

198 MBA 联考

# 考前辅导教材

全国工商管理硕士入学考试研究中心

上册

江苏人民出版社

# **'98 MBA 联考考前辅导教材**

(上 册)

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## 前 言

社会主义市场经济的迅猛发展与企业改革的严峻现实,形成了政府和企业广大管理干部积极攻读 MBA 的热潮。

MBA 是工商管理硕士学位的英文缩写 (Master of Business Administration), 本世纪 60 年代初在美国兴起,三十多年来 MBA 不仅在美国得到蓬勃发展,并且跨越国界成为世界各国都认同的学位。

1990 年我国开始在少数高等学校设置和试办工商管理硕士学位,并且明确指出了工商管理硕士学位的特点:“工商管理硕士学位是专业学位的一种,其特点是:第一,工商管理硕士是务实型的管理人才,招生来源主要是在企业或其主管部门工作过几年,有实践经验的现职人员,课程内容密切结合实际,加强实践环节,采用培养过程与企业密切联系或与企业联合培养,毕业后回到企业中去的培养模式。这与主要从应届毕业本科生中招收缺乏实践经验的人才完全不同。第二,工商管理硕士既要有坚定正确的政治方向,又要求具备广博而全面的知识,结合企业管理的各种职能(如生产管理、财务管理、营销管理、人事管理、决策管理、经营战略等)学习多门课程,形成广博知识与较强能力的综合水平。这与理论研究型人才明显不同。第三,工商管理硕士要有战略眼光,有勇于开拓、艰苦创业的事业心与责任感,能联系群众,有组织指挥生产的应变、判断、决策的能力。因此,在培养过程中要强调能力的培养训练。第四,工商管理硕士可以招收有各种专业背景并有实践经验的大学毕业生,便于培养综合全面而又是复合型的人才。经过研究生阶段系统、科学的培养教育,使他们毕业后能够胜任工商企业和经济管理部门中、高级职务所担负的工作”(国务院学位委员会关于设置和试办工商管理硕士学位的几点意见)。到 1997 年 8 月止,全国试办工商管理硕士的高等院校已达 56 所。

近年来,我国 MBA 入学考试方法也经历了重大变革。在国务院学位办和国家教委高校学生司领导下,从 1994 年开始,全国工商管理硕士教育指导委员会进行了 MBA 入学考试方法改革的研究和试点。经过两年多的努力,终于形成了新的 MBA 入学考试方法,简称 GRK(即管理类学生入学综合考试的汉语拼音缩写)。1996 年国家教委高校学生司即决定 1997 的 MBA 入学考试由原来的各校单独考试改为采用 GRK 方法的全国联考,称为 '97MBA 联考,并将 '97MBA 联考的命题、制卷、试卷分发、阅卷和成绩的统计与分析等组织实施工作委托给全国 MBA 教育指导委员会,指委会为此专门成立了全国工商管理硕士入学考

试(GRK)研究中心。

MBA 入学考试改革的基本原则和指导思想是三个有利,即:(1)有利于确保考生质量,考生应具备 MBA 继续学习的必要知识和能力;(2)有利于测评考生的综合能力和基本素质,不考或少考死记硬背的东西;(3)有利于有实践经验的优秀中青年经济管理干部入学,不考难度太大的书本知识,适当减少英语、数学在录取总分中所占的比重,而适当增加与实践经验和管理能力有关的考试内容。

根据三个有利于的原则,借鉴美国 GMAT(Graduate Management Admission Test)的成熟经验,结合中国国情,确定 MBA 入学考试由笔试和面试组成,面试由各校自行组织。笔试考五门科目,政治理论、英语、数学、管理、语文与逻辑。其中政治理论由各校根据国家教委有关规定单独命题;后四门科目则构成 GRK 考试的总分。为了体现上述第三条原则,将管理的单科成绩定为 150 分,其余均为 100 分。

1997 年全国共有 8551 人参加了 '97MBA 联考。从考试和录取的结果看, MBA 入学考试改革是成功的,其成功之处在于:贯彻了三个有利于的原则,规范了 MBA 入学考试的要求;促进了各试点院校间及考生间的公平竞争;创立了中国 MBA 的新形象。

