\_ (道歉) for the late departure of this train.
6. The response they had from the public has been very \_\_\_\_\_ (积极的).
7. The following \_\_\_\_\_ (小建议) can help if you have some of these worries.
8. He \_\_\_\_\_ (放置) his hand on her shoulder.
9. She's very good at \_\_\_\_\_ (处理) her patients.
10. A \_\_\_\_\_ (及时的) snow promises a good harvest.



## II. 单项选择

- In the armed forces, \_\_\_\_\_ officer is a person in a position of authority.  
A. an                      B. /                      C. the                      D. a
- \_\_\_\_\_  
—I'd like a cup of water.  
A. Should I help you?                      B. Did I help you?  
C. May I help you?                      D. Need I help you?
- \_\_\_\_\_, I also want to have a look at the new computers sold in your shop.  
—Please follow me.  
A. What's more                      B. As you say  
C. By the way                      D. If so
- She seems to find faults \_\_\_\_\_ everything all the time.  
A. with                      B. at                      C. in                      D. to
- When \_\_\_\_\_ with complaints from customers, keep patient and calm.  
A. deal                      B. dealing                      C. dealt                      D. to deal
- I like reading storybooks very much. I often \_\_\_\_\_ some interesting stories  
\_\_\_\_\_ my best friend, Mike.  
A. argue; with                      B. share; with  
C. tell; on                      D. share; to
- \_\_\_\_\_ you park your car clear of the entrance.  
A. Make sure                      B. For sure                      C. Sure of                      D. Sure about
- Random turned to shout \_\_\_\_\_ him again.  
A. to                      B. with                      C. in                      D. at
- Do you have any dresses for children?  
—Of course. How \_\_\_\_\_ this red one?  
A. at                      B. to                      C. of                      D. about
- You don't \_\_\_\_\_ like a foreigner speaking English.  
A. sound                      B. look                      C. hear                      D. taste
- Please tell the hotel manager I will \_\_\_\_\_ in before 12 o'clock in the morning.  
A. check                      B. come                      C. search                      D. stay
- He prefers to \_\_\_\_\_ on the appearance of customers.  
A. focus                      B. attend                      C. care                      D. watch





13. He has been a big fan of Jackie Chan since he was a child and he is full of \_\_\_\_\_ in China.  
A. interests      B. interest      C. interested      D. interesting
14. If it \_\_\_\_\_, we will not play football tomorrow.  
A. will rain      B. rains      C. rain      D. rained
15. \_\_\_\_\_ you have dark skin, you still need protection from the sun.  
A. Even if      B. Even when      C. Even worse      D. Even now

### III. 情景对话

A: Good afternoon. Welcome to Grand Park Chengdu. May I help you?

B: \_\_\_\_\_ 1 \_\_\_\_\_

A: \_\_\_\_\_ 2 \_\_\_\_\_

B: I'm Kate Robert.

A: \_\_\_\_\_ 3 \_\_\_\_\_

B: Yes, from today.

A: OK, Ms. Robert, please show me your passport.

B: Here you are.

A: \_\_\_\_\_ 4 \_\_\_\_\_

...

A: Thank you for waiting, Ms. Robert. \_\_\_\_\_ 5 \_\_\_\_\_

B: Yes, it's right.

- A. How many pieces of luggage do you have?  
B. Yes, I'd like to check in, please.  
C. Your reservation is a business single room for one night. Is that right?  
D. May I have your name, please?  
E. Please enjoy your stay.  
F. Do you have a reservation, Ms. Robert?  
G. Just a moment, please. I'll check our reservation record.

### IV. 完成句子

1. 请给我来杯矿泉水。

A glass of \_\_\_\_\_, please.

2. 你可以站在体重计上。

You can step \_\_\_\_\_.

3. 深吸一口气,看你能在水下待多久。

\_\_\_\_\_ and see how long you can stay underwater.



4. 如果你愿意的话,这件行李可以作为手提行李携带。

This one could go on as \_\_\_\_\_ if you like.

5. 别紧张,我只是开玩笑而已。

\_\_\_\_\_. I'm only joking.

