

《四级阅读理解选词填空题及答案（10）》

Passage:

In today ' s competitive job market, having strong communication skills is crucial. Employers seek candidates who can effectively (1)_____ ideas, collaborate with team members, and engage with clients and customers. To improve communication abilities, consider the following strategies.

Firstly, practice active listening. When engaging in a conversation, focus on (2)_____ what the speaker is saying and demonstrate interest through non-verbal cues such as nodding and maintaining eye contact. Avoid interrupting and ask clarifying questions to ensure understanding.

Secondly, develop your (3)_____ skills. Clear and concise writing is essential for effective communication. Take the time to proofread and edit your written work, paying attention to grammar, punctuation, and clarity of ideas.

Furthermore, expand your vocabulary. A rich and diverse vocabulary enhances your ability to express yourself accurately and precisely. Read widely and intentionally learn new words. Use flashcards or vocabulary apps to reinforce (4)_____.

Additionally, learn to adapt your communication style to different situations. Recognize that different contexts and audiences may require variations in tone, language, and approach. Practice (5)_____ your message to suit the needs and expectations of the listener.

Moreover, develop your public speaking skills. Join clubs or organizations that offer opportunities for public speaking, such as Toastmasters. Take advantage of these platforms to gain confidence and refine your presentation abilities.

Furthermore, embrace technology. In our digital age, proficiency in (6)_____ tools is increasingly important. Familiarize yourself with email etiquette, video conferencing platforms, and other digital communication tools commonly used in professional settings.

Additionally, seek feedback from others. Regularly request input on your communication skills from mentors, peers, or supervisors. This constructive feedback can help identify areas for improvement and provide valuable insights.

Lastly, practice empathy in your interactions. Show genuine concern for others '

perspectives and feelings. Empathy fosters effective communication by promoting understanding and trust.

By implementing these strategies, you can enhance your communication skills and increase your employability. Remember that communication is a lifelong skill, so continue to seek opportunities for growth and (7)_____.

Options:

- A. convey
- B. adapt
- C. vocabulary
- D. refine
- E. comprehension
- F. presentation
- G. insights
- H. digital
- I. communication
- J. growth
- K. articulate

参考答案：

AEICBHJ