在 '97MBA 联考试点成功的基础上,国务院学位办决定在“九五”期间开展企业管理人员在岗攻读工商管理硕士(MBA)学位工作,采用推荐与考试结合的方法,规定“获准推荐者需参加全国统一组织的攻读工商管理硕士入学综合考试,即 GRK 考试”,从而使每年攻读 MBA 的人数急剧增加,使 MBA 教育进入了一个新时期。这既给中国 MBA 教育带来了发展的新机遇,同时又面临着严峻的挑战。在迎接挑战的过程中,在如何把好入口关这个环节上,GRK 考试承担了不可或缺的角色。'97MBA 联考的经验证明,由于 MBA 招生对象的特殊性,使得组织生源和考前辅导工作具有特别重要的意义。夸张一点讲,有了真正优秀的生源,MBA 教育就成功了一半。

为了帮助广大考生迎考,1997 年我们组织 26 所试点院校的专家编写出版了一本《'97MBA 联考考试大纲和考试指南》,基本上满足了各校考前辅导的需要。今年在全面系统总结 '97MBA 联考经验的基础上,作了较大的变动,编写出版了两本书,一本《'98MBA 联考考试大纲和报考指南》(全国工商管理硕士教育指导委员会编),另一本《'98MBA 联考考前辅导教材》(全国工商管理硕士入学考试研究中心编)(上、下两册)。

'98MBA 联考考试大纲与 '97MBA 联考考试大纲内容大体相同,局部作了一些修改:英语部分,一方面,修改了原大纲的词汇总表,使词汇量限在最常用的词汇(4000 个左右)、短语(400 个左右)范围内,以更适合 MBA 考生的实际状况及知识结构;另一方面,即在总阅读量不变的情况下,增加一篇约 300 个单词

的英语短文,要求考生根据文章内容用英语简短地回答五个问题;阅读理解部分的题数从原来的20题增加到25题,这一部分总分50分不变。数学部分,由于微积分部分已牵涉解一元一次不等式的内容,所以新大纲在初等数学部分增加了解一元一次不等式的内容;一元微分学部分删去“导数的经济意义”,增加了“凸凹性和拐点”的内容;定积分部分增加了“变限定积分”内容;为了让考生加深对基本原理的理解,在不增加计算量和难度的情况下,线性代数部分增加了向量组的线性相关与线性无关性、齐次线性方程组的基础解系以及特征值和特征向量的内容;试卷题型结构,原大纲选择题50分,计算题50分,调整后选择题40分,计算题60分。管理部分未作重大修改,但作了许多较小的修改。语文与逻辑部分,语文部分调整了语文基础知识的考试内容(比如,为了避免考试的歧视性,新大纲删去了原来对汉语拼音的考察点),明确了现代文、文言文阅读理解的具体要求,修订了写作部分的各项要求(具体请看考试大纲);逻辑部分在考试要求与试题形式的说明方面与原大纲基本保持不变,明确逻辑部分只是测评考生的逻辑思维能力,绝不要求考核考生的逻辑学专业知识,但为了帮助考生提高解答逻辑试题的能力,建议在考前辅导时,可适当介绍一点有关逻辑学的基础知识。

《'98MBA 联考考前辅导教材》继承《'97MBA 联考考试指南》的优良特色,同时亦作了一些必要的改进,在下述几方面有了较大的进展:

1. 更深刻地理解 GRK 考试的性质和宗旨。用 GRK 方式进行的 MBA 入学考试是一种根据 MBA 专业特点综合测试考生能力和素质的选拔性考试,不同于单纯测评考生各种知识程度的水平性考试,其宗旨是严格贯彻三个有利于的原则。辅导教材各科目都安排了一些有关的基础知识,编写这部分的目的都是为了帮助考生在考试中更好地发挥自己的能力和素质,而不是要求死记硬背有关的概念和条文。