6. 先生,你有登机牌吗?

Sir, do you have a \_\_\_\_\_?

7. 让我来处理这个投诉。

Let me \_\_\_\_\_ the complaint.

8. 你需要过安检。

You have to go through \_\_\_\_\_.

## Part B 能力提升

### I. 完形填空

How much do you know about manners? Different countries have 1 manners. In 2 Asian countries (亚洲国家), it is good manners to take off your 3 before you go into a house. 4 in European (欧洲) countries, even if they sometimes become very dirty, this is not done. If you 5 a Chinese house, when you have a meal, you usually do not 6 the food. You often leave a little to 7 that you have had enough. But in England, a visitor always finishes food to show that he has 8 it. We must know the customs (风俗) of other countries, so that they will not think us bad-mannered. People all over the world agree that a well-mannered person should be kind and 9 to others. If you remember this, at least you will not go very far wrong. 10 likes a person with good manners, but no one likes a person with bad manners. Mind your manners.

- |                |              |               |                |
|----------------|--------------|---------------|----------------|
| 1. A. same     | B. different | C. some       | D. interesting |
| 2. A. some     | B. any       | C. other      | D. few         |
| 3. A. bags     | B. shoes     | C. coats      | D. hats        |
| 4. A. And      | B. So        | C. But        | D. Or          |
| 5. A. go       | B. travel    | C. visit      | D. come        |
| 6. A. need     | B. finish    | C. choose     | D. have        |
| 7. A. say      | B. see       | C. understand | D. show        |
| 8. A. finished | B. enjoyed   | C. taken      | D. drunk       |



9. A. careful            B. helpful            C. impolite            D. healthy  
 10. A. Somebody        B. Anybody        C. Nobody            D. Everybody

## II. 阅读理解

### A

We know good manners are important. Today I am going to tell you something about manners in different countries. Something that is rude in one country may be quite polite in another. For example, in Britain you mustn't lift your bowl to your mouth when you are having liquid food. That is considered bad manners in Britain. But in Japan you needn't worry about making a noise when you drink something. It shows that you are enjoying it. In Britain we try not to put our hands on the table at all during a meal. In Mexico, however, guests are expected to keep their hands on the table throughout a meal. In Arabic countries we must be careful with our hands. You see, in Arabic countries you mustn't eat with your left hand. This is considered to be very impolite. So, what should you do if you visit a foreign country?

Well, you needn't worry. You can ask a native people there to help you and you can just watch carefully and try to do what they do.

- In Arabic countries you must be careful with your \_\_\_\_\_.  
 A. feet            B. mouth            C. eyes            D. hands
- In Britain we try not to put our hands \_\_\_\_\_ during a meal.  
 A. on the desk                            B. over the mouth  
 C. on the table                            D. in the pocket
- Which of the following is TRUE?  
 A. In different countries, the manners are the same.  
 B. The passage talks about different manners in different countries.  
 C. Good manners are not important.  
 D. In Arabic countries we needn't be careful with our hands.
- What's the meaning of the underlined word "throughout"?  
 A. 穿过            B. 贯穿            C. 通过            D. 横过
- The main topic of this passage is \_\_\_\_\_.  
 A. manners            B. habits            C. traffic            D. lights

### B

Here are some good table rules about eating Western food.

As soon as you sit down, you should sit up straight, and keep your elbows off the table. Place your napkin on your lap. The napkin stays on your lap (except for use) until the end of



the meal. If you need to leave the table for a moment, you may leave the napkin on your chair. When the meal is finished, place your napkin well on the left of your plate.

Remember the rule: liquids(液体) on the right, solids(固体) on the left. Your water glass is on the right of the plate and your bread plate is on the left. You should pass the dishes from left to right. Do try a little of everything on your plate. Bread should be broken off into small pieces and butter is about a small mouth as you eat it. You may leave some food to one side of your plate if you feel you have had enough. Don't leave your plate so clean that it looks as if you haven't eaten for days! If others ask you for the salt, pass it with both hands together. If the soup is hot, don't blow on it; just wait for it to cool off. When a lady arrives at or leaves the table, it's polite for all gentlemen at the table to stand up.

