

职称英语综合类概括大意与完成句子五 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/130/2021_2022__E8_81_8C_E7_A7_B0_E8_8B_B1_E8_c91_130095.htm 1.Paragraph

2_____ 2.Paragraph 3_____ 3.Paragraph 4_____ 4.Paragraph

5_____ A.Keep Your Voice Low All the Time B.Put Yourself in the

Boss's Position C.Propose Your Solution D.Dont Go in When You

Are Angry E.Make the Issue Clear F.Never Give in propose v.求婚，

提议 pro- 向前 pose 姿势 proposal n. solution n. 解决方

案 issue question give in 放弃 argue with 争辩 1.Before you argue with

your boss, check with the boss's secretary to determine his mood. If

he ate nails for breakfast, it is not a good idea to ask him for

something. Even without the boss's secretary, there are keys to timing:

don't approach the boss when he's on deadline. don't go in right

before lunch, when he is apt to be distracted and rushed. don't go in

just before or after he has taken a vacation. approach 接近 2.If you're

mad, that will only make your boss mad. Calm down first. And don't

let a particular concern open the floodgates for all your accumulated

frustration. The boss will feel that you think negatively about the

company and it is hopeless trying to change your mind. Then,

maybe he will dismiss you. mad = angry irritable 发怒的问题：1.

Paragraph 2__D__ 答案：D. Dont Go in When You Are

Angry 3.Terrible disputes can result when neither the employer nor

the employee knows what is the problem the other wants to discuss.

Sometimes the fight will go away when the issues are made clear. The

employee has to get his point across clearly in order to make the boss

understand it. dispute 争端 neither...nor 既不.....也不 问题 : 2.
Paragraph 3 __E__ 答案 : E. Make the Issue Clear
4. Your boss has enough on his mind without your adding more. If you cant put forward an immediate solution, at least suggest how to approach the problem. People who frequently present problems without solutions to their bosses may soon find they cant get past the secretary. put forward 提出 propose 建议 问题 : 3. Paragraph 4 __C__ 答案 : C. Propose Your Solution
5. To deal effectively with a boss, its important to consider his goals and pressures. If you can put yourself in the position of being a partner to the boss, then he will be naturally more inclined to work with you to achieve your goals. 问题 : 4. Paragraph 5 __B__ 答案 : B. Put Yourself in the Boss's Position
14 答案 : DECB
5. If you want to ask the boss for anything, it is important to find out first __B__
A. to give the boss your advice
B. how he is feeling
C. the boss may have
D. what you really want to talk to him about
E. without suggesting a way to solve it
F. how unhappy you are
find out 名词/名词词组/从句 答案 : B. how he is feeling
6. It is necessary to make clear to the boss __D__
make sth. clear 解释某事 make clear...that/what/how...necessary 必要的答案 : D. what you really want to talk to him about
7. It is not wise to present the boss with a problem __E__ 答案 : E. without suggesting a way to solve it
8. You must be considerate and think of the troubles __C__
consider v. 考虑 considerate adj. 周到的 答案 : C. the boss may have
58 答案 : BDEC
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