2. 更准确地掌握考试大纲的要求。考前辅导教材的作用就是严格根据考试大纲的要求,帮助考生进行复习,掌握必要的基础知识,了解题型及难度,熟悉解题技巧,从而满怀信心地迎接考试。由于考试是严格按考试大纲命题的,所以辅导教材每一内容的阐述是以大纲为依据的,阐述的深度和幅度也与大纲中有关内容所规定的分数相适应。由于所考的科目往往涉及一个或两个独立的学科,所以辅导教材在编写时尽量避免了追求学科体系完整性和系统性的倾向。

3. 更适合 MBA 考生的特点。MBA 考生有两个根本性的特点,一是在职人员大多数工作较忙,考前不可能抽出很多时间脱产复习。这就要求辅导教材在符合大纲前提下,尽可能深入浅出,删繁就简,而不必去看一大堆参考书。另一特点是,考生专业背景和工作层次的多样化。从专业背景看,文、理、工、农、医、管几乎各种专业都有;从工作层次看,高层、中层、基层都有;从职业类别看,管理干部、工程师、教师、律师、会计师等等几乎行行都有。大多数没有系统学过经

济管理类专业,有关经济管理的许多课程正是他们在入学后需要系统学习的,所以在入学考试时,辅导教材中去掉了那些专业性太强、难度太大、方法过于具体的内容,但为入学后学习 MBA 课程所必需的基础知识则予以保留,希望大多数考生通过辅导能顺利掌握有关内容。

本书是由全国工商管理硕士入学考试研究中心组织参加 '97MBA 联考的 26 所试点院校专家编写的。各试点院校的院长们均积极派出专家,他们在工作中废寝忘食、埋头苦干,为发展中国 MBA 教育作出了无私奉献。清华大学、复旦大学、中国人民大学、厦门大学、南京大学等校各专业的知名专家为本书审稿作出了重要贡献。本书编委以及全国工商管理硕士教育指导委员会副主任、清华大学经济管理学院副院长赵纯均教授,全国工商管理硕士教育指导委员会副主任、复旦大学管理学院院长郑绍濂教授,全国工商管理教育指导委员会副主任、厦门大学工商管理学院院长吴世农教授等对本书的编写给予了高度的重视、大力的支持和热心的帮助,在此表示衷心的感谢。

全国工商管理硕士入学考试研究中心 周三多

1997 年 7 月 18 日



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# 英 语





## 第一部分 基础知识

### 第一章 语 法

#### 第一节 时 态

##### 一、一般现在时

一般现在时通常表示习惯动作、一般状态、客观规律和永恒真理。如主语为第三人称单数,动词后需加 s 或 es。

He always gets up late on Sundays.

He lives on a lonely island in the Pacific Ocean.

The sun rises in the east and sets in the west.

[提示]

在以 as soon as, when, after 等引导的时间状语从句中,或以 if, unless 等引导的条件状语从句中,通常用一般现在时代替一般将来时。

I'll ring you as soon as he comes back.

You'll succeed if you try your best.

##### 二、现在进行时

现在进行时表示说话时正在进行的动作,也表示目前一段时间内正在进行的活动。表示后一种情况时,动作不一定正在进行。

They are putting up the scaffolding.

Steve is studying Chinese in Beijing.

[提示]

1. 并非所有动词都有进行时,有些表示状态和感觉的动词通常无进行时,除非这类动词的词义发生变化。这类动词有:be, love, like, hate, believe, think, feel, seem 等。

Do you see anyone over there?

Are you seeing someone off?

2. 现在进行时也可表示将来的动作:它指按人们的计划、安排将要发生的动作或指即将开始的动作。

I'm leaving for Beijing tomorrow.

Imagine I'm seeing the Mona Lisa.

3. 现在进行时也可用来给习惯性动作加上赞赏或讨厌等感情色彩。

She is always cooking some delicious food for her family.

He is always finding fault with his employees.

### 三、现在完成时

现在完成时表示目前已完成的动作或刚刚完成的动作,也可表示从过去某一刻发生,现仍延续着的动作或情况。此时态强调动作对现在的影响。

The conference has lasted for five days.

He's just bought an unusual taxi.

[提示]

1. 当句子中出现表示到现在为止这段时间的状语时,谓语动词一般用现在完成时。此类状语有 up to (till) now, so far, these days, this summer, for... (后接一段时间的短语), since... 等。

We haven't seen each other again since we graduated in 1987.