6. When you eat Western food at the table, you should \_\_\_\_\_.
  - A. put your elbows on the table
  - B. keep your elbows off the table
  - C. keep your elbows straight
  - D. keep your napkin clean
7. According to the passage, if a person leaves for a while, he has to \_\_\_\_\_.
  - A. take the napkin with him
  - B. take the napkin in his hand
  - C. put the napkin on his chair
  - D. put the napkin on the table
8. When you finish eating a Western meal, you should \_\_\_\_\_.
  - A. put your napkin well on the left of your plate
  - B. put your napkin well on the right of your plate
  - C. place your napkin into the dustbin
  - D. take your napkin with you
9. How do you deal with the liquids and the solids?
  - A. Mix the liquids and solids.
  - B. Pour liquids to the solids.
  - C. Put liquids on your right and solids on the left.
  - D. Blow the liquids and finish the solids.
10. What can you infer from the passage?
  - A. If you feel you have had enough, leave some food to both sides of your plate.
  - B. When a lady arrives at or leaves the table, it's impolite for all gentlemen at the table to smile at her.
  - C. It is not important to pay attention to manners when eating Western food.
  - D. There are many rules to follow when eating Western food.

### C

Handshakes, kisses, hugging ... people all over the world greet each other in different





ways. Because of the outbreak of COVID-19, people are changing how they greet each other to stop the virus from spreading(传播). They have come up with some good ways to say hello.

### France

French people love to kiss on the cheek to greet each other, even between people who have only just met. As kissing and handshaking may spread the virus, a French expert says simply looking into a person's eyes is good enough as a greeting.

### Australia

Holding your hand out to shake hands is popular in Australia. However, it's risky this time. People said they could pat(轻拍) each other on the back.

### Iran

In Iran, a video has gone viral online(在网上走红). It shows three friends meeting, hands in their pockets, and two of them hitting their feet lightly against each other as a greeting. It seems to be a good way to replace their traditional greetings—handshaking and hugging.

### UAE

A nose-to-nose greeting is popular in the United Arab Emirates(阿拉伯联合酋长国). People there rub(摩擦) their noses together upon meeting or leaving each other's company. UAE's Health and Prevention Ministry advised people to stop this traditional greeting. It also said that people shouldn't shake hands, kiss or hug. Instead, they should greet each other by moving the hand from side to side only.

- Which of the following is the right way to greet each other in France during the outbreak of COVID-19?
  - Kissing on each other's cheek.
  - Shaking hands with each other.
  - Looking into each other's eyes.
  - Patting each other on the back.
- The underlined word "risky" means "\_\_\_\_\_".
  - possible
  - dangerous
  - sad
  - terrible
- What is Irani traditional way of greeting?
  - Putting hands in their pockets.
  - Hitting their feet lightly against each other.
  - Moving the hand from side to side.
  - Handshaking and hugging.



14. Which of the following is UAE's Health and Prevention Ministry's greeting way?



A.



B.



C.



D.

15. What's the best title of the passage?

- A. Greetings During the Outbreak of COVID-19
- B. Different Ways to Say Hello
- C. How to Keep Close Contact
- D. Why Should We Change Our Greeting Ways?

### III. 英汉互译

1. When you feel nervous, you can take a deep breath to calm yourself down.

\_\_\_\_\_

2. How can you make sure everybody knows?

\_\_\_\_\_

3. Why must you always find faults with me?

\_\_\_\_\_

4. This voice sounds like a piece of music.

\_\_\_\_\_

5. Can you share your happiness with me?

\_\_\_\_\_

6. 即使下雨,他们也能去那里。

\_\_\_\_\_

7. 我想知道你下周是否去贵州。

\_\_\_\_\_

8. 你能为我推荐一本字典吗?