2. 句中谓语动词是用一般过去时还是用现在完成时主要取决于动作是否对现在有影响。

What did she say about it?

I have lived in Nanjing for 15 years.

### 四、一般过去时

一般过去时表示过去某个特定时间发生且一下子就完成的动作,也可表示过去习惯性的动作。一般过去时不强调动作对现在的影响,只说明过去。

I had a word with Julia this morning.

He smoked forty cigarettes a day until he gave up.

[提示]

1. 一般过去时常与表示过去的时间状语或从句连用,如 yesterday, last week, in 1993, at that time, once, during the war, before, a few days ago, when... 等。

2. “used to + 动词原形”表示“过去常常”而现在已停止的习惯动作。

He used to work fourteen hours a day.

另外,注意区别“used to”和“be used to”。后者意为“习惯于……”,to 为介词,后跟名词或动名词。

### 五、过去进行时

过去进行时表示过去某时正在发生的动作,也可表示过去某段时间内正在发生或反复发生的动作。

Yesterday afternoon Frank Hawkins was telling me his experiences as a young man.

Bill was coughing all night long.

### 六、过去完成时

过去完成时表示过去某时之前已完成的动作或状况。在时间上,它属于“过去的过去”。在句中常有明显的参照动作或有表示“到过去某时为止”的时间状语。

By the end of the war, the small workshop had become a large factory.

They found that a stream had formed in the field.

## 七、一般将来时

一般将来时表示某个将来时间会发生的动作或情况,也可表示将来反复发生的动作或习惯性的动作。

He will take part in an important race across the Atlantic.

The students will have five English classes per week this term.

[提示]

be going to, be to, be about to 等也可表示将来发生的动作,但它们常常表示打算、计划、安排和即将要发生的动作。will 表示说话人认为、相信、希望或假定要发生的动作或情况。

## 八、将来进行时

将来进行时表示将来某时正在发生或持续的动作。其构成: will + be + 动词的现在分词。

I'll be reading this time tomorrow.

Most of the young people in the town will be meeting them at the station.

## 九、将来完成时

将来完成时表示将来某时前已完成的动作,它也可用来表示推测。

They will have stayed here for five months next week.

By the end of next month, they will have studied twenty passages.

## 十、现在完成进行时

现在完成进行时表示从过去某时开始一直持续到现在的动作。此动作或情况可能已停止,也可能继续下去。它也可表示刚结束的动作。

I've been working for IBM for 15 years.

I've been waiting for an hour but she still hasn't come.

[提示]

现在完成时和现在完成进行时的区别是:前者一般表示已结束的动作或情况,它强调对现在的影响。后者一般表示仍在进行或刚刚还在进行的动作或情况,它强调动作的延续性。

I have thought it over.

我已经考虑过这件事了。

I have been thinking it over.

我一直在考虑这件事。

Be careful! Peter has been painting the car.

注意! 彼得刚才还在给这部车上油漆。(油漆尚未干)

### Exercises 1 Choose the best answer to complete the following sentences:

1. Even if it \_\_\_\_\_ this afternoon, I will go there.

A. has rained

B. will rain

- C. rains D. will have rained
2. \_\_\_\_\_ last year and is now earning his living as an advertising agent.  
A. He would leave school B. He left school  
C. He had left school D. He has left school
3. We \_\_\_\_\_ each other for ten years.  
A. had known B. have known  
C. have been knowing D. know
4. They fulfilled the plan earlier than they \_\_\_\_\_.  
A. have expected B. expected  
C. were expecting D. had expected
5. "Will she finish the work soon?"  
"Yes, she \_\_\_\_\_ by next Friday."  
A. shall finish B. finish  
C. have finished D. will have finished
6. It \_\_\_\_\_ almost every day so far this month.  
A. is raining B. rained  
C. rains D. has been raining
7. My wife \_\_\_\_\_.  
A. has forever criticized me  
B. forever criticizes me  
C. was forever criticizing me  
D. is forever criticizing me
8. He \_\_\_\_\_ in a small workshop, but now he is the head of a big business company.  
A. used to working B. was used to work  
C. used to work D. was used to working
9. My grandmother \_\_\_\_\_ rural life.  
A. has used to B. used to  
C. is used to D. uses to
10. I \_\_\_\_\_ my breakfast when the morning post came.  
A. had B. had been having  
C. was having D. have been having
11. I'm glad that Peter decided to come to the party because we \_\_\_\_\_ him for several years.  
A. haven't seen B. don't see  
C. didn't see D. hadn't seen
12. The conference \_\_\_\_\_ a full week by the time it ends.  
A. has lasted B. lasts  
C. will have lasted D. is lasted
13. The computer, working very fast \_\_\_\_\_ data at the speed of light.  
A. has handled B. handled

- C. handling                      D. handles
14. The sun \_\_\_\_\_ in the east and \_\_\_\_\_ in the west.
- A. rise, set                      B. rises, sets
- C. rose, set                      D. is rising, is setting
15. Yesterday afternoon Frank Hawkins \_\_\_\_\_ his experience as a young man.
- A. was telling                  B. told
- C. tell                              D. is telling

## 第二节 语 态

被动态常用于下列几种情况:

### 一、动作的执行者无需指出或不明确时

**Printing was introduced into Europe from China.**

Rome was not built in a day.

## 二、为了强调动作的承受者时

**Four people were killed and thirty-one injured in the bomb attack.**

**Susan was singled out for praise yesterday.**

### 三、为了修辞的需要

He started to complain about this wicked world but was interrupted by a knock at the door.

Yesterday he visited our university and was welcomed by the President.

〔提示〕

1. 除及物动词外,一些相当于及物动词的短语动词也可使用被动态形式,除个别情况外,短语动词一般不拆开使用。

**This matter will be dealt with as soon as possible.**

2. 不及物动词(或相当于一个不及物动词的短语动词)和表示状态的动词(或短语动词)无被动态形式,如: happen, rise, occur, take place, break out 等;以及 lack, fit, suit, equal, become, resemble, befall, consist of, look like 等。

The story took place in 1949.

3. 将主动态形式改为被动态形式时,如遇到动词后跟双宾语的情况,我们只能将其中之一变成主语,另一个保持不变。当直接宾语变成主语时,保持在原位的间接宾语前需加介词 to。

I gave my husband a tie as a birthday present.

→My husband was given a tie as a birthday present.

→A tie was given to my husband as a birthday present.

**Exercises 2 Choose the best answer to complete the following sentences:**

1. The professor was knowledgeable and eloquent and \_\_\_\_\_ with enthusiasm.  
A. was always listened                      B. was always listened to  
C. always was listened                      D. always listened to
2. He returned a week later and found his house \_\_\_\_\_.  
A. had broken into                      B. was broken into  
C. to be broken into                      D. had been broken into
3. The United Kingdom \_\_\_\_\_ Great Britain and Northern Ireland.  
A. consisted of                      B. is consisted of  
C. consists of                      D. consist
4. These oranges \_\_\_\_\_ nice.  
A. are tasted                      B. taste  
C. is tasted                      D. tastes
5. In 1950, she was the largest ship that \_\_\_\_\_.  
A. was ever built                      B. has ever built  
C. has ever been built                      D. had ever been built
6. The house suddenly collapsed while it \_\_\_\_\_ down.  
A. was pulled                      B. pulled  
C. was being pulled                      D. had been pulled
7. "How do you like your new position?" "I \_\_\_\_\_."  
A. don't satisfy                      B. am not satisfied  
C. can't satisfy                      D. haven't satisfied
8. The sixth generation computers, with artificial intelligence, \_\_\_\_\_ and perfected now.  
A. developed                      B. will have been developed  
C. have developed                      D. are being developed
9. There are more than fifty proposals \_\_\_\_\_ at the conference.  
A. discussed                      B. to be discussed  
C. discussing                      D. having discussed
10. Though Newton was a great scientist, many of his ideas \_\_\_\_\_ today and are being modified by the work of today's scientists.  
A. are to challenge                      B. are challenging  
C. may be challenged                      D. have been challenged



### 第三节 虚拟语气

#### 一、虚拟式用于非真实条件句时的构成

	if 从句	主 句
与现在事实相反	动词的过去式 (be 为 were)	would (should) + 动词原形
与过去事实相反	动词的过去完成式	would (should, could, might) + have + 动词的过去分词
与将来时间相反	1. 动词的过去式 (be 为 were) 2. were + 不定式 3. should + 动词原形	would (should, could, might) + 动词原形

If I had time, I would go to the movies with you.