\_\_\_\_\_

9. 镇静一点! 我们会找到她的。

\_\_\_\_\_

10. 你还是别抱怨个没完了。

\_\_\_\_\_



#### IV. 写作

最近,你们班就“你的理想职业”展开了一次调查。下表是你们小组的情况,请根据表格内容写一篇英语短文,向英语校刊投稿。词数 80 左右。

组员	理想职业	原因
Mary	时装设计师(fashion designer)	喜欢漂亮衣服,擅长绘画
Kate	园艺工人(gardener)	喜爱植物,想让城市更美
Tom	厨师	为别人煮健康美味的食物
I	?	?

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#### 知识梳理参考答案

##### 【重点单词】

- (1) apologize (2) 专心地 (3) blanket (4) 取消 (5) cheerful (6) 同事  
 (7) comment (8) 决定 (9) disrespect (10) 反馈 (11) genuinely (12) 迎接  
 (13) handle (14) 有帮助的 (15) indicate (16) 打断(谈话) (17) maintain  
 (18) 礼仪 (19) note (20) 注意到 (21) passport (22) 枕头 (23) place  
 (24) 积极的 (25) recommend (26) 秤 (27) schedule (28) 安排好的  
 (29) solution (30) 转机 (31) timely (32) 小建议 (33) tone (34) 托盘  
 (35) valuable (36) 重要的 (37) verbally (38) 准备充分的

##### 【重点短语】

- (1) at the front desk (2) 空乘人员 (3) on the scale (4) 中途 (5) boarding pass  
 (6) 随身携带的行李 (7) mineral water (8) 安检 (9) lead;into (10) 深呼吸  
 (11) calm down (12) 确保 (13) thank;for (14) 面对 (15) recommend;to  
 (16) 以友好的语气 (17) in;way (18) 眼神交流 (19) make complaints  
 (20) 与……分享 (21) comment on (22) 对……大喊大叫 (23) find faults with  
 (24) 集中 (25) check in (26) 照顾 (27) sound like



**【重点句型】**

- (1) at the front desk (2) flight attendant (3) are; flying
- (4) have a stopover; pick up (5) At the security check
- (6) take a deep breath; calm down (7) make sure (8) in the face of; recommend; to
- (9) make eye contact (10) share; with
- (11) shout at; find faults with; make complaints



## Unit 1 Workplace Manners

### Part A

#### I. 单词拼写

1. greeted
2. determined/determine
3. valuable
4. notice
5. apologize
6. positive
7. tips
8. placed
9. handling
10. timely

#### II. 单项选择

1. A 考查冠词。officer 读音以元音音素开头,没有特指某个官员。句意:在武装部队里,军官是指在掌权位置的人。故选 A。
2. C 考查情景交际。表示能够帮助某人或为某人服务时,用 May I help you? 表示。句意:——有什么能帮您吗? ——我想要一杯水。故选 C。
3. C 考查情景交际。by the way, 顺便说一下。句意:顺便说一下,我也想看看在你店铺售卖的新电脑。故选 C。
4. A 考查固定搭配。find faults with 挑剔,抱怨。句意:她似乎对任何事情都很挑剔。故选 A。
5. B 考查时间状语。句意:当处理客户投诉时,要保持耐心与冷静。在 when 引导的时间状语从句中,当主句主语与从句主语一致,且从句谓语含有 be 动词时,从句主语与 be 动词可以省略。故选 B。
6. B 考查固定搭配。argue... with... 与……争论……; share... with... 与……分享……。句意:我很喜欢读故事书,我经常与我最好的朋友麦克分享一些有趣的故事。故选 B。
7. A 考查祈使句。make sure 确保; for sure 确定; be sure of/about 确定。此处是祈使句,应该以动词原形开头。句意:确保你把车停在远离入口的地方。故选 A。
8. D 考查固定搭配。shout at sb. 对某人大喊大叫。句意:兰登转头又朝他大吼。故选 D。
9. D 考查情景交际。how about 用于征求对方的意见。句意:——你们有适合孩子穿的裙子吗? ——有的。这条红色的怎么样?” 故选 D。
10. A 考查固定搭配。sound like 听起来像; look like 看起来像。句意:说英语时,你听起来不像一个外国人。根据句意可知选 A。
11. A 考查固定搭配。check in 办理登机手续; 登记入住。句意:请告诉酒店经理我会在上午十二点前办理入住。根据句意可知选 A。
12. A 考查固定搭配。focus on 专注于; attend to 注意,致力于; care about 关心; watch on 监视。句意:他喜欢关注客户的相貌。故选 A。
13. B 考查固定搭配。be full of interest 趣味盎然。句意:他从小就是成龙的粉丝,因此他对中国充满了兴趣。故选 B。
14. B 考查状语从句。此处是 if 引导的条件状语从句,主句用一般将来时,从句用一般现在时表将来。句意:如果明天下雨,我们