If we hadn't made adequate preparations, the conference wouldn't have been so successful.

If it were to rain tomorrow, the game would be put off.

[提示]

1. 在非真实条件句中,有时从句的动词所表示的动作和主句的动词所表示的动作并不同时发生,这样的条件句中使用的虚拟式称为混合虚拟式。其构成视具体情况而定。

If I had taken my raincoat when I came out this morning, I would not be wet now.

If I were you, I wouldn't have missed the film last night.

2. 引导非真实条件从句的连词 if 在正式文体中有时可以省去, were, had, should 等非行为动词这时应提到从句句首。

If I were you, I wouldn't feel sorry.

→ Were I you, I wouldn't feel sorry.

3. 有些句子从表层结构上看无 if 引导的非真实条件句,但从深层意思上看是存在的。这种情况下主句动词仍需用虚拟式。这类句子中常出现 without (如果没有), but for (要不是), otherwise (否则), but that (若不, 后接一从句) 等词或词组。

But for your help, they couldn't have succeeded.

要不是你的帮助,他们就不会取得成功。

She wasn't feeling well. Otherwise she wouldn't have left the meeting so early.

她感到不舒服。不然她不会那么早就离开会场的。

#### 二、虚拟式也可用于其他情况

1. 在 it's necessary (important, natural, essential, proposed, required, suggested, impossible, strange) that... 结构中, that 引导的真正的主语从句中动词应用虚拟式, 表示必要、应该、建议、要求、惊讶、不相信等意。

It's necessary that we (should) set out at once.

It's proposed that a committee (should) be set up to look into the matter.

2. 在 ask, require, order, demand, suggest, propose, command, insist 等动词后的

宾语从句中, 动词也用虚拟式, 表示命令、建议、要求等。

I suggest that we (should) go camping tomorrow.

He insisted that our laboratory reports (should) be handed in the day after the experiment was done.

他坚持要求我们将实验报告在做完实验后第二天交上来。

注意, 以上句中 insist 意为“坚持要求”。如 insist 作“坚持认为”解, 则不需用虚拟式。

He insisted that he was right.

他坚持认为他是对的。

3. 虚拟式可用于 wish 后的宾语从句中, 表示与事实相反的愿望。

I wish I had been to the concert last night.

I wish he would forgive me.

4. It's (high, about) time that... 的句型要求用虚拟式, 表示应该做还没做的事。

It's high time that he stopped smoking.

It's about time that we took our leave.

5. 在 I would (had) rather 后的句子中, 动词也要求用虚拟式, 表示某人的愿望。

I'd rather you left tomorrow instead of today.

I'd rather he hadn't done anything like that.

6. 在 as if (though) 引导的状语从句中, 谓语动词有时用虚拟式。

She looks as if she knew all about it.

They talked as though they had got acquainted with each other for years.

### Exercises 3 Choose the best answer to complete the following sentences:

1. If you \_\_\_\_\_ that late movie last night, you wouldn't be dozy(困倦的) now.  
A. haven't watched                      B. didn't watch  
C. hadn't watched                      D. wouldn't have watched
2. Had I known it, I \_\_\_\_\_ you.  
A. have told                              B. had told  
C. wouldn't be told                      D. would have told
3. \_\_\_\_\_ the storm, we should have reached our destination.  
A. For but                                B. But for  
C. In spite of                              D. In case of
4. She insisted that what she had done \_\_\_\_\_ right.  
A. was                                      B. is  
C. be                                        D. had been
5. I wish you \_\_\_\_\_ me yesterday.  
A. tell                                      B. could tell  
C. would tell                              D. had told
6. \_\_\_\_\_ it left to me to decide, I would not hesitate to prefer the latter.  
A. If                                        B. Were  
C. Had                                      D. Should