就不去踢足球了。故选 B。

15. A 考查状语从句。even if 即使; even when 即使当; even worse 更糟糕的是; even now 即使是现在。句意: 即使你皮肤很黑, 你仍然需要保护皮肤免受太阳伤害。故选 A。

### III. 情景对话

1—5 B D F G C

### IV. 完成句子

1. mineral water 2. on the scale  
3. Take a deep breath 4. carry-on luggage  
5. Calm down 6. boarding pass  
7. deal with 8. the security check

## Part B

### I. 完形填空

1. B 考查形容词。same 意为“相同的”; different 意为“不同的”; some 意为“一些”; interesting 意为“有趣的”。根据 Different countries have 可知, 不同的国家有不一样的礼仪。故选 B。
2. A 考查代词。some 意为“一些”; any 意为“任何”; other 意为“其他的”; few 意为“几乎没有”。句意: 在一些亚洲国家, 进屋之前脱鞋子是好行为。故选 A。
3. B 考查名词。bag 意为“包”; shoe 意为“鞋子”; coat 意为“外套”; hat 意为“帽子”。根据句意可知, 此处指脱鞋。故选 B。
4. C 考查连词。and 意为“和”, 表连接; so 意为“因此”, 表因果; but 意为“但是”, 表转折与对比; or 意为“或者”, 表选择。根据 Asian 与 European 可知表转折与对比。故选 C。
5. C 考查动词。go 意为“去”; travel 意为“旅行”; visit 意为“参观, 拜访”; come 意为“来”。句意: 若是你去一户中国人家里拜访, 当你吃饭的时候, 你不需要把食物都吃完。故选 C。
6. B 考查动词。need 意为“需要”; finish 意为“完成”; choose 意为“选择”; have 意为“有, 吃”。根据句意可知表示的是把食物吃完。故选 B。
7. D 考查动词。say 意为“说”; see 意为“看见”; understand 意为“明白”; show 意为“展示”。根据上句可知在中国去别人家吃饭, 要剩一点, 借此说明你吃饱了。故选 D。
8. B 考查动词。finish 意为“完成”; enjoy 意为“享受, 喜欢”; take 意为“带”; drink 意为“喝”。根据 But in England “但在英国”可知是与中国进行对比, 表示“在英国, 把饭吃完表明你很喜欢主人做的饭。”故选 B。
9. B 考查形容词。careful 意为“仔细的”; helpful 意为“有帮助的”; impolite 意为“不礼貌的”; healthy 意为“健康的”。句意: 全世界的人都会认同一件事, 那就是一个有良好的人应该是友善的, 对他人有帮助的。故选 B。
10. D 考查代词。somebody 意为“某人”; anybody 意为“任何人”; nobody 意为“没有人”; everybody 意为“每个人”。根据 but no one likes a person with bad manners

“没有人喜欢行为不好的人”可知前面表示的是人人喜欢行为举止得体的人。故选 D。

## II. 阅读理解

1. D 细节理解题。根据第一段 In Arabic countries we must be careful with our hands. 可知阿拉伯国家要很注意手。故选 D。
2. C 细节理解题。根据第一段 In Britain we try not to put our hands on the table at all during a meal. 可知在英国,吃饭过程中,把手放在饭桌上是不礼貌的。故选 C。
3. B 主旨大意题。通读全文,可知本文讲的是不同国家的不同餐桌礼仪。故选 B。
4. B 词义猜测题。根据第一段 In Britain we try not to put our hands on the table at all during a meal. 中的 during 可知,此处表达的也是“在……的期间”,强调吃饭的全过程。与 during 相近的意思就是“贯穿”。故选 B。
5. A 主旨大意题。根据文章开头 We know good manners are important. 与全文各个国家的餐桌礼仪的对比可得出答案。故选 A。
6. B 细节理解题。根据第二段 As soon as you sit down, you should sit up straight, and keep your elbows off the table. 可知,在饭桌吃饭时,手肘要远离饭桌。故选 B。
7. C 细节理解题。根据第二段 If you need to leave the table for a moment, you may leave the napkin on your chair. 可得出答案。故选 C。

8. A 细节理解题。根据第二段 When the meal is finished, place your napkin well on the left of your plate. 可得出答案。故选 A。
9. C 细节理解题。根据第三段 Remember the rule: liquids(液体) on the right, solids(固体) on the left. 可知,液体食物放右边,固体食物放左边。故选 C。
10. D 推理判断题。整篇文章都是讲吃西餐应该要注意的地方,吃西餐应该怎么做。所以可以推测为 There are many rules to follow when eating Western food. 故选 D。
11. C 细节理解题。根据第二段的最后一句 ... looking into a person's eyes is good enough as a greeting. 可知,在法国现在人们通过“看对方的眼睛”来问候。故选 C。
12. B 词义猜测题。根据画线单词前的 However 可知,前后句为转折关系。结合第一段第二句中的 ... stop the virus from spreading 可知,本句意为“然而,在这个时期,握手是危险的”,从而判断答案为 B。
13. D 细节理解题。根据 It seems to be a good way to replace their traditional greetings—handshaking and hugging. 可得出答案。故选 D。
14. D 图片理解题。根据最后一段的最后一句 Instead, they should greet each other by moving the hand from side to side only. 可知,阿联酋卫健部建议人们通过挥手的方式问候彼此。而图片 D 正是挥手的意思。故选 D。

15. A 标题归纳题。本文主要介绍了四个国家在疫情期间新的问候方式。故选 A。

### III. 英汉互译

1. 当你感到紧张时,你可以深吸一口气让自己平静下来。
2. 你怎么确保每个人都知道?
3. 你为什么总要找我的茬?
4. 这个声音听起来像一首歌。
5. 你能同我分享你的快乐吗?
6. Even if it rains, they are able to go there.
7. I want to know whether you will go to Guizhou next week.
8. Would you like to recommend a good dictionary to me?
9. Calm down! We'll find her.

10. You'd better stop your endless complaints.

### IV. 写作

One possible version:

Recently, we did a survey in our class in order to learn about students' dream jobs. Mary wants to be a fashion designer, because she likes beautiful clothes. She is good at drawing as well. Kate hopes to be a gardener. She is keen on plants. She wants to make the city more beautiful. Tom likes cooking healthy and delicious food for others, so he hopes to be a cook in the future. My dream is to be a teacher. I love children very much.

I hope everyone can realize their dreams in the future.

## Unit 2 Duties at Work

### Part A

#### I. 单词拼写

1. updated 2. confirmed 3. swept
4. password 5. order 6. familiar
7. arrange 8. conference 9. simultaneous
10. reservation

#### II. 单项选择

1. B 考查交际用语。对方提到“可否看一下您的护照”,回答应该是“Sure, here you are.”。句意:——我可以看一下您的护照吗?——当然可以,给您。故选 B。
2. A 考查固定搭配。arrange for 意为“为……做准备,为……安排”。句意:宾馆经理会为

你安排一位保姆。故选 A。

3. C 考查 be to do 的用法。be to do sth. 表示按计划或安排要做的事。其他三种用法均不正确。句意:我打算九点前回来。故选 C。
4. B 考查交际用语。by telephone 意为“通过电话”;by WeChat 意为“微信支付”;by the way 意为“顺便问一下”;by accident 意为“偶然”。句意:——您想用什么方式支付?——用微信支付。故选 B。
5. A 考查动词短语辨析。show sb. around 意为“带某人到处转转”;slow down 意为“减速”;keep calm 意为“保持冷静”;make sb.